

ONE-OFF EDUCATIONAL GRANT FOR INDIVIDUALS – APPLICATION FORM (please also see FAQs)

Name of Applicant				
I live in the area of benefit ¹ (or live there in vacations if already at University) and am under 25 years old.	Yes / No	Number of years that I attended Schools in the area of benefit	Primary School	Secondary School
Date of Birth	Age yearsmonths			
Home Address				
email address				
Burford School Foundation uses electronic banking to pay grants. Please give us this information. This information will only be used if a grant is approved.	Account name: Bank sort code: Account Number:			
Explain here what you need a grant for. Please give detail².				
Grants will normally be made for "one-off" purposes to relieve hardship. Examples would be essential books or equipment for which funds are not available from other sources, or for cost of travel where this is not otherwise provided for.				
<i>Please continue on another sheet of paper if there is insufficient space for your information</i>				
Have you asked for other help towards these costs? Give details	Yes/ No	Yes, for £ From:		
How much are you asking for, from BSF?	£			
BSF requires that applications are supported by a Course Tutor, School Head Teacher or other appropriate person.	Please give their name and email here. BSF may contact them direct.			
Add further information that you think might help to support your application, for example, whether you have received free school meals, a 6 th form bursary, or that your family receives State Benefits. Include your own fund-raising activities.				
<i>Please continue on another sheet of paper if there is insufficient space for your information</i>				

Application Deadline: You may apply at any time, but the fund is limited each Calendar year.

Signature Date

Please return the completed form and any attachments by email or post, to:
The Chair – Education Grants Committee, The Burford School Foundation, 2 Sheep Street,
Burford, Oxon OX18 4LT email ruth.reavley@gmail.com

¹ The parishes of Burford, Fulbrook, Taynton, Swinbrook with Widford, and Asthall.

² Attach a copy of any School/University/College document which confirms the costs of trips etc.

EDUCATIONAL GRANTS FOR INDIVIDUALS – Frequently Asked Questions

What is the Burford School Educational Grants Scheme?

The BSF Educational Grant Scheme provides support for

Promoting the education (including social and physical training) of persons under the age of 25 years who are either resident in the area of benefit (the parishes of Burford, Fulbrook, Taynton, Swinbrook with Widford, and Asthall) or who have at any time attended as a pupil any educational establishment in the area of benefit for not less than 2 consecutive years and who are in need of financial assistance ...e.g. providing financial assistance, outfits, clothing, instruments, tools or books to assist such persons to pursue their education (including the study of music and other arts), to undertake travel in the furtherance thereof, or to prepare for or enter a profession, trade, occupation or service on leaving school, university, or other educational establishment.

1. How do I apply for an Educational Grant?

Those over 16 should complete the form themselves. Applications for students under the age of 16 may be made by their parents/carers.

2. What are the priorities for Burford School Foundation in making educational grants?

Relieving hardship by helping to meet extra costs that are otherwise unaffordable, for example:

- field trips and other mandatory trips and visits
- set texts
- essential specialist equipment and the insurance of that equipment, e.g. musical instrument purchase, specialist laboratory kit
- Emergencies and unanticipated expenditure e.g. replacement of un-reparable or stolen essential educational equipment

3. When should I apply?

As soon as the need arises. All applications will be acknowledged, and the date of the next Trustees' meeting will be given. The BSF Chair will contact you after the Trustee meeting. The fund is limited each calendar year; late applications may not be successful.

4. What evidence is needed to support an Educational Grant application?

Weblinks, insurance quotations, a letter on headed paper are examples of evidence. Explain whether you have asked for financial help from any other charity or grant-giving organisation, and how you have raised funds yourself. Explain why help is needed e.g. low family income (for which evidence could be eligibility for free school meals), being a young person living in foster or local authority care, or homeless, or being a University student with student loan arrangements in place and an unexpected expenditure. Trustees may contact your referee (from school, university or other educational establishment) as part of their decision-making process.

5. How will the Grant be paid?

For over 18s the Trust uses electronic banking. For under 18s, the Trust prefers to make payment direct to the supplier of the equipment/service approved.

6. What information does BSF need about use of the Grant?

BSF requires applicants to provide evidence of expenditure e.g. copies of receipts.

7. What if I change my mind and want to use the Grant for something else?

Contact the Grants Committee Chair to discuss the situation.

8. What if I need longer-term help?

Contact the Grants Committee Chair for information about the BSF Bursary Fund.

9. How does BSF use my data?

If unsuccessful, we will securely destroy your data. Data for successful applicants is retained until you are 25 years old.

10. Who can I approach for more information?

See information on the form.