

Clackmannanshire Educational Trust

Guidance Notes

These notes are to assist in the completion of the application form. Completed forms should be emailed to education@clacks.gov.uk or returned to Education, Clackmannanshire Council, Kilncraigs, Greenside Street, Alloa, FK10 1EB. Applicants should complete all relevant sections and where a section is not applicable indicate this clearly.

Section 1 – The section on other family members should include spouse and dependents who will be wholly dependent on you the applicant for the duration of the course.

Section 2 – Indicate the date in which you took up residence in Clackmannanshire.

Section 3 – This section is for educational qualifications already taken. It should include all courses previously studied.

Section 4 - The applicant should give details of the course of study for which this application is being made. This should include details of research carried out or travel which is essential to the course.

Section 5 – The applicant may continue on a separate sheet of paper if required.

Section 6 – Income details are required for the previous financial year. This section must be completed in all cases. Failure to do so will delay the application. Proof of income must be submitted in the form of P60. Applicants over 21 years of age will not be required to submit parental details.

Section 7 – Value in pounds (£) of grant that you are applying for.

Section 8 – All application must be signed and dated.

Section 9 – This section must be completed by employer or benefits agency where a P60 is not available.

Section 10 – The applicant is required to approach **two** referees to support the application.

If assistance is required in the completion of any part of this form, please contact the Education Business Support Team, telephone 01259 45 2499 or email education@clacks.gov.uk

Clackmannanshire Educational Trust Scheme

NOTE ON THE TRUST AND THE GRANTS WHICH ARE AVAILABLE UNDER THE TRUST

Funds are bequeathed by persons who lived in or had connection with Clackmannanshire, and the interest from these funds is disbursed for certain educational purposes among people who have their permanent place of residence in Clackmannanshire. The arrangement for the administration of the funds is contained in the Clackmannanshire Educational Trust Scheme 1957, as amended.

The administrators of the Scheme are Clackmannanshire Council, as successors to Central Region Council. The funds are disbursed as grants but the funds are limited. Before submitting an application intending applicants should satisfy themselves that their application will meet one of the educational purposes for which the grant is available.

The educational purpose for which a grant is available is as follows:

Under Section 20: **Travel Grant** – Where provision is made in the approved plan for expenditure under this section, the Council may in each financial year expend a sum not exceeding the maximum sum so provided in making grants to persons belonging to Clackmannanshire to enable them to travel either in the United Kingdom or abroad for any purpose of an educational nature. The Council shall require applicants of such grants to submit for their approval a statement of the purpose of which the journey is to be undertaken, the places to be visited and the probable length of absence from home. In making such grants the Council shall have regard to due diligence, attainment and promise of the applicants. In determining the amount of each grant the Council shall have regard to the financial circumstances of the applicant (including any other bursaries or grants paid to them) and to the expenses likely to be incurred by them.

Under Section 22: **Educational Travel** – Where provision is made in the approved plan for expenditure under this section, the Council may in each financial year expend a sum not exceeding the maximum sum so provided in making grants to persons belonging to Clackmannanshire who are, or have been during the immediately preceding session, pupils attending secondary schools or young persons attending further education centres to enable them to become members of parties organised by any body or person approved by Clackmannanshire Council for the purposes of travelling in the United Kingdom or abroad, provided that Clackmannanshire Council are satisfied that the proposed journey is likely to be for educational benefit of the person applying for the grants. In making such grants the Council shall have regard to due diligence, attainment and promise of the applicants. In determining the amount of each grant the Council shall have regard to the financial circumstances of the applicant (including any other bursaries or grants paid to them) and to the expenses likely to be incurred by them.

Under Section 23: **Adult Education** - Where provision is made in the approved plan for expenditure under this section, the Council may in each financial year expend a sum not exceeding the maximum sum so provided in promoting education in Clackmannanshire:

1. By organising and defraying or assisting to organise and defray the expenses of lectures or other suitable types of instruction, and
2. By making grants to persons belonging to the County who require financial aid to enable them to attend any institutions or organised course for adult education.

In making such grants the Council shall have regard to due diligence, attainment and promise of the applicants. In determining the amount of each grant the Council shall have regard to the financial circumstances of the applicant (including any other bursaries or grants paid to them) and to the expenses likely to be incurred by them.

Anyone wishing to apply for a grant will be required to complete an Application Form for Grant. These forms can be found on clacks.gov.uk Clackmannanshire Educational Trust Application Form.