

## 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 30<sup>th</sup> 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.***

Area Committee Officer

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

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

**KINCARDINESHIRE EDUCATIONAL TRUST – SECTION 31  
APPLICATION FOR GRANT AID FOR EDUCATIONAL TRAVEL**

**SECTION 1 – Details of Excursion**

Place to be visited and outline of activities	
Dates of excursion (from-to)	
Cost of excursion	

**SECTION 2 – Details of Pupil going on Excursion**

Name of Pupil	
Date of Birth	
Home Address including Postcode	
Contact Telephone Number	
School Attended	

**SECTION 3 – Parents/Guardian Personal Details**

	Parent/Guardian 1	Parent/Guardian 2
Parents' or Guardians' full names		
Please state relationship: - (e.g. mother, father, legal guardian, etc.)		
Email address for correspondence		

**SECTION 4 – Your Income - Benefits**

Are you / your partner receiving any of the benefit listed below: -	Parent/ Guardian 1	Parent/ Guardian 2
• Free School meals/School Clothing Grant		
• Housing Benefit/Council Tax Reduction		
• Child Tax Credit/Working Tax Credit		
• Income Support		
• Universal Credit		
• Income-based Job Seeker's Allowance		
• Any income related element of Employment and Support Allowance		
• Pension Credit Guaranteed Credit		
• Support under Part VI of the Immigration and Asylum Act 1999		

If you have ticked any of the above boxes please continue onto **Section 6.**

If you have **not** ticked any of the above boxes please continue to **Section 5.**

**SECTION 5 – Income - Earnings/Other**

**Parent/Guardian 1**

**Parent/Guardian 2**

Please provide copies of your last two pay slips if paid monthly and five payslips if paid Weekly and if applicable a copy of your current Tax Credit Awards letter.

Employment:	Annual £	Annual £
-------------	----------	----------

The net taxable profit for the year ending 5th April last or last completed trading year falling within that period. **Please enclose copy of latest tax return.**

Self-Employment:	Annual £	Annual £
------------------	----------	----------

Give details of any other taxable income you receive (e.g. Pensions being State, Private, Forces, Widow's, Other Benefits etc) Please provide documentary evidence.

Type of Income: -	Annual £	Annual £
-------------------	----------	----------

Do you have capital and savings of more than £10,000.00	<b>YES / NO</b>	<b>YES / NO</b>
---	-----------------	-----------------

**If yes we may write to you again in regard to your capital and savings.**

**Section 6 - 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

**Section 7 – Parent / Guardian’s Declaration**

I \_\_\_\_\_ (name in full) being the parent/guardian of the pupil on behalf of whom this application is made, solemnly and sincerely declare that the statements contained in this application are to the best of my knowledge full and correct in every respect.

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.

**Signature of Parent/Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

**PLEASE SEND BOTH THE SIGNED PRIVACY NOTICE AND SIGNED APPLICATION FORM, TOGETHER WITH YOUR DOCUMENTATION (DO NOT SEND ORIGINAL DOCUMENTATION) TO [kincardineandmearns@aberdeenshire.gov.uk](mailto:kincardineandmearns@aberdeenshire.gov.uk)**

<b>For Official Use Only: -</b>			
Signed privacy notice received		Reviewed by Accountant	
Residence checked		Award letter to applicant/school	
Income for current year checked		Payment raised to school – Date	
Award recommended			

## Privacy Notice - FOR KINCARDINESHIRE EDUCATIONAL TRUST

### THIS FORM MUST BE SIGNED AND RETURNED WITH ATTACHED APPLICATION FORM

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:**

7 years

#### The retention period for the data is:

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 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  
E-mail: [kincardineandmearns@aberdeenshire.gov.uk](mailto:kincardineandmearns@aberdeenshire.gov.uk)  
**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. Application forms are obtainable from the Area Manager's Office, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ.

**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. Application forms are obtainable from the Area Manager's Office, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ.

**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. Application forms are obtainable from the Area Manager's Office, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ.

**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. Application forms are obtainable from the Area Manager's Office, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ.

**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
- 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.

Application forms are obtainable from the Area Manager's Office, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ.

**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. Application forms are obtainable from the Area Manager's Office, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ.

**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.

Application forms are obtainable from the Area Manager's Office, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ.

**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. Application forms are obtainable from the Area Manager's Office, Viewmount, Arduthie Road, Stonehaven, AB39 2DQ.

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

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