**Budbrooke Consolidated Charities**

**Application for Educational Award**

Please use this form to apply for an Educational Award. The Trustees meet four times each year when all applications received are considered. **You must be a resident of the Civic Parish of Budbrooke .** A parent may apply for a child under 16 years old.

**Full name**..................................................................... **E-mail**....................................................................................

**Date of Birth**................................................................ **Telephone**.............................................................................

**Home Address**.................................................................................................................................................................

**Preferred address for correspondence**............................................................................................................................

**Place of Study**.............................................................. **Course Title**............................................................................

**Year (eg 2nd of 3)**..........................................................

**What you can apply for**

You may apply for reimbursement of the cost of books, tools, computer or other equipment related to your course, You must provide a book list, or list of equipment needed (eg for a catering course) from your place of study and the receipts for these items clearly identified. If you have no such list, then a letter from your course tutor, clearly stating that these items are a requirement for your course, should be obtained and sent. Without these no award will be considered.

At the discretion of the Trustees an Award may be granted towards the course fees of short, accredited, vocational programmes (NB **not** University course fees). You will need to provide detailed information about the course, the provider and the accreditation, and a copy of the receipt if you are asking for reimbursement.

You may also apply for financial help towards taking part in field trips, educational trips, and outward bound courses. It is unusual to receive an award for the whole of these costs. Please attach a separate letter giving as much information about your trip as you can, with all costs and information about how you will fund the balance. Awards will be considered on this information and paid when required by the trip organiser. You will be asked to provide evidence that you took part in the trip.

Other awards may be made to groups (eg guides, school) for educational purposes at the discretion of the Trustees.

**Amount requested**.....................................................  **For** (e.g. books)...............................................................................

**Please use this space to explain why you are looking for an Award from the Charity.**

All information given is treated as confidential. Applications will be considered at the Trustee meeting following receipt by the Clerk. You will be informed of the Trustees’ decision as soon as possible following that meeting. Incomplete applications will be returned.

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

Please send your application to Alex Davis – budbrookecharities@gmail.com