**Salisbury City Almshouse and Welfare Charities**

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**GUIDANCE ON THE COMPLETION OF EDUCATIONAL GRANT APPLICATIONS**

Salisbury City Almshouse Educational and Apprenticing Charity is a small fund which can make grants to young people (up to 25 years old) who are resident in the Salisbury area and in need of financial assistance towards an educational activity. Priority is always given to individuals where either they, or their parents/guardians, are in receipt of benefits and applicants who demonstrate significant financial need. ‘Education’ is considered in the broadest sense and can include activities such as school trips, play schemes, obtaining academic, trade and professional qualifications, as well as adventure training, expeditions to and teaching in third world countries. The development of independence and self-reliance, initiative and resourcefulness often forms an important part of educational activities.

**What can be funded?**

a. As well as courses and trips, funds can be granted towards course fees, essential books, specialised equipment and tools required to undertake a course or trip etc. Regular payments towards fees or expenses are only made in exceptional circumstances.

1. Grants are generally not paid until (where appropriate) we receive confirmation from the applicant’s sponsor that the balance required has been raised in full.
2. Postgraduate studies cannot be funded.
3. Daily subsistence expenses (for example at university) are not funded.

**Completing the Application Form**

**Part 1 - Personal Details**

Please check the Personal Details section is completed correctly and in full. The applicant’s NI number must be provided and the form signed by them.

**Part 2 - Reasons for Undertaking the Activity**

Please explain in detail the reasons for undertaking this activity and the benefit you hope to gain for the future by doing so. This is of the utmost importance to the Trustees when considering applications.

**Part 3 - Sponsor’s Recommendation**

The sponsor could be a teacher, tutor or activity organiser and must have sufficient knowledge of your capabilities and background to assess if you will benefit from taking part. Please ask your sponsor to specify how he/she considers you will gain by taking part in the activity.

**Part 4 - Funding**

Please list each element of cost and how the total amount of the activity will be funded. It is important that all other grants applied for are detailedby organisation and the amount requested from each. For applicants who are not self-supporting or financial independent, we will require the additional Income and Expenditure form to be completed.

**Part 5 - Family Details**

Please list the other members of the applicant’s household.

**Part 6 - Financial Details**

We need to have the fullest possible information about the applicant’s parental/household’s finances, weekly income and expenditure since our resources are limited and we would like to ensure that priority is given to those most in need.

a. This should be completed in full by the applicant or their parent/guardian in the presence of the sponsor if possible. Ensure the figures are correct and that the totals are accurate. Please state if an expense item is payable monthly or four-weekly rather than weekly. All benefits received must be itemised.

b. Ensure the totals of weekly income and expenditure fully reflect the household’s financial circumstances realistically and sensibly.

c. If it appears that expenditure exceeds income, this should be noted in Part 3 with an explanation of what is being done to correct this.

d. If it appears that income easily covers expenditure, please explain in Part 3 why they are in need of a grant.

1. Debts should be itemised to show:

• The original amount borrowed

• From whom it was borrowed

• What it was for/why it was borrowed

• The amount outstanding

• The weekly repayments

**General**

The Trustees meet to consider all applications on a monthly basis. However, if an application requires further clarification, is in an unacceptable form, illegible, or is considered to be of a low priority we will contact the sponsor prior to consideration. All Grants from the Charities are discretionary and subject to level of funds available. There is no automatic entitlement to a grant and all cases are assessed on an individual basis. The Trustees’ decision is final. No correspondence will be entered into with unsuccessful applicants.

By signing the form, the applicant confirms that the information provided is complete and correct and that further information will be provided if requested. By signing the form, the sponsor confirms that, to the best of their knowledge, all the information provided is true and accurate, and that they are responsible for ensuring that the grant monies will only be used for the intended purpose.

**Data Protection**

The application and any further information provided will be kept in our filing system (in paper and/or electronic form). Details of applications and any subsequent information will be recorded on our computer system, together with details of any subsequent correspondence and/or grants awarded. We may disclose personal information as necessary to third parties who supply goods or services to applicants as part of the grant making process or similar. We may also disclose information to third parties where necessary to comply with applicable laws and regulations and/or for the purposes of obtaining professional advice (e.g. legal advice).