

KING EDWARD VI COMMUNITY COLLEGE FOUNDATION GOVERNORS

Charity Number: 310026

**Information Notes for past students, under the age of 25 for a Foundation
Governors' Award**

The Foundation can grant funds to past students under the age of 25, who attended King Edward VI Community College for at least two years. Awards are to promote education, including social and physical training.

Criteria for awards

- Need, financial or social.
 - Educational benefit
 - Cannot be funded elsewhere
 - Special needs/social needs
- Desirable*
- Attempt to find other funding
 - Contribution to college or community – social benefit
 - Demonstrated aptitude and commitment for subject

Do not fund:

- Daily travel expenses
- Exam fees
- Equipment with a capital value:
computers, cameras etc.
- Individuals who have been
previously generously funded
- Travel unless it has a clear
volunteering, charitable or
educational benefit.
- Policy on musical instruments and
tuition is under review.

Grants to past students

- Applications must be made in advance
- Applications must be supported by a reference from a tutor, mentor, coach or employer. A person who is a relative or will benefit financially from the grant (like a private tutor) may not give the reference
- No award is given for more than 50% of costs
- Past students who have previously been substantially funded are unlikely to be given an award, unless there are exceptional circumstances
- Awards are currently in the range of £150-£400

Who may get a grant and for what? Recent grants have been given for:

- Sports equipment and funding to allow taking part in national or international competition
- Acquiring a skill which will have benefits for others (e.g. Life saving, coaching etc.)
- Vocational projects
- Improving qualifications in order to enter or qualify for further education
- Volunteer placements abroad
- Educational opportunities for carers or students with physical or social disabilities
- Help with apprentice costs, graduate shows or Masters' applications. The latter will be in exceptional circumstances

What the Foundation requires from an application

- The purpose is educational.
- It meets the criteria of the Foundation's policies
- It is the result of a real need, not something invented for funding.
- It will allow the student to progress.
- An indication of how matched funding will be raised.
- Value for money – costings will be checked.
- A detailed reference. Remember to discuss this with your referee and give him or her time to send the reference to the college. The reference is confidential and will influence decision making. Awards will not be made without a reference.
- All the information requested is supplied.
- A commitment to use the grant help the applicant benefit others.
- Recipients to advertise how an award has helped them and are prepared to inform students.

The application form

- Fill in each section – incomplete forms will be returned or rejected.
- Apply before a course or event. Retrospective applications will not be considered.
- Answer each question clearly and briefly. You may attach typed notes.

- Show why you are in need of financial support
- Travel abroad must be insured against cancellation and proof provided.
- Remember to list previous grants, bursaries etc. This will be checked.

You will be informed of the Foundation's decision on your application and, if an award is made, given the conditions of acceptance. The awards subcommittee meets six times a year.

Any further information may be sought from Mrs. Trant, Secretary to the Foundation. King Edward VI Community College, Ashburton Road, Totnes, Devon TQ9 6JX Email: mdtrant@kingedwardvi.devon.sch.uk

KING EDWARD VI COMMUNITY COLLEGE FOUNDATION GOVERNORS

Charity Number: 310026

Application for a grant from past students under 25 years old.

Please use block capitals and black ink.

Applicant's Name:

Address

Phone Number

Email:

D.O.B.

Date of entry to college

Date of leaving:

Signature:

Date:

Please read the information notes carefully before completing the form. Incomplete forms may not be considered. You must supply a reference. Awards may only be given to ex-students under the age of 25, who attended the college for at least 2 years.

FILL IN **EACH** SECTION BRIEFLY AND CLEARLY. Attach any additional notes, typed on A4 to this form.

1. What is your current occupation? (eg. gap year, unemployed, student, apprentice)

2. What is the project, equipment, placement or course you are asking for help to fund?

3. Why are you in need of financial help?

4. Enter the qualifications you have achieved (Show the level achieved: exam grades, qualifications, prizes etc.)

5. How will an award assist you to achieve your ambitions?

6. About You:

Did you take part in KEVICC and community events, like fundraising, performances, sports, or coaching or mentoring younger students? Do you continue to contribute to your community?

Who or what is important to you and why? What is your ambition? What do you do in your spare time: sport, activities, volunteering, part-time job etc.?

What are you most proud of? Is it a talent, skill, achievement or how you have made a difference to someone or something? Show what you have achieved; include any challenges or setbacks you have had to overcome.

7. Request for funding: please give costs, e.g. transport, fees, equipment etc. Value for money and costs will be checked. Receipts will be required, as will proof of insurance against cancellation for foreign travel.

Total cost of project

Amount requested

8. How will you match any funding? (This could be awards from other charities, parental contributions, earnings or savings. We expect you to have researched alternative funds.)

9. Did the Foundation Governors fund you in the past? If so please give details and amounts. This would include music bursaries; help with kit and trips, and/or grants made by your Head of Year, the Principal or the Foundation? (This will be checked.)

10. The Foundation requires feedback on the success (or not) of individual awards. Please show the date you will update the Foundation of your progress. Within 3 months please. (This can be by letter, email, digital links to the college website, an article in the press or the Courier.) The award should be mentioned in any publicity. Send it to Mrs Trant, details below.

Date you will be in contact..... Form of update.....
Details:

(Send this information to Mrs.Trant, contact details given below.)

11. The Foundation hopes past students will inspire current students about future routes to study. Are you prepared to take part in or have your work displayed at a charity event celebrating the Foundation's awards? Have you arranged to give a presentation or mentor students? (Please indicate which.)

12. Who is your referee? The referee should be an academic tutor, coach or mentor, an employer or professional who knows you well. It cannot be a relative or someone who will benefit financially from your award. Please discuss your application with your referee and give them the attached form. He or she may be able to direct you towards other sources of funding. We are asking for a detailed reference Please allow time to send the reference to Mrs.Trant. Applications without a reference will not be considered, **nor will retrospective applications.**

Name of referee

Position

(Please print)

Contact details:

CHECK YOU HAVE FILLED IN ALL SECTIONS CORRECTLY. Please attach any additional relevant information, typed on an A4 sheet.

Please send you application together with any notes to Mrs. Trant, Accounts, King Edward VI Community College, Ashburton Road, Totnes TQ9 5JX. Email: MTRANT@kingedwardvi.devon.sch.uk

The awards subcommittee meets six times a year to consider applications.

KING EDWARD VI COMMUNITY COLLEGE FOUNDATION GOVERNORS

Charity Number: 310026

Confidential reference for an award to a past student of the college

Please use block capitals and black ink.

Applicant's Name:

Date:

Project, equipment or course for which funding is requested

Amount requested:

Name of referee:

Position:

Email address:

Signature:

Statement Guidelines

The Foundation's Trustees cannot accept an application without a reference from an unbiased person who knows the applicant; e.g. course tutor, employer, mentor or coach. All information will be treated in confidence.

You will enable us to identify those applicants whose educational opportunities will be transformed by a grant. Your knowledge of the applicant's circumstances, ability and attitude is invaluable. We have limited funds and must prioritize. We have a duty to consider both financial and social need. Please inform us if:

- *The applicant has discussed the application with you?*
- *An award would meet a genuine need, not merely satisfy a want?*
- *It is value for money? Awards are usually between £200 and £400.*
- *It will allow educational progress? This can be academic, physical, creative or social.*
- *An award will help to combat difficulties the applicant has or is experiencing?*
- *The applicant shows exceptional talent which a grant would support?*
- *Other sources of funding might be available? The Foundation aims to match funding.*

Grants are restricted to 50% of cost or less. On rare occasions, an exception has been made. Please indicate if the applicant's circumstances warrant this. Such applicants are usually from a difficult background and the awards are fairly modest.

Thank you, the Trustees are aware this will be a call on your time but we have a duty to select the most deserving for awards. We do not make retrospective awards.

Please attach your reference to this form and send to:

Mrs. Marie Trant, Secretary to the Foundation: King Edward VI College, Ashburton Road, Totnes, Devon TQ9 5JX Email mdtrant@kingedwardvi.devon.sch.uk