|  |  |  |
| --- | --- | --- |
| **Date received** | **Total requested** | **B Code** |
|  |  |  |

 **The Harpur Trust**

|  |
| --- |
| **Individual Grant -** Application Form  Education leading to career development |

|  |
| --- |
| **Please read the guidance notes carefully before completing this form.**  **If you need a copy of this form in an alternative format, please contact us and we will try to assist.** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Personal Details** | | | | | | | | | | | | | | |
| **First Name** | | | | | | | | **Family Name** | | | | | | |
|  | | | | | | | |  | | | | | | |
| **Date of Birth** | | | | | | | | **Gender** | | | | | | |
|  | | | | | | | |  | | | | | | |
| **Home Address** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Postcode** |  | | | | | | | | | | | | | |
| **Home Telephone Number** | | | | | **Home Telephone Number** | | | | **Home Telephone Number** | | | | | |
|  | | | | |  | | | |  | | | | | |
| **2. Your education** | | | | | | | | | | | | | | |
| **Please enter the most recent details first.** | | | | | | | | | | | | | | |
| **Name of School / College / University** | | | **Dates of attendance** | | | | | **Courses** | | | | | | |
| **From** | | | | **To** |
|  | | |  | | | |  |  | | | | | | |
| **3. Your academic / vocational qualifications** | | | | | | | | | | | | | | |
| **Course** | | **Dates** | | | | | | **Qualification (GCSE, BTEC, degree, diploma etc.)** | | | **Grade** | | | |
|  | |  | | | | | |  | | |  | | | |
|  | |  | | | | | |  | | |  | | | |
|  | |  | | | | | |  | | |  | | | |
|  | |  | | | | | |  | | |  | | | |
|  | |  | | | | | |  | | |  | | | |
| **Any other training courses e.g. work-based courses** | | | | | | | |  | | | | | | |
| **4. Course you intend to follow** | | | | | | | | | | | | | | |
| **Name of Institution** | | | **Title of Course, full time / part time** | | | | | **Qualification** | | | | **Start Date** | | **End Date** |
|  | | |  | | | | |  | | | |  | |  |
| **Please tick to confirm that you have enclosed evidence that you have been offered a place on this course.** | | | | | | | | | | | | | |  |
| **Please describe your longer-term personal objectives and explain why you think that pursuing this course will help you to fulfil them (500 words)** | | | | | | | | | | | | | | |
| * **What you have gained from your qualifications and work experience to date** * **What your ambitions are for the future** * **Why you have chosen this course** * **We are particularly interested in how you believe undertaking your studies will benefit the local community. Will they complement our other grant giving activities?** | | | | | | | | | | | | | | |
| **5a. Costs** | | | | | | | | | | | | | | | |
| **Tuition fees** | | | | £ | | | | **Other course costs e.g. books and materials** | | | | | £ | | |
| **5b. Other costs** | | | | | | | | | | | | | | | |
| **Travel** | | | | **£** | | | | | | | | | | | |
| **Additional costs (please provide details)** | | | | **£** | | | | | | | | | | | |
| **Total costs** | | | | **£** | | | | | | | | | | | |
| **6. Your financial circumstances** | | | | | | | | | | | | | | | |
| **Do you have a job or own your own business?** | | | | | | | |  | | | | | | | |
| **If yes, please give details.** | | | | | | | |  | | | | | | | |
| **Full / part-time (number of hours per week)** | | | | | | | |  | | | | | | | |
| **Wage / salary** | | | | | | | | Weekly / monthly  (please specify) | | | | | | | |
| **Will you continue to work during your studies? If so, how will this affect your income?** | | | | | | | |  | | | | | | | |
| **How many people are there in your household?** | | | | | | | |  | | | | | | | |
| **Number and age of dependants, if any** | | | | | | | |  | | | | | | | |
| **Does anyone else in your household have a job or run their own business? Please give details** | | | | | | | |  | | | | | | | |
| **Please give details of your current financial situation** | | | | | | | | | | | | | | | |
| **Please note – if selected for interview you may be asked to supply evidence of your income.** | | | | | | | | | | | | | | | |
| **Total household income (weekly)** | | | | | | **You** | | | | **Other household member(s)** | | | | | |
| **Wages** | | | | | | **£** | | | | **£** | | | | | |
| **Benefits** | | | | | | | | | | | | | | | |
| **Universal Credit** | | | | | | **£** | | | | **£** | | | | | |
| **Income Support** | | | | | | **£** | | | | **£** | | | | | |
| **Job Seeker Allowance (JSA)** | | | | | | **£** | | | | **£** | | | | | |
| **Employment Support Allowance (ESA)** | | | | | | **£** | | | | **£** | | | | | |
| **Child Tax Credit** | | | | | | **£** | | | | **£** | | | | | |
| **Child Benefit** | | | | | | **£** | | | | **£** | | | | | |
| **Child support, separation or maintenance allowance** | | | | | | **£** | | | | **£** | | | | | |
| **Working Tax Credit** | | | | | | **£** | | | | **£** | | | | | |
| **Disability Living Allowance (DLA)** | | | | | | **£** | | | | **£** | | | | | |
| **Personal Independence Payment (PIP)** | | | | | | **£** | | | | **£** | | | | | |
| **Carer’s Allowance** | | | | | | **£** | | | | **£** | | | | | |
| **Attendance Allowance** | | | | | | **£** | | | | **£** | | | | | |
| **Pension (private or state)** | | | | | | **£** | | | | **£** | | | | | |
| **Rent e.g. lodge** | | | | | | **£** | | | | **£** | | | | | |
| **Other** | | | | | | **£** | | | | **£** | | | | | |
| **Total weekly income** | | | | | | **£** | | | | | | | | | |
| **Total household expenditure (weekly)** | | | | | | | | | | | | | | | |
| **Mortgage / rent** | | | | | | | | **£** | | | | | | | |
| **Council tax** | | | | | | | | **£** | | | | | | | |
| **Utility bills** | | | | | | | | **£** | | | | | | | |
| **Transport costs** | | | | | | | | **£** | | | | | | | |
| **Childcare costs** | | | | | | | | **£** | | | | | | | |
| **Telephone and television costs** | | | | | | | | **£** | | | | | | | |
| **Food and household shopping** | | | | | | | | **£** | | | | | | | |
| **Debt repayments** | | | | | | | | **£** | | | | | | | |
| **Other** | | | | | | | | **£** | | | | | | | |
| **Total weekly expenditure** | | | | | | | | **£** | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Do you own your own property?** | | | | | | | |  | | | | | | | |
| **If yes, what is the value of any outstanding mortgage?** | | | | | | | |  | | | | | | | |
| **Do you have any savings? If yes please give figure** | | | | | | | |  | | | | | | | |
| **Other sources of funding** | | | | | | | | | | | | | | | |
| **Applied for** | | | | | | | |  | | | | | | | |
| **Already obtained** | | | | | | | |  | | | | | | | |
| **Have you previously applied for a Harpur Trust grant?** | | | | | | | |  | | | | | | | |
| **7. Personal provision towards study costs** | | | | | | | | | | | | | | | |
| £ | | | | | | | | | | | | | | | |
| **8. Sum requested from The Harpur Trust** | | | | | | | | | | | | | | | |
| £ | | | | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **9. References** | | | |
| **Please supply the names and contact details of two people who we may contact for references. If you are following a postgraduate course please provide the name of an academic reference indicating your suitability for the course. Neither referee should be a relative or someone known to you solely as a friend. The Harpur Trust intends to take up references on candidates before interview.** | | | |
| **Referee 1** | | **Referee 2** | |
| **Name:** |  | **Name:** |  |
| **Job Title:** |  | **Job Title:** |  |
| **Organisation:** |  | **Organisation:** |  |
| **Address:** |  | **Address:** |  |
| **Telephone Number:** |  | **Telephone Number:** |  |
| **Email Address:** |  | **Email Address:** |  |

|  |  |
| --- | --- |
| **10. Declaration**  **I declare that all the information given is a full, frank and accurate disclosure of the personal and financial circumstances relevant to this application.** | |
| **Please check the boxes**  Place a **X** in the boxes below | |
| I confirm that the information I have given on this application form is true and correct to the best of my knowledge. |  |
| I consent to the Trust processing the information given on this form, including any 'sensitive' information, as may be necessary during the application process. |  |
| I consent to the Trust making direct contact with the people specified as my referees to verify the reference. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |
| **Where this form is submitted electronically and without signature, electronic receipt of this form by the Trust will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 10.** | | | |

|  |
| --- |
| **General Data Protection Regulation - how we will use your information** |
| **In accordance with the GDPR we require your consent to use and store any personal data entered on this application form. Submitting your application confirms that you have given your consent. You can withdraw your consent at any time by contacting us at** [**grants@harpurtrust.org.uk**](mailto:grants@harpurtrust.org.uk) **and we will remove your personal data from our database.**  **We will use the information which you have provided on this form and from references for the following purposes: to assess your eligibility for the funding for which you have applied and to monitor & evaluate or funding programmes. If your application is successful, the Trust will retain the information provided in this form (together with any attachments) on your file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. We will maintain a database of names of unsuccessful applicants for monitoring purposes.**  **The Harpur Trust will treat any personal data you provide in line with the Data Protection Act 1998 and The Trust’s Privacy Statement (available on The Trust’s website).** |
| **Please send the form to:**  *Community Programmes Office*  *The Harpur Trust, Princeton Court, Pilgrim Centre, Brickhill Drive, Bedford, MK41 7PZ*  *Tel: 01234 369500 Fax: 01234 369505 Email:* [*grants@harpurtrust.org.uk*](mailto:grants@harpurtrust.org.uk) | |

**Equality and Diversity Monitoring**

We will use the information from this questionnaire to monitor our services and make sure we are treating everyone in a fair and equal way. The questions are designed gather data about our applicants relation to the characteristics protected under the Equality Act 2010.

We will keep the information from this questionnaire confidential and store it in line with the Data Protection Act 1998 and The Harpur Trust’s Privacy Statement which is available on our website. You do not have to fill in this questionnaire but we hope that you will.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **What is your gender (please tick)?** | | | | | | | | | | | |
|  | Man |  | Woman |  | Intersex |  | Non-binary |  | Other |  | Prefer not to say |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2** | **How would you describe your ethnicity (please tick)?** | | | | | | |
|  | **White:** | | **Black or Black British:** | | **Other ethnic group:** | | |
|  | British — English, Scottish, Northern Irish or Welsh |  | Caribbean |  | Any other ethnic group | |  |
|  | Irish |  | African |  | Prefer not to say | |  |
|  | Any other white background |  | Any other Black background |  |  | |  |
|  | **Mixed ethnic group** | | **Asian or Asian British:** | |  | | |
|  | White and Black Caribbean |  | Indian |  |  |  | |
|  | White and Black African |  | Pakistani |  |  |  | |
|  | White and Asian |  | Bangladeshi |  |  |  | |
|  | Any other mixed background |  | Chinese |  |  |  | |
|  |  |  | Any other Asian background |  |  |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3** | **Do you consider yourself to have a disability as defined under the Equality Act (please tick)?** | | | | | | | |
|  | Yes |  | No |  | Don't know |  | Prefer not to say |  |