

Supporting young people for education and career development opportunities

School Pupils up to age 18

It is always best to apply for a grant before you make a financial commitment.

Contact Details (This would usually be the parent or guardian)

First Name: Surname:

Contact Role: Email address:

Best Contact No: Alternate Contact No:

Applicant Details (Young Person Child)

First Name(s): Surname:

Address: Post Code:

Council Tax Band: *This information is not needed if your property is rented or you are a refugee*

Email Address: Date of birth: Age:.....

Best Contact No: Alternate Contact No:

Name of Current School: School Year

Name of Future School: *If you are changing schools within the next 6 months*

Does the applicant have any employment or other income? Yes / No - if 'Yes' please provide details:

Are you in receipt of means-tested free school meals (FSM) or have you been at any point in the last 6 years?

Yes – Year 3 & above / Yes – Reception to Year 2 / No

Please note that the Free School Meal status will be checked with the relevant school.

Please let us know where you heard about James Marshall Foundation?

Parent, Carer or Guardian details – must be completed for all applications

(If a parent the applicant lives with is single, separated, divorced or widowed and this parent, normally lives with a partner either married or unmarried, that partner should fill in their details as the 'Second Parent, Guardian or Carer'.)

First Parent, Carer or Guardian

First Name: Surname:

Address:

Postcode: Email address:

Best Contact No: Alternate Contact No:

Do you work? Yes / No - if 'Yes' what do you do?

Who do you work for?

What are your Annual Gross Earnings before deductions? £ Council Tax Band

Second Parent, Carer or Guardian

First Name: Surname:

Address:

Postcode: Email address:

Best Contact No: Alternate Contact No:

Do you work? Yes / No - if 'Yes' what do you do?

Who do you work for?

What are your Annual Gross Earnings before deductions? £

Family Details

Please provide details of additional people living in your home with their ages if under 25 years. There is no need to include details of the applicant or the parent, carer or guardian details included in the previous section:

First Name/Surname : Relationship: Age (if under 25):

First Name/Surname : Relationship: Age (if under 25):

First Name/Surname : Relationship: Age (if under 25):

Please provide details of any other people who live with you and contribute to the living costs:

Financial Details **There is no need to complete this section if the student receives means-tested Free School Meals.**

Please complete this section providing either monthly or annual income amounts.

Please use the same basis for both Income and Expenditure.

INCOME	First Parent / Carer / Guardian	Second Parent / Carer / Guardian
Net salary (after tax and NICs)		
Child benefit		
Housing benefit		
Working Tax / Child Tax Credit		
Income support / Universal Credit		
Jobseeker's allowance		
Carer's allowance		
Personal Independence Payment (PIP)		
Interest from savings		
Dividends from investments		
Pensions		
Maintenance payments		
Contribution towards living costs from other household members		
Rental Income		
Other income or benefit (please specify)		
TOTAL INCOME		
EXPENDITURE	First Parent / Carer / Guardian	Second Parent / Carer / Guardian
Rent / Mortgage		
Council Tax		

Graht Request Details

What impact would a grant award have?

Grant Request Details	Amount requested	Details (include cost of each item where known)
Books required for external exams	£	
Career Development	£	
Chromebook/Digital device	£	
Computer Equipment (e.g., printer)	£	
Computer/Laptop for homework	£	
Course	£	
Duke of Edinburgh Award	£	
Equipment	£	
Extra-Curricular: Dance	£	Please include details of the activity provider and proof of costs.
Extra-Curricular: Drama	£	Please include details of the activity provider and proof of costs.
Extra-Curricular: Music	£	Please include details of the activity provider and proof of costs.
Extra-Curricular: Sport	£	Please include details of the activity provider and proof of costs.
Residential Educational Trip	£	Please include a copy of the School Trip Letter/Email.
School Uniform/Business Wear	£	Please provide details of the school the uniform and preferred School Uniform shop vouchers - Beats or Stevensons
Scout/Guides	£	
Training	£	
Travel	£	
TOTAL GRANT REQUEST	£	

Payment of Grants

If the Trustees approve the award of a grant, JMF may provide financial support by way of a specific voucher, pay the educational establishment or supplier directly or may provide a reimbursement directly to you. JMF pays by bank transfer so please could you provide bank details if these are required.

Account name:

Sort code: Account number:

Supporting Documents

You must supply these documents in order to complete the application. Documents should ideally be dated within the last 6 months and include the name and address where possible. Documents can be sent to us by post or email. Please note that your application will not be considered until all the supporting documents are received.

- Council Tax Demand Notice
- Mortgage or Rent Statement
- P60 or Payslip or Benefits Statement
- Latest Tax Return (self-employed only)

Extra/Optional Documents (depending on the type of grant applied for):

- Residential Educational Trip Details
- Extra-curricular Activity Provider/Proof of Costs
- Other relevant information/costing details e.g., for books, courses, etc
- Other

Please send supporting documents with your application form to:

The Grant Manager
James Marshall Foundation CIO
Unit 6, 17 Leyton Road
Harpenden AL5 2HY

Alternatively, please email all documentation to:

grants@jamesmarshallfoundation.co.uk

Declaration

I confirm that the information I have provided in this application and any that is subsequently provided is true and correct, and I give my consent for the James Marshall Foundation to process that information in line with its Privacy Statement. Any information that I have provided, or will provide, on behalf of another person is, to the best of my knowledge, true and correct and that person has also given their consent to the James Marshall Foundation to process the information in line with its Privacy Statement. I also give my consent for the James Marshall Foundation staff to contact educational establishments, other community organisations or suppliers where required in connection with this application.

I confirm that I have read and agree to the Privacy Statement.

Signed:

Dated:

What will happen to my application?

- We will confirm that your application has been received.
- The Foundation office look at every application very carefully and in the strictest confidence. They may request further information or alert you if the supporting information has not all been supplied.
- We will consider your financial situation and why you want a grant.
- We look at how much money we have available.
- We will keep you advised of the progress of your application.
- The Trustees will consider your application, but only after all supporting documents have been received.
- The Foundation office will contact you shortly after the Trustees decision is made.

What happens if the grant is awarded?

- We only award grants for up to one academic year at a time but can make additional grants during this period. (Although, we cannot guarantee to give you grants beyond year one, we will consider future applications).
- Grants for Residential Educational Trips are normally paid directly to the educational establishment.
- Grants for uniform can be provided by way of a voucher for Stevensons or Beat School Uniforms or by reimbursement on production of receipts.
- Grants for items are either paid directly to the supplier or reimbursed on proof of payment.
- Laptops are provided by a local company and are supplied fully reconditioned.

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