

Hawkshead Grammar School Foundation (HGSF)

Rules for Grant Applications - Updated 2020

Purpose

Hawkshead Grammar School Foundation is a charity which makes grants to young people from this area to help them with their expenses in gaining tertiary education or in gaining a trade or skilled profession. Two levels of grant are offered: the higher-level is offered for university courses including foundation degrees, first degrees and subsequent qualifications, and also for any apprenticeships or vocational courses aimed directly at the job market, e.g. agricultural or nursing training or pre-apprenticeship courses. These grants can be used to offset the costs of gaining the education or skills, including but not limited to tuition, accommodation, books, materials, and specialist tools or clothing.

In September 2019, in recognition of the current Department of Education rules requiring all 16-18 year olds to be in education, training or employment, and given that transportation is necessary to reach any school or further education college from the Hawkshead area, a lower-level grant was introduced towards the cost of transportation for 16-18 year olds enrolled in otherwise free post-16 education such as A-levels, GCSEs, BTEC courses or further education diplomas. This was intended to help 16-18 year olds and their families with the cost of mandatory attendance in a time of no subsidised transportation for this age group, and the grant can be used to offset the cost of a bus pass, train pass or use of a vehicle.

Rules

1. Applications will be accepted in writing or by e-mail from students who meet the following criteria:
 - a) Residents of the Ancient Parish of Hawkshead minus Colton (please see map).
 - b) Young persons between the ages of 16 and 25 at the start of the course.
2. All applications must be made on the application form (see last page) and sent to the Clerk, Joanne Heather at hgsfclerk@gmail.com or to Scutcheon House Farm, Far Sawrey, Ambleside LA22 0LQ. Applications must be submitted by September 30th for consideration for the academic year 2020-21.
3. "Residence in the Ancient Parish of Hawkshead" means that for three years in the previous five years, you had a full-time address within the Ancient Parish border and lived there. Alternatively, if you have moved away for your education or parents' work, but were born in the Ancient Parish (or at a local hospital but your parents' resided in the Ancient Parish) and you lived here for at least 10 years, you are eligible. In circumstances where you or your family are not known personally to the Governors, evidence may be requested to support your residency claim.
4. Applications will be assessed by the Governors on their merits, considering the financial resources available to HGSF at the time. This means that the number and amount of grants awarded each year will vary dependent on the number of applicants and the grant budget approved by the Governors.

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5. Eligible applicants for the higher-level grant include: those taking university, college or vocational courses which incur tuition fees and are unpaid. A 'sandwich' year which includes paid work for internships will normally not be eligible. Courses for 16-18-year olds which require a residential stay and incur accommodation fees, such as an agricultural college, are also eligible for the higher-level grant. Apprenticeships or young people entering one of the professions are also eligible for the higher-level grant, and in these cases the no-salary rule does not apply.
6. The lower-level grant is only for transportation costs for 16-18-year olds. Evidence of enrolment or acceptance on to the course must be provided, and residency rules apply. The applicant should describe how they are planning to travel to school/college and provide a copy of the bus pass or train pass if relevant. The applicant should also provide an estimate of the daily round-trip mileage.
7. Grants will normally be based on the needs of the case and no enquiries will be made into personal circumstances. In 2019, the higher-level grant was £1000 and the lower-level grant £300. In 2020 it is expected that awards will be for similar amounts. The higher-level grant is awarded in two parts, 50% at the start of the year, and 50% at the end once the student has provided evidence of satisfactory work and attendance (a screenshot of your results page or grades email from your tutor is usually sufficient).
8. Only one grant per person per year will be made. In a multi-year course, acceptance for a grant in one year does not automatically ensure that a grant will be paid in subsequent years. Students will have to provide evidence of satisfactory work and attendance, i.e. a pass into the next year. (Note: if this has already been provided to receive the second half of the previous year's grant, it does not need to be provided again.) Furthermore, if this is a second degree or qualification and you have had previous grants from HGSF, this will not bar you from applying again, but the Governors aim to support as many young people as possible, and for each new round of grants, will consider previous grant awards if funds are limited.
9. On some courses, students are required (or encouraged) to undertake some extra-curricular activities in vacation time. These can incur additional expenses as well as reducing the amount of time available for the student to earn money through temporary jobs. Providing these activities have an element related directly to your course, the Governors will consider additional applications for funding, up to an additional £150. Such applications should be in writing, setting out what the activity entails, how it relates to your course, the expense and time required, and any other factors that may be relevant to full consideration of your application.

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Guidelines for Completing the Application Form

(Any queries should be sent to Joanne Heather at hgsfclerk@gmail.com or 015394-44717)

Name – Full Name

Address – Residential address with postcode.

Telephone – Residential phone number and/or mobile.

Applying for the higher-level or lower-level (transportation only) grant? – Please indicate Higher-level or Lower-level as appropriate.

If higher-level, what type of education or training are you applying for? (Tick one) – Please indicate whether grant is required for university, apprenticeship, vocational training, or residential college.

Name of Course or Training – Please describe the name of the course(s) you are taking and the qualifications it/they lead(s) to.

Name & location of School, University, College, Apprenticeship or Employer – For an academic or vocational course, please give the name and location of the institution offering the course. For apprenticeship or job entry, please state the firm you are joining, the position you are taking, and please include the name, work address and email address or phone number of the manager you report to.

Year of Study and Length of Course – Please give the year of study you are applying for, and the total length of the course (e.g. Year 1 of 3).

What Are Your Costs of Study? – Please list the type and amount of costs: e.g. tuition fees; accommodation and living costs; specialist tools or clothing; books; materials. If you are applying for the lower-level grant you only need to supply details of the transportation required, e.g. “by car to Ambleside and then by bus to Kendal and back Monday-Friday.”

Daily Round-Trip Mileage – For the lower-level grant only. Estimated round-trip mileage from home to the place of study.

Supporting evidence attached? – Please ensure you list any attachments you have provided to support your application. Evidence is required for 1) acceptance/enrolment on your chosen course/apprenticeship; 2) Costs to be incurred 3) 3 years’ residence in the parish if the family is not known to the Governors 4) Where appropriate, satisfactory performance/attendance from previous year.

Final note. All applications will be dealt with confidentially and by correspondence only. No one from HGSF will ask to meet an applicant to discuss an application and any request for such a meeting should be viewed with suspicion and reported to the Chair of Governors or to the Vicar. Decisions on grants are made jointly by the Governors.

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Grant Application Form

Name:			
Address and Postcode:		Email address:	
		Phone:	
Applying for the higher-level or lower-level (transportation only) grant?			
If higher-level, what type of education or training are you applying for? (Tick one)		<input type="radio"/> University <input type="radio"/> Apprenticeship <input type="radio"/> Vocational training <input type="radio"/> Residential college	
Name of Course or Training			
Name & location of School, University, College, Apprenticeship or Employer			
Year of Study and Length of Course			
What are your costs of study? (e.g. tuition fees, accommodation, books, materials, transportation. Include all that apply.)			
Daily round-trip mileage? (16-18 transportation grant only)			
Supporting evidence attached? (For residency; enrolment & costs)			
I confirm that I have read the rules of the scheme and that my application is in accordance with them.			
Signature:			
Date:			