

## **Aberdeenshire Council – Kincardineshire Educational Trust Information for Applicants**

Thank you for your interest in gaining financial assistance from the **Kincardineshire Educational Trust**.

The Trust has limited resources and in the interest of fairness, all applications received are means tested. If you wish to apply for an award, please complete the appropriate forms and return to this office along with documentary evidence of your current income.

**Please do not send original documents.**

***Please note that the fund opens for applications on 1<sup>st</sup> May and all applications submitted prior to the deadline of 30th November which meet the criteria will be considered by the board in June of the following year.***

***Once the members of the board have made their decision applicants will be advised as soon as possible of the outcome of their application.***

### Contact Details

Area Manager's Office  
Aberdeenshire Council  
Viewmount  
Arduthie Road  
Stonehaven  
AB39 2DQ

[kincardineandmearns@aberdeenshire.gov.uk](mailto:kincardineandmearns@aberdeenshire.gov.uk)



## APPLICATION FOR A GRANT FROM THE KINCARDINESHIRE EDUCATIONAL TRUST

### SECTION A – APPLICANT’S PERSONAL DETAILS (PLEASE USE BLOCK CAPITALS)

Title – (Miss/Mrs/Mr/Ms etc.)

Your full postal address

Postcode:

Surname

Forename(s)

Telephone Numbers.

Date of Birth – (Day, month, year)

How long have you been resident at the above address?

Email address:

### SECTION B – INFORMATION ON YOUR PROGRAMME OF STUDY

(Even if you gave full details of this last year, you must complete this section in full).

Name of educational establishment that you propose to attend, or are currently attending

Title of Course

Please state qualifications you will gain on completion of the course

Is the course full-time or part-time

How long does the above course last



Please give the start and finish dates for the session to which your application applies

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What is your intended profession or vocation

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**SECTION C – INFORMATION ON YOUR FEES, RESIDENCE AND TRAVEL**

State amount of fees payable by you. i.e. not funded by SAAS or other awarding body.

Entrance Fees
Examination Fees
Other Costs – e.g. Books, equipment, special clothing etc.

Please state your proposed place of residence during the session to which this application relates  
(Please tick the appropriate box.)

Parental home	
Own home	
College hostel	
Lodgings	
Hall of residence	

Please give the weekly accommodation cost if applicable

£	per week
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Please give the weekly travel cost to college if applicable

From	To	
£	per week	

**SECTION D – INFORMATION ON BURSARIES OR GRANTS RECEIVED**

Please give details of any Bursaries, Grants, etc awarded to you in relation to this course of study – **do not include student loans**

Awarding Body	Annual value	Duration	Date of commencement



Are you being sponsored for the course you wish to take. (Please delete as appropriate)

YES	NO
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If YES, please give details of your sponsorship

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**SECTION E – APPLICANTS INCOME**

This section refers to income which you, the applicant, expects to receive during your studies.

If you have a partner or spouse please also provide details at sections G and H.

This includes income from employment, self-employment, alimony, etc.

Give details of personal gross income you expect to receive during your studies.  
  
(Gross income is the amount of income before tax).

Source of income	Gross amount	Weekly/ monthly

**SECTION F – YOUR PARENTS’ PERSONAL DETAILS**

(If you are single and you are over 25 years old or have supported yourself for at least three years, you should ignore this section).

Your Parents’ or Guardians’ full names
Please state their relationship to you (e.g. mother, father, legal guardian, stepparent etc.)
Your Parents’ or Guardians’ full postal address and telephone number.

Parent 1	Parent 2
Postcode	Postcode
Telephone no.	Telephone no.

### SECTION G – YOUR PARTNER’S PERSONAL DETAILS

Your partner’s full name	
Your partner’s occupation	
Your partner’s full postal address if different from yours	Postcode
	Telephone no.

### SECTION H – YOUR HOUSEHOLD INCOME

	Parent 1	Parent 2	Spouse/Partner
Please give details of occupation (This includes trade, business, profession or state ‘unemployed’).			
Please give details of total income. This should be the total earned income for the year to April 5 <sup>th</sup> last, from salary, wages, and taxable benefits. <b>Please enclose copy of P60.</b>			
Employment:			
The net taxable profit for the year ending 5 <sup>th</sup> April last, or last completed trading year falling within that period. <b>Please enclose copy of latest tax return.</b>			
Self-Employment			
Give details of taxable pensions (e.g., State, Private, Forces, Widow’s etc). <b>Please provide documentary evidence.</b>			
Pensions			
If income for previous tax year (or part of that year) was derived from Benefits (Unemployment Benefit, Income Support etc), <b>please state amounts and provide documentary evidence.</b>			
Social Security/Unemployment Benefits etc			
If you, the parent, are divorced or separated and your income (or part of your income) for the previous tax year was derived from maintenance payments, you should state amount paid to you. <b>Please provide documentary evidence.</b>			



Alimony payments			
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Income from any other source			
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TOTAL GROSS ANNUAL INCOME			
	Parent 1	Parent 2	Spouse/Partner

**SECTION I – DEPENDENT CHILDREN**

Please give details of each child (other than the applicant) who is/are dependent on the parent(s) or legal guardian(s) of the applicant.

Name of child	Date of birth	School/College/University child is attending or is to attend

ANY OTHER RELEVANT INFORMATION – you may use this space to provide any further details which you feel may be helpful to us.

**SECTION J – FUNDING PURPOSE**

Please provide any receipts or other documentary evidence in relation to the purpose of your application

Purpose of grant requested	
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Amount of grant requested	£
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**Please read and sign the following declarations that you consent to -**

**I consent to Aberdeenshire Support and Advice Team checking any information already held by Aberdeenshire Council on the basis that:**

- It can help determine my eligibility for a grant.

Signed ..... Date .....

**DECLARATION BY APPLICANT**

I declare that, to the best of my knowledge and belief, the statements I have made are full and correct in every respect and that no information relating to my circumstances has been withheld. I also declare that, if a grant is awarded, I shall undertake to inform the Educational Trust Section immediately of any change in financial or other circumstances which might affect the value of any Grant awarded.

Should the amount of the Grant be revised for any reason, I undertake to refund any amount received by me in excess of the revised amount. I understand that the giving of false information, withholding of relevant information or failure to comply with the conditions of award may lead to the termination of any Grant awarded and to the recovery of any amounts paid by the Educational Trust Section.

Signed ..... Date .....

*(Signature of Applicant)*

**DECLARATION BY PARENT/GUARDIAN**

(This declaration need not be completed by the parent/guardian of an applicant who qualifies as a self-supporting student – see Section F)

I declare that, to the best of my knowledge, all the information which I have given in connection with this application is full and correct in every respect. I undertake to supply any additional information which may be required by the Educational Trust Section, to verify the particulars given and also to inform the Education Trust immediately of any alteration in these particulars.

I understand the giving of false information or withholding of relevant information may lead to the termination of any Grant awarded and to the recovery of any amounts paid by the Education Trust Section.

Signed ..... Date .....

*(Signature of Parent/Guardian)*



**PLEASE SEND A COPY OF YOUR TAX CREDITS FORMS WHICH SHOWS YOUR INCOME FOR THE PREVIOUS FINANCIAL YEAR.**

**PLEASE SEND THE SIGNED PRIVACY NOTICE, SIGNED APPLICATION FORM, TOGETHER WITH YOUR DOCUMENTATION (DO NOT SEND ORIGINAL DOCUMENTATION) TO AREA MANAGER'S OFFICE, VIEWMOUNT, ARDUTHIE ROAD, STONEHAVEN, AB39 2DQ.**

**IF WE DO NOT RECEIVE A SIGNED PRIVACY NOTICE WE WILL NOT BE ABLE TO PROCESS YOUR APPLICATION**

<b>For Official Use Only</b>	
Residence checked	
Details of previous awards	
Income for previous year checked	
Award recommended using sliding scale	
Reviewed by Accountant	
Date Sent to Sub-Committee	
Payment raised – Date	
Signed privacy notice received	



# Privacy Notice

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

- The processing of your application for an Educational Grant
- The determination of your application for an Educational Grant
- The award of any Educational Grant approved

## Your information is being collected by Aberdeenshire Council

The Legal Basis for collecting the information is:

Personal Data	Special categories of personal data
Consent	The data subject has given explicit <b>consent</b> to the processing

Not applicable

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

External Auditors

Your information will be shared with the following recipients or categories of recipient:

Not applicable

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

The retention period for the data is:

7 years

Not applicable

The following automated decision-making, including profiling, will be undertaken:



Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent.
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first).
- to request access to your personal data.
- to data portability, where the legal basis specified above is:
  - (i) Consent
- to request rectification or erasure of your personal data, as so far as the legislation permits.

I understand that I have the right to withdraw this consent at any time by contacting

[kincardineandmearns@aberdeenshire.gov.uk](mailto:kincardineandmearns@aberdeenshire.gov.uk)

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

## KINCARDINESHIRE EDUCATIONAL TRUST SCHEME, 1962

### Conditions of Award of Grants

1. Under the above-mentioned Scheme, the Governors of the Kincardineshire Educational Trust have powers to make grants for various purposes, details of which are given in paragraph 4 below.
2. Grants can normally be made only to:
  - a) Persons resident in Kincardine County;
  - b) School pupils or young person's attending Kincardine County schools or further education centres;
  - c) School pupils where parents are resident in Kincardine County;
  - d) Kincardine County schools and further education centres and,
  - e) Clubs and organisations operating for the benefit of persons belonging to the County of Kincardine.

In making grants for any purpose, financial circumstances will be taken into account.

3. Applications for grants should be lodged with the Area Manager's Office, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ, **by 30 November each year.**
4. Details of purposes for which grants may be made available under the various sections of the Trust Scheme:

**Section 27: Supplementary Bursaries – Bursaries may be awarded in supplement of awards made by the Education Authority or Secretary of State to persons about to enter or are in attendance at a University, Central Institution or College of Education. Such bursaries shall be awarded to persons whose school record or record at any of the said establishments is such that in the opinion of the Governing Body, they would merit an award. Bursaries are tenable for one year in the first place but may be renewed.**

**Section 28: Assistance in obtaining practical experience of trades etc -** Persons serving apprenticeships or undergoing courses of technical instruction or gaining practical experience of any profession, trade or occupation may apply for a grant towards the cost of fees, books, tools, kit or personal equipment.

**Section 29: Grants for Student Apprentices –** Grants may be made to persons serving an apprenticeship for a profession which involves attendance at a Scottish University or Central Institution.

**Section 31: Travel Grants –** Grants may be made to **individuals** to enable them to travel in Great Britain or abroad for any purpose deemed to be of an educational nature.

**Section 33: Sports Facilities –** Grants may be made:

- a) to assist in providing and maintaining playing fields and other sports facilities for the benefit of children and young people resident in the County of Kincardine and Mearns.



- b) to assist in defraying travelling expenses of school teams and the expense of inter-school sports meetings and in providing apparatus and equipment including personal equipment and sports clothing.

**Section 34: Support of Clubs etc** – Grants may be made to clubs, societies and organisations in Kincardine County which include amongst their activities work of an educational nature.

**Section 35: Adult Education** – Expenditure may be incurred -

- a) in organising or assisting to organise lectures or other suitable types of instruction and
- b) in making grants to persons who require financial aid to enable them to attend any Institution or organised course for adult education.

**Sections 36, 37 and 38: Promoting Education in Art, Music and Drama** – Under these sections, grants may be made in a variety of ways to assist the promotion of education in the visual arts, music and drama through Kincardine County schools and organisations. In special circumstances grants may also be made to individuals studying these subjects.

All application forms are obtainable from the Area Manager's Office, please email [kincardineandmearns@aberdeenshire.gov.uk](mailto:kincardineandmearns@aberdeenshire.gov.uk)

Or alternatively visit [Kincardine and Mearns area funding - Aberdeenshire Council](#) where you can download a copy.