Hawkshead Grammar School Foundation (HGSF)

Rules for Grant Applications - Updated 2026

PLEASE NOTE THAT WESTMORLAND & FURNESS COUNCIL CONTINUE TO OFFER 16-19 YEAR OLDS FUNDING TO HELP WITH TRANSPORTATION THROUGH THE 16 to 19 Education Travel Bursary Fund (Westmorland and Furness scheme) WHICH OPENS IN THE 3RD WEEK OF AUGUST. APPLY QUICKLY – LAST YEAR FUNDS HAD RUN OUT BY MID-SEPTEMBER. SEE BELOW FOR WEBLINK AND MORE DETAILS.

Purpose

Hawkshead Grammar School Foundation is a charity which makes grants to young people from this area to help them with their expenses in further or higher education or in gaining a trade or skilled profession.

Two types of grants are offered: the education and training grant is intended to help with the cost of higher education at university and apprenticeships or vocational courses aimed directly at the job market, e.g. agricultural or nursing training. These grants can be used to offset the costs of gaining the education or skills, including but not limited to tuition, accommodation, transportation, books, materials, and specialist tools or clothing.

Applications are particularly welcome from anyone entering an apprenticeship or vocational training for skilled employment (including but not limited to: construction, joinery, plumbing, electrician, hairdressing, mechanic, adult social care, and others) and employed by a local business.

The second grant is for transportation assistance for getting to school, college or apprenticeship training for applicants living in the parental home. Applicants are usually 16-18 and undertaking A-levels, Level 1-3 BTECs, T-Levels or vocational training, but applications are also welcome from apprentices or students older than 18. The grant can be used to offset the cost of public transport or use of a vehicle. **In 2026, W&F Council are continuing to offer transportation assistance through their 16-19 Education Travel Bursary Fund, and applicants aged under 19 on 1.9.2026 are advised to apply in the first instance to W&F Council. As the W&F scheme is paid on a sliding scale dependent on distance travelled, most applicants will be better off applying for the W&F scheme. Only if an applicant is unsuccessful receiving funds from W&F Council, or if their travel is 1-2 days/week, should they apply to HGSF. Please note that you cannot apply for both - receipt of a grant from HGSF disqualifies you from applying for the W&F grant. The W&F grant opens in the 3rd week of August, is on a first come, first served basis and last year the funding had run out by mid-September, so early application is advised. More information and the online application form for the W&F scheme can be found at:**

https://www.westmorlandandfurness.gov.uk/schools-and-education/apply-school-transport/post-16-transport-and-16-19-bursary-scheme

If you have any questions, please contact Joanne Heather for clarification.

Other Important Notes:

1) If you have applied for a course, or intend to apply, and have not yet received approval but expect it within the next 12 months, please apply by the deadline stated to be sure of equal consideration with other applicants. Applications after the deadline may be after the grant budget has been fully allocated, and if so, an applicant may be unsuccessful even if they have qualified in all other aspects of the application.
2) If your intended education or training does not fit into the examples described, please do enquire as to eligibility as it is difficult to cover all the possible options in this guidance.

Rules

1. Applications will be accepted in writing or by e-mail from students who meet the following criteria:
   a) Primarily Resident in the Ancient Parish of Hawkshead minus Colton (please see map). Where an applicant travels between two parental homes, the primary home (i.e. where they spend more than 50% of their time) must be in the parish and they must be able to demonstrate they are resident there more than 50% of the time.
   b) Young persons between the ages of 16 and 25 at the start of the course. A birthdate must be provided. Applicants must be 24 or younger on 01.09.2026.

2. All applications must be made on the application form (see last page) and sent to Joanne Heather at hgsfclerk@gmail.com or to Scutcheon House Farm, Far Sawrey, Ambleside LA22 0LQ. Applications for the education and training grant must be submitted by September 30th for consideration for the academic year 2026-27. Applications for the transportation assistance grant will be accepted until October 15th. The Governors meet late October - early November to consider all the applications and applicants are advised thereafter.

3. "Resident in the Ancient Parish of Hawkshead" means that for three years in the previous five years, you had a full-time address within the Ancient Parish border and lived there. Alternatively, if you have moved away for your education or parents' work but were born in the Ancient Parish and you lived here for at least 10 years, you are eligible. In circumstances where you or your family are not known personally to the Governors, evidence may be requested to support your residency claim.

4. Applications will be assessed by the Governors on their merits, considering the financial resources available to HGSF at the time. This means that the number and amount of grants awarded each year will vary dependent on the number of applicants and the grant budget approved by the Governors.

5. The education and training grant is intended to help with out-of-pocket costs which are not paid for by an employer or sponsor. The level of grant will normally reflect the extent of out-of-pocket costs. Eligible applicants include:

   a) those taking undergraduate or postgraduate university courses which incur tuition fees and are unpaid. Grant awards will also take into account the costs of living away from home. Note: A 'sandwich' year which includes paid work for internships will normally not be eligible.

b) Those taking apprenticeships, including degree apprenticeships. The no-salary rule does not apply. However, priority will be given to those applicants who have to pay tuition fees themselves or incur other high out-of-pocket costs. Awards may reflect the costs of living away from home, where required.

c) Those attending courses, usually for 16–19-year-olds, which can only be accomplished with a residential stay away from the parental home and incur accommodation fees, such as an agricultural college.

d) Those young people who are working and wish to undertake some vocational training not fully paid for by their Employer.

6. For the transportation grant, evidence of enrolment or acceptance on to the course must be provided, and residency rules apply. The applicant should describe how they are planning to travel and provide a copy of the bus or train pass if relevant. The applicant should also provide an estimate of the daily round-trip mileage, and the number of days per week travel is required.

7. Grants will normally be based on the needs of the case and no enquiries will be made into personal circumstances. Some grants are awarded in two parts, 50% at the start of the year, and 50% at the end once the applicant has provided evidence of satisfactory work and attendance (a screenshot of your results page or grades email from your tutor is usually sufficient). The applicant will be advised how the grant is to be paid at the time of the award in November.

8. Only one grant per person per year will be made. In a multi-year course, acceptance for a grant in one year does not automatically ensure that a grant will be paid in subsequent years. Students have to reapply each year and provide evidence of satisfactory work and attendance, i.e. a pass into the next year. (Note: if this has already been provided to receive the second half of the previous year's grant, it does not need to be provided again.) Furthermore, if this is a second degree or qualification and you have had previous grants from HGSF, this will not bar you from applying again, but the Governors aim to support as many young people as possible, and for each new round of grants, will consider previous grant awards if funds are limited. A 'lifetime' cap may be imposed for those applicants who have benefited significantly, subject to budgetary constraints.

9. Grants will be paid by bank transfer, or if requested, by cheque. In line with recommended banking practices and to ensure safe transfer of funds, applicants will be asked to re-confirm their bank details before each funds transfer.

10. **Data Protection**: HGSF is committed to protecting your personal data and privacy and to complying with the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other privacy laws. Your personal data will only be retained for as long as necessary to fulfil the purposes it was collected for, after which time it will be securely deleted.

11. **Safeguarding.** All applications will be dealt with confidentially and by correspondence only. No one from HGSF 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 (HGSF)

Guidelines for Completing the Application Form

(Any queries should be sent to Joanne Heather at hgsfclerk@gmail.com or 07504-664684)

Name – Full Name **Date of birth & Age at 01.09.2026** – To ensure age eligibility.

Home Address – Primary residential address with postcode. For applicants living at university or near work during termtime, this is your parents' address. If you live between two parental homes, please use the address where you spend more than 50% of your time. You may be asked to provide evidence of this (e.g. driving licence).

Email address – correspondence from the Foundation will primarily be by e-mail, so please give an address you check regularly.

Telephone – Residential phone number and/or mobile.

Applying for the *education and training* grant or the *transportation* grant? – Which grant you are eligible for depends on your out-of-pocket costs. If your only additional costs are for travel (everything else is covered by an Employer or Sponsor), then apply for the *transportation* grant. For everything else, apply for the *education and training* grant. For residential college, please note that the costs of living away from your home address will only be taken into consideration when there is no similar alternative education or training option which would permit living at home. Please ask if you need further clarification.

If *education and training* grant, what type of education or training are you undertaking? (Tick one) – Please indicate whether grant is required for university, apprenticeship, vocational training, or residential college.

Name of Course or Training – Please describe the name of the course(s) you are taking and the qualifications it/they lead(s) to.

Name & location of School, University, College, Apprenticeship or Employer – For an academic or vocational course, please give the name and location of the institution offering the course. For apprenticeship or job entry, please state the firm you are joining, the position you are taking, and please include the name, work address and email address or phone number of the manager you report to.

Year of Study and Length of Course – Please give the year of study you are applying for, and the total length of the course (e.g. Year 1 of 3).

Are You Planning to Live at Home or At Your Place of Study/Training? – Please indicate whether you will be living at the home address supplied above or away from the home address near your university, college or place of work.

What Are Your Costs of Study? – Please list the type and amount of costs: e.g. tuition fees; accommodation and living costs; specialist tools, equipment or clothing; books; materials. If you are applying for the *transportation* grant you only need to supply details of the transportation required, e.g. "by car to Ambleside and then by bus to Kendal and back Monday-Friday."

How are tuition fees paid? – Please indicate if they are paid via a student loan, by an Employer, or by yourself (no student loan permitted).

Are you being paid by an Employer while Studying? – Only answer 'Yes' if you are being paid by an Employer who is sponsoring your training or education. Casual or part-time jobs (such as bar work or waiting tables) do not need to be included here.

Weekly Round-Trip Mileage – For the transportation grant only. Please estimate the daily round-trip mileage from home to the place of study and state the number of days per week required to attend the course.

Supporting evidence attached? – Please ensure you list any attachments you have provided to support your application. Evidence is required for:

1) acceptance/enrolment on your chosen course/apprenticeship;

2) Any costs to be incurred, e.g. tuition fees, accommodation costs, books, equipment etc

3) For applicants new to the scheme, you will need to provide evidence of 3 years' residence in the parish if your family is not known to the Governors. Please check the list of Governors on the website and advise.

4)Where appropriate, satisfactory performance/attendance from previous year (unless this has already been provided).