

Hawkshead Grammar School

Rules for Academic and Vocational Training Grant Applications

Purpose

Hawkshead Grammar School Foundation is a charity which makes grants to young people from this area to help them with their expenses in gaining a good education or in gaining useful employment. The grants for academic education are restricted to university level including foundation degrees, first degrees and subsequent qualifications. However vocational grants are offered for any courses aimed directly at the job market e.g. teacher or nursing training or pre-apprenticeship courses. The grants are provided in order to make the acquisition of books and materials easier for students, and the acquisition of appropriate tools and clothing easier for an apprentice tradesman or professional trainee.

GCSE , A level and similar courses are excluded because they are state provided and free of charge. Grants for gap year activities will not be considered. Neither will grants be paid in years where the student takes a substantial paid placement at a workplace (sandwich course).

Rules

1. Applications will be accepted in writing only from persons who meet the following criteria
 - a. Residents of the Ancient Parish of Hawkshead
 - b. Young persons over the compulsory school leaving age (currently 16 years) and under 30 years of age
2. Applications must be in connection with education or entry into the workplace.
3. Applications will be assessed by the governors on their merits, bearing in mind the financial resources available to the Grammar school.
4. Applications for academic or training courses must be for courses which have fees charged to the student, and for which there is no salary attached. This rule does not apply to apprentices or those young people entering one of the professions.
5. Only one educational/training grant per person per year will be made. If this is a second degree/qualification and you have had previous grants from the Foundation this will not bar you from seeking further help now but it may be taken into consideration in prioritising if demand for grants exceeds the funds available.
6. Grants will normally be based on the needs of the case and no enquiries will be made into personal circumstance. In 2007 the grant did not exceed £200. In 2008 it is expected that awards will be for similar amounts.
7. In a multi-year course acceptance for a grant in year one will not automatically mean that a grant will be paid in subsequent years. Students will have to provide evidence of satisfactory work and attendance (normally a letter from their principal or tutor) and the governors will have to have regard for financial prudence.
8. All applications must be made on the Application Form and sent to the Clerk by September 30th for consideration for the academic year starting in October.

9. Residence in the Ancient Parish of Hawkshead means that for three years in previous five years you had a full time address in the defined area and lived there. Alternatively if you have moved away for your education or parents work but were born in the Ancient Parish (or at a local hospital but your parents resided in the Ancient Parish) and you lived here for at least 10 years. In circumstances where you or your family are not known personally to the governors evidence may be requested to support your residency claim.
10. On some courses students are required (or find it useful) to undertake some extra curricular activities in vacation time. These can bring additional expense at the same time as reducing the amount of time a student can give to earning money through temporary employment. Providing these activities have an element directly related to your course the governors will consider additional applications for funding up to the amount of an additional £150. Such applications are to be by letter setting out what the activity entails, how it relates to your course, the expense and time required, and any other factors that may be relevant to full consideration of your application.
11. The application form should be completed as follows:
- Name – full name
 - Address – full address and postcode of residence in the Ancient Parish
 - Telephone – residential telephone number, not a mobile.
 - Reason Grant Required – put academic course or vocational course or job entry as appropriate.
 - Details – for an academic or vocational course give the name of the institution offering the course; the qualification it leads to; the length of the course; the place of study and any other relevant details required to give the governors a full understanding of what you are doing. For job entry please state the firm you are joining, the position you are taking, and what you need support for (e.g. special clothing, tool set, professional memberships, etc). Also give us the name, work address, and work telephone number of the manager you report to.
 - Costs – please give an account of the costs you will face, e.g. the fees you will be charged for courses, or the cost of a tool set and special clothing for your job. State whether you will take the course/job from your home or whether you will need accommodation.
 - Supporting evidence – please list any enclosures you have provided to back up your application i.e. to show that your application meets the rules of the scheme or to back up your claims of costs incurred. This is important for less common courses/activities. It is essential that second and third year applicants in a continuing course provide a letter from their tutor/principal stating that their attendance and performance in the previous year was satisfactory.
 - Date and Signature – finally please remember to sign and date the form, and to attach your supporting evidence. Send the completed form to David Shaw, Esthwaite Cottage, Hawkshead, LA22 0QF.
 - All applications will be dealt with confidentially and by correspondence only. **No one from Hawkshead Grammar School Foundation will ask to meet an applicant to discuss an application and any request for such a meeting should be viewed with suspicion and reported to the Chair of Governors or to the Vicar. Decisions on grants are made jointly by the governors.**

**Hawkshead Grammar School Foundation
Grant Application Form**

Name:

Address:

Telephone:

Reason Grant Required:

Details:

Costs:

Supporting Evidence:

I confirm that I have read the rules of the scheme and that my application is in accordance with them.

Date:

Signature: