

KING EDWARD VI COMMUNITY COLLEGE FOUNDATION GOVERNORS

Charity Number: 310026

Information Notes for individual applicants for Foundation Governor Awards

*Please read the application form carefully and answer **all** the questions asked. You are the applicant but you may ask for help to fill in the form. Remember to talk to your referee about your application and give them time to write a reference.*

The Foundation Governors can grant funds to all current students and persons under the age of 25 who have attended King Edward VI Community College for at least two years. These grants are to promote education, including social, vocational and physical training.

Criteria for awards

Need – low parental income or social need
Educational need
Cannot be funded by DCC or elsewhere
Special or social needs
Never more than 50% of cost

Desirable

Attempt to find other funding
Contribution to college or community
Demonstration of aptitude and ability

Do not fund

Daily travel expenses
Exam fees
Computers or cameras- a loan stock has been funded
Students in receipt of previous generous grants
Trips, funding already provided for those with low parental income
Music lessons, there is a bursary scheme in place
Materials that would be covered by a Sixth Form bursary.
Retrospective applications

Who gets a grant and for what?

Grants typically average between £150-£400. Examples of recent grants are:

- Sports equipment and funding to allow taking part in national and international competitions.
- Musical instruments (the policy on this is being reviewed).
- Extra curricular courses.
- Acquiring a skill which will have benefits for others (e.g. Life saving, coaching).
- Volunteer placements abroad.
- Help with costly design projects with exceptional merit.
- Social education opportunities for young carers and students with physical or social disabilities.
- Help with apprentice costs.

What the Foundation is looking for in an application

- It meets the criteria of the Foundation's policies.
- It is the result of a real need not something invented for funding,
- The grant will allow the student to progress.
- An award will help a student to overcome difficulties.
- It will give an educational opportunity.
- Evidence of talent and commitment: e.g. at least grade 5 in music
- An indication of how matched funding will be raised.
- The application is value for money.
- A detailed confidential reference from the Head of Year, or Department, must be given.
- The outcomes of the project are anticipated and feedback will be forthcoming.
- All the information requested on the form is supplied.

The application form

- You should fill the form in yourself but may ask for help from home or tutors.
- Answer each question clearly and briefly, typed notes may be attached.
- Apply before a course or event. Late applications may not be considered.
- Show why you are in need of financial support.
- Justify the costs; there could be alternatives to expensive equipment. Costs are checked.
- Remember to list all previous grants, including trips, bursaries and awards.
- Tell us if an award could help overcome a setback or difficult circumstances.
- Give evidence of your commitment and achievements.
- List your contributions to the college or community and how this will continue.
- Ask for a statement of support from the appropriate person (Head of Year or Head of Department only). Do this well in advance and consult your referee on your application. The reference will be confidential and will influence the decision.
- Awards will not be made without a reference.
- The conditions for acceptance will be included in the letter awarding a grant. Parents of current students will be asked to countersign this letter.

Copies of the Policies on Assistance to Students may be obtained from the Secretary to the Foundation, Mrs. Marie Trant. Email: mdtrant@kingedwardvi.devon.sch.uk
King Edward VI Community College, Ashburton Road, Totnes, Devon. TQ5 6JX

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

KING EDWARD VI COMMUNITY COLLEGE FOUNDATION GOVERNORS

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Student Application for Assistance

PLEASE USE BLOCK CAPITALS AND BLACK INK.

Applicant's Name:

Tutor Group:

Address:

Phone Number:

Email:

D.O.B.:

Date of entry to the college:

Signature:

Date:

Parent or guardian's name and signature:

Please read the information notes carefully before completing the form. Incomplete forms may not be considered. The application must be made by the student, not a parent or guardian, although they may advise. If you need help filling the form in you can ask your tutor or referee to help. Only individual applications will be considered.

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

1. What are you asking the Foundation to fund? Give details of the project, equipment or course.

2. Why are you in need of financial help?

3. **How will an award help your education?** This could be with school work, sport or learning how to help others in the college or the community.

4. **About you:** Who or what is important to you? What are your ambitions? How will a grant help you? What do you do with your spare time? List your achievements, like exams or other awards, and include any challenges or setbacks you have had to overcome.

5. **Please give costs:** e.g. Transport, fees, equipment etc. Value for money required. Receipts will be required, so will proof of insurance against cancellation for foreign travel.

Total cost..... Amount requested.....

6. **How will you match any funding?** (Awards from other charities, parental contributions, money from a job or you have saved etc.)

7. **Are you in receipt of a Sixth Form bursary?** Yes / No

8. List funding received from the Foundation in the recent years. (Include music bursaries; help with trips or kit, and grants made by the Principal or Head of Year. This will be checked.)

Year	Music Bursary	Trips and kit	Grant from HoY or Foundation	Total

9. 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:

10. We would hope that you would wish to take part in or have your work displayed at a charity event, like a concert, celebrating the Foundation’s awards?
 Yes / No

11. Would you like to help other students by a presentation, mentoring or coaching? (Indicate which please.)

12. Who is your referee? The referee must be your Head of Year, Head of Department or Faculty, NOT your form tutor or subject teacher. Please discuss your application with your referee and give them the attached form. Please allow them time to write the reference.

Name..... Position

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

Please hand your application, together with any notes to Mrs. Trant, Secretary to the Foundation, in Accounts; Email: mdtrant@kingedwardvi.devon.sch.uk

Incomplete applications will be returned and reconsidered upon resubmission

The Foundation Governors’ Awards Subcommittee meets six times a year to consider applications.

KING EDWARD VI COMMUNITY COLLEGE FOUNDATION GOVERNORS

Charity Number: 310026

Confidential reference for an individual student award

Student's Name..... Tutor Group.....

Project or activity for which funding is sought

Total cost..... Amount requested.....

Name of referee..... Position in College.....

Signature..... Email.....

Statement Guidelines

An application cannot be accepted without a reference from the Head of Year, Department or Faculty. All information will be treated in confidence. Please discuss the application with the student. We leave it to you whether to show the student the reference. Please attach your reference to this form and send to Marie Trant, Secretary to the Foundation, who has copies of our policies and criteria.

The trustees are keen to reach students who are too modest, or have special needs, to ask for a grant and to create opportunities. Your background knowledge of home circumstances and the student's attitude is invaluable. Students who have been generously funded are less likely to receive further awards, unless there is a real need for continued support.

Most awards go only to students with low parental income. The awards subcommittee has more freedom but has a duty to consider both financial and social need. It would be helpful if you could indicate this in your reference and include whether:

- *The student has discussed the application with you*
- *The student is aware of the conditions for awards*
- *The award will meet a genuine need, not merely satisfy a want*
- *The request is already funded by a Sixth Form bursary*
- *It is value for money? Students are inclined to ask for top of the range*
- *An award will contribute to the student's educational development. This can be academic, physical, creative or social*
- *It will help combat difficulties the student has or is experiencing*
- *The student has contributed to the college and community, according to capabilities, if possible the Foundation expects students to give feedback*
- *The request is realistic. Most grants are of £150-£350*
- *The student shows exceptional talent which a grant would support*

Thank you, the Trustees are aware this will be an extra call on your time but we are bound to select the most deserving for awards.