

**WEST'S EDUCATIONAL GRANT APPLICATION FORM** *Rev. January 2021*

**Deadlines for submission of applications are 31 December and 30 June**

Claims can only be made for people aged 24 or under. If the applicant is 18 or over, he or she should complete this form. If the applicant is 17 or under the form should be completed by the child's parent/carer. **Please use a separate form for each child.** All parts of the form must be completed. Please return to the Clerk, Mrs Lesley Smith, 4 Home Farm, Tebworth, Leighton Buzzard, Beds LU7 9QD (01525 874716), from whom further copies of this form are available. Forms are also available online at [www.chalgrave.org.uk](http://www.chalgrave.org.uk) Local Organisations or <https://hockliffe.org.uk/wests-educational-charity/>

**For applicants aged 17 or under**

**For applicants aged 18 or over**

Parent/Carer's title.....  
 Parent/Carer's name .....  
 Address .....  
 .....  
 Post Code.....  
 Tel .....  
 E-mail .....  
 Child's name .....  
 Child's date of birth .....  
 Child's age at the date of this claim ..... yrs .... mths  
 Does the child reside in either the parish of Hockliffe  
 or Chalgrave?.....

Title.....  
 Name .....  
 Hockliffe/Chalgrave Address .....  
 .....  
 Post Code.....  
 Tel .....  
 E-mail .....  
 Date of birth .....  
 Age at the date of this claim .....yrs ..... mths

**For all applicants**

Current place of education (e.g. school, college, university etc) and, if not at school, what course are you taking?  
 .....

Now please give details of each activity for which you are making a claim. Put in the full amount spent in the right-hand column and attach all receipts. **All claims must be retrospective.**

**Receipts must be attached or your application will be returned.**

Description	Amount spent	
	£	p
Comments regarding the application (e.g. explanation for absence of receipts, lateness, special circumstances etc). Please include a covering letter if insufficient space here.		
I declare that the information on this form is correct to the best of my knowledge and belief.		
Signed ..... Please print name ..... Date .....		

## New guidelines (2020 onwards)

- Applicants must reside in the parishes of Hockliffe or Chalgrave and be aged 24 or under.
- All applications on behalf of children/young people under the age of 18 at the time of the application **MUST BE MADE** by a parent/carer on behalf of that child/young person.
- All applications on behalf of young people aged 18 to 24 at the time of the application **MUST BE MADE** by that young person him/herself.
- We would usually expect to pay: -
  - (a) a student grant of not less than £200 per half year for those studying full time for a degree
  - (b) a contribution towards costs of post 16 education (e.g. part-time college, apprenticeships etc)
  - (c) 50% of the cost of lessons in the performing arts (music, dance, drama etc)
  - (d) 50% of the cost of sporting activities (football, rugby, cricket, netball, riding etc)
  - (e) 75% of the cost of swimming lessons (except for children attending Hockliffe Lower School, who receive them through the school, partly financed by West's Educational
- We will continue to make contributions to school trips of an educational nature (This does not include trips which are wholly for leisure, such as Alton Towers, Legoland etc.) An application will only be considered after the trip has been paid for in full and only after the trip has taken place. In exceptional cases, however, if there is real difficulty paying in advance, the Trustees may consider an early application.
- We will only pay routine travel expenses in exceptional circumstances
- There will be a maximum grant per child/young person per application, which will vary from meeting to meeting depending upon funds available, except for: -
  - (a) those receiving the minimum £200 student grant
  - (b) out-of-the-ordinary, one-off events
  - (c) exceptional circumstances

***It is very important that people remember that these are only examples. ANYONE aged 24 or under residing in Hockliffe or Chalgrave is encouraged to apply for a grant towards ANY educational activity. NOTHING WHATSOEVER is ruled out, so long as the activity is educational.***

Receipts are required to support all applications, except the minimum £200 student grant. It is very rare that this rule is waived and there must be an extremely good reason e.g. if you cannot fund an activity beforehand, in which case please apply to the charity. No receipt usually means no grant.

Claims can be made by organisations working for the benefit of young people aged 24 or under residing in Hockliffe or Chalgrave.

Trustees meet in January and July. Applications will be considered at the January meeting if received by the clerk on or before 31 December of the previous year. Applications will be considered at the July meeting if received by the clerk on or before 30 June of that year. If a deadline is missed the application will automatically be considered at the next meeting. For example, an application received on 1 January 2020 will be considered at the July 2020 meeting. Only in very exceptional circumstances (e.g. postal strike) will this rule be waived.