

THOMAS HARLEY'S EDUCATION CHARITY

YOUNG PERSONS EDUCATION / APPRENTICESHIP GRANT APPLICATION FORM

Trustee meetings are held every April and September. Applicants are advised to ensure their completed application forms and supporting documentation are received by Sue Stevenson at Charity Link by 1st April or 1st September latest in order to be considered.

Completed forms should be returned to: Thomas Harley's Charities
c/o Charity Link, 20a Millstone Lane, Leicester, LE1 5JN
Email: sue.stevenson@charity-link.org

Notes to Applicants: please read these notes carefully before completing the form

1. Applicants must be under 25 years old.
2. Preference will be given to applicants whose parents live in the "area of benefit" which is defined as "the Parishes of Osgathorpe and Belton and the former urban district of Coalville. In the event of there being insufficient applicants from the area of benefit, the Trustees may consider other applicants who must have parents resident in the County of Leicestershire.
3. Applicants are required to provide full details of all of their expenses and the amount being claimed in **Section 6 Expenses**. (It is recognised that students applying for higher education require such items as a computer, books and lodgings, and applications will therefore still be considered if this is not completed). The Charity cannot consider requests to cover debts or costs already paid for.
4. Applications MUST be accompanied by the following supporting documentation:-
 - a) Applicant's Personal Statement (**see Section 7**)
 - b) Tutor or Employer's Written Endorsement (**see Section 8**). *For applicants applying for a University/College place this should be provided by your School Head of Year/Form Teacher or Head Teacher. For those already at University/College, this should be provided by your Course Tutor. For applicants on Apprenticeships, this should be provided by your Employer.*
 - c) Parental Declaration Form - completed and signed by a parent or guardian. *The income declared should be the total household income including parent(s)/step-parents/maintenance and evidence of such income in the form of applicable tax credit forms should be provided.*

Applications received without the required supporting documentation will not be considered. Please note that it is the Applicant's responsibility to ensure Tutor/Employer Endorsements are obtained.

5. The Trustees have in the past shown preference to support applications where the gross parental income is less than £41,000 per annum and/or where there are other dependant children.
6. As a rule, grants awarded are less than £2,000 due to the number of eligible applications received and the limited funds available.
7. Applications for grants for second degrees will not normally be considered.
8. Grants can be made by online payment or cheque (**see Section 9**). Please provide the payee details for your account, and for your course provide if you are requesting assistance with course fees.

1. Personal Details

Name:

Address:

.....

Telephone No: E-mail:

Date of birth: Marital Status:

If you are a UK resident for taxation purposes, then please tick this box:

OR if you are **not** a UK resident for taxation purposes then please provide the following details:

Country of Tax residency:..... Tax ID number:.....

Place of birth:.....

2. Education History

Names of Schools/College attended:

.....

GCSE / BTEC / 'A' Level results (if applying for higher education grant):.....

.....

.....

1st / 2nd year University results:

.....

.....

Details of any incomplete courses:

.....

3. Current Education Details

Present or proposed course:

Name of School/College/University:

Start Date: Length of course:

4. Apprenticeship Details (only if applying for an Apprenticeship Grant)

Present or Proposed Apprenticeship:

Name of Employer:

Length of Apprenticeship: Start Date:

Hours Per Week:..... Salary:

Study Days Per Week:

5. Grants & Awards

Details of any other bursaries being received or applied for, including amount:.....
.....

Details of other grants/charitable payments etc, including amount:
.....

6. Expenses

Please provide full details of all of your expenses and the grant amount being claimed. It is recognised that students applying for certain courses in higher education may need additional equipment, books etc and these should be listed together with costs of lodgings and other living expenses.

(1)	£.....
(2)	£.....
(3)	£.....
(4)	£.....
(5)	£.....
(6)	£.....
Total Expenses	£.....
Amount Being Claimed	£.....

7. Applicant’s Personal Statement

On a separate piece of paper, in approximately 500 words and preferably in your own handwriting, please provide a statement explaining:-

- (a) What you have gained/achieved in the last 12 months at School/University/College or on your Apprenticeship.
- (b) What you hope to gain by attending/completing the Course or Apprenticeship for which you have applied or are already enrolled on.

8. Tutor OR Employer Endorsement (please refer to Notes to Applicants section 4b)

Application forms MUST be accompanied by a written Tutor or Employer Endorsement. For Education Grants, this should be provided by your present educational establishment. For Apprenticeship Grants, the endorsement should be from your Employer.

The purpose of the endorsement is to advise the Trustees why you should be supported and how you will benefit if a grant is awarded, and should verify you own personal statement.

Please note that if you are a second or third year degree applicant for September, you will need to obtain a tutor endorsement before the end of the summer term.

Applications received without an endorsement cannot be considered.

It is possible that a representative of the Trustees may wish to make contact with the tutor/teacher or employer providing the endorsement. Please therefore supply their name, telephone number and e-mail:

Name:

Telephone: E-mail:

9. **Payee Details**

Successful grants will be paid by online banking, or cheque if specified. For course fees, please provide the account details for your course provider, including any required payment reference.

(1) Your account details (if the applicant is under 16, then please provide account details for a parent/guardian)

Name (exactly as it appears on your account):.....

Sort Code:..... Account number:.....

(2) Course provider account details

Name:.....

Sort Code:..... Account number:.....

Payment reference (student ID, invoice number etc.):.....

PLEASE SIGN THE APPLICATION FORM BELOW AND REMEMBER TO INCLUDE YOUR COMPLETED PARENTAL DECLARATION FORM, TAX CREDIT FORM, OWN WRITTEN STATEMENT AND TUTOR OR EMPLOYER ENDORSEMENT.

Signature of Applicant: **Date:**

PARENTAL DECLARATION FORM

1 Personal Details

- (a) Name of Parent/Guardian:
- (b) Address:
.....
- (c) Telephone No: E-mail:
- (d) Occupation:
- (e) Names and ages of other dependant children:
.....

2 Gross Yearly Income

- (a) Father's (guardian's) salary or wage (net, after deduction of tax and NIC): £.....
- (b) Mother's salary or wage (net, after deduction of tax and NIC): £.....
- (c) Investment income: £.....
- (d) Pension receipts: £.....
- (e) State benefits: £.....
- (f) Other income, e.g. maintenance: £.....
- Total Income** £.....

3 Expenses

- (a) Rent or mortgage (annual) £.....
- (b) Council tax (annual) £.....
- (c) Pension contributions (annual) £.....
- (d) Educational expenses for other dependant children £.....
- (e) Expenses for dependant relative £.....
- Total Expenses** £.....

Please remember to attach evidence of income in the form of applicable tax credit forms.

Signature of Parent/Guardian: **Date:**

