

Office use only.

Date received:

Decision:

Date:

Minute number:

Percy Barton House

33-35 Dawes Road

London SW6 7DT

Tel: 020 7386 9387

Fax: 020 7610 2856

Application for an Education Grant

Please use black ink and return hard copies to us. Do not email.

1. DETAILS OF APPLICANT

1. Surname _____ (Mr/Mrs/Miss/Ms)

First names _____

Address _____

Telephone _____

2. Age _____ Date of Birth _____ Number of years resident in Fulham _____

3. Employment history. (See Note 1)

2. DETAILS OF PARTNER

Name _____ Age _____ Date of Birth _____

Employment history. (See Note 1)

3. EDUCATIONAL HISTORY: Name and addresses of Schools, Colleges, dates attended and qualifications achieved.

School/Colleges

From – To

Any qualifications

4. DETAILS OF CHILDREN LIVING AT HOME OR FOR WHOM THE APPLICANT IS RESPONSIBLE

Full Name	M/F	Age	Date of Birth	Name of School/ College/Occupation
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Does the applicant receive any support or financial assistance from the child/ren's other parent?
If no, please give reason(s): _____

5. DETAILS OF ANY OTHER MEMBERS OF THE HOUSEHOLD NOT MENTIONED ABOVE

Name	Relationship	Age	Date of Birth	Occupation
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

6. HEALTH PROBLEMS OR DISABILITIES WHICH AFFECT THE APPLICANT OR ANYONE LISTED ON THE FORM.

Name	Date of Birth	Illness or disability
_____	_____	_____
_____	_____	_____

7. ACCOMMODATION: *please circle.*

House	Flat	
1. Council	4. Owner Occupied	7. Hostel
2. Housing Assoc.	5. Shared Accom.	8. B&B Hotel
3. Privately Rented	6. Sheltered Housing	9. Other Please state:

Is the accommodation permanent or temporary? _____

8. PLEASE GIVE A BRIEF SUMMARY OF THE REASON FOR REQUESTING A GRANT FROM THE CHARITY AND HOW THIS WILL HELP OBTAIN EMPLOYMENT. (See Note 2 of the Criteria for Grants)

9. EDUCATION GRANT REQUESTED:

Course Details

Subject: _____

Title of Course: _____ Length of Course: _____

Is the applicant already accepted on the course? Yes/No

Start date: _____ Date course ends: _____

***Estimated Cost**

a) Fees _____

b) Travel _____

c) Books _____

d) Special clothing _____

e) Tools (if appropriate) _____

f) Childcare _____

g) Other exceptional needs – please state what they are _____

_____ Total estimated cost: _____

*** Accurate written estimates must be provided to support the application.**

Please note: cheques can only be paid to the college, training establishment or suppliers of services and NOT normally to the applicant.

10. DETAILS OF INCOME: Indicate the net weekly income after tax etc.

	<u>Applicant</u>	<u>Partner</u>
Net earnings:	_____	_____
Retirement/Widow's pension:	_____	_____
Occupational/private pension:	_____	_____
Child Benefit:	_____	_____
Income Support:	_____	_____
Job Seekers Allowance:	_____	_____
Incapacity Benefit:	_____	_____
Attendance Allowance:	_____	_____
Disability Living Allowance	_____	_____
Tax Credits/Child Support Agency	_____	_____
Any other income. Please specify:	_____	_____
Total:	_____	_____

11. WEEKLY HOUSEHOLD EXPENDITURE

Gas: _____ Hire purchase/credit: _____

Electricity: _____ Insurance: _____

Telephone: _____ Housekeeping: _____

Other (please specify) _____

Total: _____

12. DETAILS OF ANY DEBTS: Indicate the total amount still owed and, if appropriate, the weekly repayments being made.

13. Is the applicant eligible for financial assistance from any of the following?

1. London Borough of Hammersmith & Fulham Education department:

Yes No

2. Employment Service:

Yes No

3. The college or training establishment the applicant is attending (Hardship Fund)

Yes No

4. Another charity, trade or professional body:

Yes No If yes, please give name: _____

14. DECLARATION

This is a requirement of the Data Protection Act 2002

The college or training establishment should ensure that the applicant has read the form, and when he/she agrees that all the information given is accurate, the applicant should sign and date the form below. The information contained in this form will be held for the purpose of processing grant applications only.

Applicant's Signature _____ **Date:** _____

15. CONFIRMATION

I confirm that the facts relating to the applicant's educational needs given in this application are correct.

Name _____ (Mr/Mrs/Ms) _____

Position _____

College/training establishment _____

Address _____

_____ Tel: _____

Signature _____ **Date:** _____

GUIDANCE NOTES FOR AN EDUCATION GRANT

This form must not be completed by the applicant but by you and your agency on the applicant's behalf. PLEASE USE BLACK INK, RETURN THE HARD COPY TO THE CHARITY DO NOT EMAIL.

This form can only be used for residents of Fulham. Fulham is the area of the borough south of Chancellors Road, Yeldham Road and Margravine Gardens, north of Gliddon Road and a few streets south of Hammersmith Road between Edith Road and Addison Bridge. This includes postcodes SW6, part of W14 and part of W6. Please check the map showing the Charity's boundaries and a list of eligible streets available on www.debk.org.uk.

1. Please give complete details of current or previous employment history including any service in HM Forces, also members of a trade union or professional association (even if now retired). The applicant may be eligible for help from an appropriate benevolent fund.
2. **Aim:** Grants for educational purposes will be awarded to applicants to enable individuals, through learning new skills and education opportunities, to access employment opportunities.
3. **Criteria:**
 - i. Residents of Fulham on low incomes who are over the school leaving age.
 - ii. An educational or training need for which no statutory funding is available or does not cover the total cost.
 - iii. Applicants who have no relevant education qualifications.
4. **Purposes:**
 - i. Fees for vocational training, access courses or short courses not covered by statutory grants or other charities.
 - ii. Travel to and from college for applicants on low incomes and not in receipt of a mandatory grant.
 - iii. Books and course equipment without which the applicant cannot take or finish a training course.
 - iv. Special clothing.
 - v. Tools or other equipment which will enable an applicant to find work or take up the offer of a job.
 - vi. Fees for professional training for refugees to enable them to use their qualifications to work in this country.
 - vii. The cost, or shortfall in the cost of trips, organised for educational purposes in the UK.
 - viii. Childcare costs for an applicant on a short course.
 - ix. Exam fees.
 - x. An exceptional need which falls within the Charity's terms of reference.
5. **Categories not covered:**
 - i. Degree courses for which mandatory grants/student loans, hardship grants should be available.
 - ii. Post graduate courses or professional training for an applicant who has a first degree.
 - iii. Placements or educational trips outside the UK.
 - iv. Travel and living expenses for an applicant with an LEA grant/loan. (Although applicants may be eligible for help under Relief in Need).
6. **Information required: *Please attach***
 - i. Written confirmation that you have been offered a place on the course.
 - ii. Course details (Prospectus or brochure).
 - iii. Details of parental income if under 26 years of age.
7. **Conditions:** There is no restriction on the amount you can request but all grants are made at the Trustees' discretion, after full consideration of each application and you cannot appeal against their decision. No grants are made for more than one year at a time.