

**Joan Smith Educational Charity
(Hailey, Oxfordshire)**

Wyelands, Upper End, Shipton-u-Wychwood, OX7 6DP
T: 0781 1174733 Email: clerk@haileywestoxon.org www.haileywestoxon.org

Application Form for Grants

Full name of Beneficiary	
Address	
E-mail address	
Name of Applicant (if different from above)	
Address	
E-mail address	
Age of Beneficiary (years)	
Date of Birth	
Details of application (Please explain the nature of the claim and continue on a separate sheet if necessary)	
Amount claimed £	
Signature	

The purpose of the Charity is to assist with the costs of educational expenses or to assist a young person under the age of 25 years who, or whose parents or one or the other of them, are resident in the Parish of Hailey, to prepare for, or assist their entry into a profession, trade or calling.

For claims relating to educational expenses, expeditions or trips, the school or college must certify that the claim is for a proper educational purpose. A note from the school/college setting out an itinerary for the trip and the objectives must be submitted. The certificate below may be used if appropriate.

For claims relating to the cost of books and educational expenses, the claim must be itemised and totalled on a separate sheet. Till receipts **MUST** indicate the item purchased or there must be a separate receipt dealing with the item. Failure to produce such receipts could result in the claim being returned and thereby missing a meeting of the Trustees.

For claims for assistance to purchase equipment required at school, e.g. instruments, then a note from the school stating the educational requirement and the role that the instruments fulfil will be required.

For all other claims, a note attached to the form, setting out the details of the circumstances may be sent. Claims will normally only be considered after the expenditure/event, although an applicant can enquire in advance to see if a claim would be acceptable.

The Trustees meet every three months, usually on the second Monday in March, June, September and December. Applications should be sent to reach the Clerk to the Trustees (details above) at least ten days before a meeting is due.

General Data Protection Regulations

I agree that I have read and understand the Hailey Parish Council Privacy Notice (www.haileywestoxon.org or posted on request). I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Hailey Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Date of Birth if under 18	
Parental/Guardian Consent for any data processing activity	
Address	
Telephone number	
E-mail address	
Signature	
Date	

Certificate

I certify that the claim above by.....is for educational purposes.

Signed..... (Name).....

Educational Establishment.....

Purpose of activity/requirement.....

School/College stamp

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