



ST DENNIS PARISH COUNCIL EDUCATIONAL BURSARY SCHEME

Grant Application Form for Individuals who currently live in the St Dennis and Nanpean Electoral Division

IMPORTANT

- ✓ Ensure that every question is answered, as incomplete applications may not be considered
- ✓ Ensure that you include the requested supporting documentation as the application is not complete without these documents
- ✓ Ensure you have paid the correct postage on your application as we cannot be responsible for paying any excess
- ✓ By completing this form, you agree to participate in any publicity that may be required on behalf of the Parish Council and Cornwall Council (fund providers of the scheme)
- ✓ By Completing and signing this form you are agreeing that your information may be shared with other organisations in this area providing funding for educational needs. Your personal details will be protected in line with General Data Protection Regulations
- ✓ Your information will be held on record with St Dennis Parish Council for a period of seven years as per our terms and conditions of the granting of these bursaries with the fund providers of this scheme

OFFICE USE ONLY

Date Received		Application Complete	Yes/No	Meeting Date	
Ref No:		Cheque No		Refusal/ Deferred	
Minute Ref No					

1. CONTACT DETAILS

Title	Mr/Mrs/Miss	Are you the parent/guardian applying on behalf of minor?			
Contact Name					
Name & D.O.B Of Beneficiary					
Address					
Postcode					
Tel No	Mobile:				
E mail					

2. If successful payment will be made by cheque. If the cheque is to be made out to someone other than the applicant, please include their details and relationship here.

--

3. Where did you hear about the Parish Council Grant Scheme?

--

4. Education, Employment or Apprenticeship Details

Please give full details of secondary and higher education and recent employment history

Dates	Mth/Yr	School, College, or Employer (Name & Address)	Full/Part-Time
From	To		

Reference number for Office Use only		
5. If you are in or will be entering further or higher education or employment, in relation to this grant application please state:		
a) Name of college/university/employer:		
b) Course/Job Title:		
c) Start date of course/employment:	d) End date of course:	
e) Whether the course is eligible for a student award/loan	YES/NO	

6. APPLICATION PROPOSAL <i>Applicants should try and limit their answers to each question of 300 words. You are welcome to continue your answers on a separate sheet if more space is required.</i>	
a) Please describe the purpose for which you are requesting funding	
b) Please explain why you think you should be considered for a grant	
c) Please outline the anticipated benefits/outcomes if you are successful in your application	
d) Please list the items with costs that the grant is required to fund	
e) State the total sum of the grant funding being sought (£) through this application; £	
f) How much of this cost have you had to meet i.e. full/ 50% etc: £	
g) Have you applied for any other grant/ will have/had assistance from any other source (s)? YES/NO	
h) If YES give the source/result of the application: -	Amount Awarded:
i) Have you previously applied for support from this Fund	YES/NO
j) If YES please indicate the outcome	

St Dennis Parish Council Reference Request Form

Please ask your referee to complete, sign and stamp the last page of your application. For example, if you are applying for a grant to assist in materials for school work, enrolled college courses or expenses associated with college, university expenses or apprenticeship tools the reference form below needs to be completed by a representative of your school/college/university and preferably your Head Tutor or Head of Year or for Apprentices, your employer.

This should be a representative of your school/college/university and preferably your Head Tutor or Head of Year or for Apprentices, your employer.

Please note only applications with an accompanying educational reference will be considered for funding. If applying on behalf of children under the age of 16 all names, dates of birth and schools must be shown on the application.

Please confirm your consent by ticking the box below:

- ☐ I agree for St Dennis Parish Council to contact the course or training provider for further information if required

Terms & Conditions:

Declaration

- ✓ I certify that the information contained in this application is correct and to the best of my knowledge
- ✓ If the information in the application changes in any way I will inform the Clerk of St Dennis Parish Council immediately
- ✓ I give permission for St Dennis Parish Council to record the information in this form electronically
- ✓ Receipt of purchase either with the application or within 31 days of granting
- ✓ All funding provided must be used for the purchase of new equipment from a reputable store and handwritten receipts will not be accepted and may result in the clawback agreement being actioned.

Agreement to claw back award for from applicant

St Dennis Parish Council shall use reasonable endeavours to monitor the use of the Bursaries and shall claw back funding if:

- The applicant fails to complete to course (except for exceptional reasons)
- The grant is used for any purpose other than the education purposes stipulated
- The applicant gave false or misleading information in the application
- Any other breach of funding condition imposed on the applicant

By submitting this application, you agree to the claw back arrangements for the scheme.

Name (Print).....

Signed.....

Date:.....

- ❖ Please provide proof of address with the application if you are an adult learner
- ❖ Please provide proof of placement or attendance with this application if you are attending further or higher education or have an apprenticeship.

WHAT TO DO NEXT

1. Post the hard copy of the application and any supporting documents to :
The Parish Clerk, St Dennis Parish Council, c/o The Claytawc Centre, Fore St, St Dennis, St Austell. PL26 8AF.

If you have any queries in completing this form, please do not hesitate to contact the clerk at;
clerk@stdennisparishcouncil.org.uk

Please note that no member of staff at the Claytawc Centre are involved in the grant process, which also includes the decisions made, therefore any questions you may have should be directed to the clerk only: clerk@stdennisparishcouncil.org.uk



ST DENNIS PARISH COUNCIL EDUCATION BURSARY REFERENCE REQUEST FORM

Please ensure that this form has marked with your organisations stamp below

Name of Applicant.....Ref: No:

Your Name..... Position.....

Relationship to applicant.....Tele No.....E mail.....

1. How do you know this person and how long have you known them?
2. Could you please confirm that the applicant is attending / enrolled on the course/ training named on the application form.
3. Please explain why we should consider this person for a grant
2. How do you think the proposed activity will be beneficial to the applicant?
3. Is the equipment/funding applied for relevant / required for the course or training that is being attended?
4. Any Other Comments
5. If the applicant is attending a primary or secondary school can you please confirm the address on the application is the same as you hold on record. Yes / No

Name..... Signature.....Date.....

Thank you for completing this reference request form on behalf of the applicant. Please return to The Parish Clerk, c/o The Claytawc Centre, Fore St, St Dennis, St Austell. PL26 8AF or to the applicant if you are happy to do so.

Organisation School/College/University Stamp (where applicable)



Education Bursary Scheme Privacy Notice

1. Introduction – Explanation Privacy and the Policy

The Education Bursary Scheme is part of St Dennis Parish Council services and they are the Data Controller for this service. Data Protection number: ZA089226 St Dennis parish Council are committed to protecting and respecting your privacy.

This privacy notice sets out the basis by which any personal data we collect from you, or that you provide to us, will be processed by us, in accordance with the General Data Protection Regulations (GDPR and the Data Protection Act.

2. Purpose of data Processing

St Dennis Parish Council needs to collect information about you in order to process your application. The Parish Council retains historical information in line with retention schedules or for as long as we are legally required to. The information given on this application will be retained for seven years.

3. Why we need information about you

- To allow us to provide you with grant funding
- To help monitor and improve our service to you

4. How we will use your information

The Parish Council is required to process your information where it is necessary for compliance with a legal obligation or to provide you with the requested bursary funding. When we process your data if it is done in accordance with a statutory requirement we will advise you of the statutory basis for process.

5. Who we will share your information with

We will only use the information collected within the Education Bursary Scheme. This service is provided in conjunction with partners on your behalf. Sometimes information will need to be shared with these 3rd parties to fulfil your request and our legal obligations.

Whenever your consent to share your information is required, we will always ask you and clearly explain why we are asking.

6. Your personal data

Your personal information belongs to you and you have the right to:

- Be informed of how we will process it
- Request a copy of what we hold about you and in commonly used electronic format if you wish
- Have it amended if it is incorrect or incomplete
- Have it deleted (where there is no legal requirement to retain it)
- Withdraw your consent if you no longer wish us to process it
- Restrict how we process it
- Object to us using it for marketing or research or promotional purposes (if it is used for this purpose)
- Object to us using it in relation to legal tasks or in the exercise of an official duty

7. Accessing your data

If you would like to access any of the information we hold about you or if you have any concerns regarding the way we have processed your information, please contact:

Data Protection Officer
St Dennis Parish Council
Claytawc Building
Fore Street
St Dennis
PL26 8AF
Email: clerk@stdennisparishcouncil.org.uk
Tel: 01726 821700

8. Complaints, Compliments and Comments

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

St Dennis Parish Council
ClayTAWC Building
Fore Street
St Dennis
PL26 8AF
Tel: 01726 821700
Email: clerk@stdennisparishcouncil.org.uk

We would prefer any complaints to be made to us initially so that we can have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise your rights in relation to your data, you can raise your concerns directly with the information Commissioners officer: 0303 123 1113 or via email <https://ico.org.uk/ntactusmail/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Please tick to confirm that you agree for St Dennis Parish Council to use you details as described below:

- ☐ I have read and understood the above privacy Policy and I am aware that my information will be held on record by St Dennis Parish Council for a period of seven years as required by Law for financial records and as part of the legal requirements for the issuing of these funds.
- ☐ I give my permission for St Dennis Parish Council to share my information with Cornwall Council for record and audit purposes only.
- ☐ I agree that my name may be checked with other fund providers in the area offering similar grant schemes.

Name:.....

Signature:.....

Date:.....