



**ROCHDALE ANCIENT PARISH EDUCATIONAL TRUST**  
**Registered Charity Number 526318**

**NOTES FOR APPLICANTS**

**Please read these notes before filling in the form. They explain what grants are available and who may apply for them.**

**Section 1: Who may apply for a grant**

**You may apply for a grant from the Trust if:**

- ◆ You live in the area of the Ancient Parish of Rochdale. The area includes Rochdale, Littleborough, Milnrow, Wardle, Whitworth, Todmorden and Saddleworth, Newhey and Bacup.

OR

- ◆ You attend a school in the area of the Ancient Parish of Rochdale.

OR

- ◆ You have attended a school in that area.

AND

- ◆ See Section 3.

**Please Note:** There is no age limit but preference will be given to people under 25

**Section 2: Types of grant**

If you qualify to apply for a grant, the Trust may give you a grant for any purpose that promotes your education (including social and physical training).

**Examples of grants**

- ◆ Financial assistance, including grants towards the cost of outfits, clothing, tools, instruments, or books to enable you to prepare for or to help your entry into a profession, trade or calling or undertake an educational course, including musical vocations;
- ◆ In exceptional circumstances, scholarships, bursaries, grants or allowances for living expenses to enable you to undertake any school, University, College of Education or other institution of further or higher (including professional and technical) educational course;
- ◆ In exceptional circumstances, scholarships or allowances for living expenses to enable you to travel, in the United Kingdom or abroad to pursue your education.

**Section 3: People not eligible for grants**

The Trustees have decided you may not be eligible for a grant (even if you qualify under Section 1) if you have already been awarded assistance from the Rochdale Ancient Parish Educational Trust in this academic year.

#### **Section 4: Completing the form**

It is important that you give **all** the details required. If some information is missing this may delay a decision on your application.

#### **Completing the Income and Expenditure Form (Appendix A)**

If you are under 25 years old and unmarried, please give details of your parents income and expenditure.

#### **Additional Information**

In addition to the completed application form, you must provide the Trust with the following information:

- ◆ Evidence that you have enrolled on the specified course, this could be a confirmation letter or learning agreement from the institution where you are studying.
- ◆ What you require to complete the course with approximate costs (i.e. list of books and equipment etc).

#### **Section 5: Where to send the form**

Please complete and sign the attached application form, together with Appendix 'A' and return to:

**Clerk to the Rochdale Ancient Parish Educational Trust,  
Legal and Democratic Services - Committee Services Section,  
Town Hall,  
Rochdale,  
OL16 1AB.**

**PLEASE NOTE:** Even if you meet the qualification requirements set out above, it does not mean you will automatically be granted assistance. The Clerk will notify you of the Trustees' decision after their meeting.

It may be that you will qualify for a Local Education Authority Grant for your course, you should contact the Education Awards Section on (01706) 927474 to find out if you are eligible.

#### **Section 6: Enquiries**

If you need help filling out this form or want further information, please contact Committee Services Section, Legal and Democratic Services Department, Rochdale Council, Town Hall, Rochdale, OL16 1AB. Telephone (01706) 924707.

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**APPLICATION FOR ASSISTANCE**

Please type or write in **Black** ink. Complete all sections or this may delay your application.

<b>1 APPLICANT'S DETAILS</b>							
NAME							
HOME ADDRESS		POST CODE					
E-MAIL ADDRESS:							
DATE OF BIRTH		CONTACT TELEPHONE NUMBERS:					
<b>2 EDUCATION AT PRESENT – you will need to provide supporting evidence of acceptance on the course (a letter from the institute or a learning agreement is acceptable)</b>							
If you are studying at the moment, please give the <b>name</b> of the school/college/university, the <b>title</b> of the course and whether it is <b>full or part-time</b> . Please give <b>dates</b> that the course will run and <b>dates</b> of examinations to be taken.							
If this application is for a new course, please give the <b>name</b> of the school/college/university, the <b>title</b> of the course and state whether a place has been <b>confirmed</b> . Please give <b>dates</b> that the course will run and <b>dates</b> of examinations to be taken.							
<b>3 DETAILS OF PREVIOUS EDUCATION – list all schools/colleges attended from the age of 11</b>							
Name of school / Sixth Form College / Further Education College / University	Full Title of Course	Full-time Part-time Evening	Date of Entry		Date of Leaving		Results
			Month	Year	Month	Year	

4	<b>EMPLOYMENT</b> If you are working, please give details.	
	Name and Address of Employer	
	Nature of Employment (Occupation)	
	Do you work full-time or part-time?	
	If currently employed, will this employment continue whilst you are on the course? Please ✓ Yes <input type="checkbox"/> No <input type="checkbox"/>	
5	<b>UNEMPLOYMENT</b>	
	Are you unemployed? Please ✓ Yes <input type="checkbox"/> No <input type="checkbox"/>	
6	<b>WHAT ARE YOU APPLYING FOR – please list what the grant will used for, e.g. books/ equipment / fees / travelling expenses / living allowances, and include approximate prices. Continue on an attached sheet if required</b>	
7	<b>DETAILS ABOUT THE AMOUNT OF GRANT YOU ARE APPLYING FOR</b>	
	How much do you require in total?	£
	How much are you requesting from the Trust?	£
	Where did you find out about the Rochdale Ancient Parish Educational Trust?	
8	<b>DETAILS ABOUT OTHER GRANT APPLICATIONS</b>	
	Have you previously received a grant from this or any other Educational Trust? If so please give details.	
	Have you applied this year for any other grants for the same purpose? If so please give details and the result of the application/grant.	
9	<b>SUPPORTING INFORMATION - please give any other information relevant to your application here and continue on an attached sheet if required</b>	

**NOTE: YOUR APPLICATION WILL BE RETURNED IF ALL DETAILS ARE NOT COMPLETED**

The information given above is true and complete.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Applicant/Parent/Guardian)\*

\* Delete as appropriate. If you are under 18 years old your parent/guardian should sign.

**APPENDIX 'A'**

**STATEMENT OF FAMILY INCOME AND EXPENDITURE**

To be completed by the applicant or if you are still at school by your parent or guardian. If you are a student attending Further or Higher Education and are under 25, you should enter full family income otherwise the Trustees may be unwilling to consider your application.

**FAMILY INCOME**

<b><u>Income from Employment</u></b> please give the take home pay after deductions for the salary earners in your family		Please give either weekly or monthly figures	
		<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
<u>Name</u>	<u>Occupation</u>		
1.		£	£
2.		£	£
3.		£	£
4.		£	£
<b><u>Income From Other Sources</u></b>		Please give either weekly or monthly figures	
		<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
Grants		£	£
Pensions		£	£
<b><u>Benefits</u></b>			
Sickness Benefit		£	£
Income Support		£	£
Child Benefit		£	£
Family Credit		£	£
Working Tax Credit		£	£
Disabled Living Allowance		£	£
Attendance Allowance		£	£
Mobility Allowance		£	£
Other Benefits (please list)		£	£
		£	£
		£	£
		£	£
<b>TOTAL FAMILY INCOME</b>			



**FAMILY DETAILS**

**Please enter your name and list all members of the family living with you, stating their ages and their relationship to you.**

<b>Name</b>	<b>Age</b>	<b>Relationship to Applicant</b>

**The information given above is true and complete**

**Signed:** ..... **Date:** .....

(Applicant/Parent/Guardian) \*

\* Delete as applicable

**PLEASE CHECK THE DETAILS YOU HAVE PROVIDED ON THE FORM. IF YOU HAVE NOT FULLY COMPLETED THE FORM, IT MAY DELAY THE TRUSTEES CONSIDERATION OF YOUR APPLICATION**

