This application form is to be used to apply for a student or apprenticeship bursary.

An application only needs to be submitted once, as the bursary is offered for each of the remaining years of the course or apprenticeship, to a maximum of four years, assuming any annual checks are successful. Applications will be considered for courses that have already started.

Applications will be considered from persons of any age and residing in the East Kintyre Community Council area, who wish to undertake, or are undertaking, a first degree, a further education college course, or a recognised apprenticeship.

The size of the bursary is £1500 per annum. The course provider will need to provide confirmation of attendance, each year of the course / scheme.

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| **YOUR DETAILS** | |
| Full name: |  |
| Email address: |  |
| Postal address: |  |
| Date of birth: |  |

|  |  |
| --- | --- |
| **YOUR COURSE / APPRENTICESHIP** | |
| Course name / type of apprenticeship: |  |
| Name of university / college / apprenticeship scheme: |  |
| Length of course / apprenticeship scheme: |  |
| Start month and year of course / apprenticeship: |  |
| Email address of course / apprenticeship provider: |  |
| Do you have a confirmed place? Please provide further details if necessary. |  |

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| **PERSONAL STATEMENT - CONFIDENTIAL** |
| In order for the Trustees to assess your application fully, especially if there are more applications than we can fund, it is always useful to have background and contextual information, if you are willing to share it here.  In no more than 500 words, please set out why you would like the Trustees to award you these annual bursaries.  To help you structure your statement, you may wish to consider the following prompts as examples of what the Trustees would consider to be information relevant to reaching their decision:  *Do you have any prior or relevant experience in the intended area of study or work?*  *Why have you chosen this particular course or apprenticeship scheme?*  *How will the successful completion of the course or scheme help your future career / work aspirations, locally or further afield?*  *Can you provide further information (eg your description, or URLs) to explain the nature and content of the course / scheme?* |
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| **Have you included the following?:** | |
| A copy of documentation to confirm your acceptance onto a course or apprenticeship. |  |
| Any other supporting info – please list. |  |

**Declaration:** I certify that I have read the EKCF Grant Making Policy document, and that the information contained in this application is correct.

Name: (please print) ……………………………………………………………………………………..

Signed …………………………………………………………

Date ……………………………………………………………

If you have any queries regarding this form please contact the secretary at info.ekcf@gmail.com.

Completed forms and associated documents should be sent to the above email address.

**Due Diligence & GPR**

In making this application I understand that, if awarded a grant, the Charity Trustees will set out the key terms of the grant and any conditions that are attached to it in a grant agreement and require the applicant to sign and return the grant agreement to indicate that they accept the terms and conditions, prior to the funds being transferred to the applicant.

When the Charity Trustees are considering a grant-funding proposal, they may undertake due diligence checks on the applicant. The checks that are undertaken will vary according to the Charity Trustees' assessment of any risks associated with the proposal or the applicant.

By submitting your application, you agree to allow East Kintyre Community Fund to retain your personal data on their database in order to process your application. By submitting your application, you agree to allow East Kintyre to pass your personal data to sponsor organisations if requested to by the sponsor organisation as part of a review.

We will use information that you give us in this form to help assess your application and administer any grant we award you. We may also publish this information on our website (except personal details) or use it to analyse our grant-making. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes.

The declaration page can be signed with a jpeg signature or it may be printed and scanned, in order to catch your signature.