**CHURCH BURGESSES EDUCATIONAL FOUNDATION**

**Registered charity no: 529357**

**Application form for Individuals**

**www.sheffieldchurchburgesses.org.uk/educational.htm**

The Church Burgesses Educational Foundation was set up to promote the education of those under 25 years of age who, or whose parents, are resident in the City of Sheffield. It makes grants to schools, educational organisations and individuals. Funding is given to a wide variety of activities which include one-off or special projects in schools, church-based youth and education work, and to other organisations operating in this field.

Grants may also be made to those with special educational needs, as well as to gifted individuals who incur exceptional expenses in developing their talents in the field of academia, the arts, music and sport. Modest awards are also made to assist participation in gap year expeditions, medical electives and similar activities.

The Foundation gives financial assistance to many musical activities in schools, at Sheffield Cathedral and more widely in the community, and has good links with arts organisations, all of which support enables beneficiaries to extend their work with young people.

The Foundation is able to assist those under 25 with the costs of apprenticeships or internships in trades and crafts.

Applicants must have lived within the administrative boundary of Sheffield for at least three years (not solely for educational purposes).

The Foundation is administered c/o Wrigleys Solicitors, Derwent House, 150 Arundel Gate, Sheffield S1 2FN.

Email enquiries: ian.potter@wrigleys.co.uk

Telephone enquiries: 0114 267 5596.

**Before you complete and submit this form, you will need to:**

* **Check you are eligible to apply**
* **Check you are able to provide proof/evidence of what you are seeking a grant for**
* **Read and sign the attached privacy notice**

Please email your completed application form and any supporting papers to ian.potter@wrigleys.co.uk. If you are unable to email your application you may post your application form to Church Burgesses Educational Foundation c/o Wrigleys Solicitors, Derwent House, 150 Arundel Gate, Sheffield S1 2FN.

The onus is on the applicant to provide all necessary documentation when submitting an application.  All grants are at the Trustees' discretion.

**THIS PAGE IS INTENTIONALL Y BLANKPERSONAL DETAILS**

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| **Applicant's name :** |  |
| **Date of birth :** |  |
| **Place of birth :** |  |
| **Length of residence in Sheffield :** |  |
| **Address :** |  |
| **Telephone number :** |  |
| **Email address :** |  |
| **Name of person completing this form if different from that of the applicant (e.g. parent) :** |  |
| **Address :**  |  |
| **Tel No :** |  |
| **Email address :** |  |
| **Relationship to the applicant :** |  |
| **QUALIFICATIONS (if appropriate)** |
| **School/college** | **Qualification & subject** | **Year achieved** | **Grade/result** |
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| **YOUR GRANT APPLICATION** |
| **What size of grant are you seeking from the Foundation?** |  |
| **How much are you seeking to raise in total for this project?** |  |
| **For what purpose are you seeking this grant? (Describe in one sentence – further detail can be provided later in the form)** |  |
| **Title of course/project :****(Include with the application any document that provides details or a summary of what is involved)** |  |
| **Organisation running the course/project :** |  |
| **Date of commencement :**  |  |
| **Length of course/project :**  |  |
| **List below a breakdown of the total costs for which you are seeking grant funding (itemise separately the different costs).**  |
| **If you are seeking funding for educational equipment you should obtain and submit with your application written confirmation from a teacher or tutor that confirms that the specific equipment will be suitable for your course/project/educational development.** |

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| **YOUR INCOME** |
| **If you will be in full time education when you undertake the course/project, please ask your parent(s) to complete page 5** |
| **If you will not be in fulltime education when you undertake the course/project, please list your monthly income and expenditure below** |
| **Description of your income** | **Amount per month** |
|  |  |
| **Description of your usual expenditure** | **Amount per month** |
|  |  |
| **Details of other trusts or organisations to which applications for funding have been made** |
| **Trust/organisation/fundraising body** | **Amount applied for** | **Outcome – if known** |
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| **PARENTAL INCOME** |
| **Parental income (if you will be at school when you undertake the course/project)****Include income details for each parent who contributes towards the costs of your maintenance** |
|  | **PARENT 1****MONTHLY INCOME** | **PARENT 2****MONTHLY INCOME** |
| **Relationship (mother/father/step-parent)** |  |  |
| **Parental employment : (describe job role)** |  |  |
| **Salary (net, monthly) :** | **£** | **£** |
| **Tax Credits :** | **£** | **£** |
| **Disability Benefits :** | **£** | **£** |
| **Child Benefit :** | **£** | **£** |
| **Housing Benefit :** | **£** | **£** |
| **Maintenance Payments :** | **£** | **£** |
| **Other Income (please describe) :** | **£** | **£** |
| **Total monthly income :** | **£** | **£** |
| **Parental monthly expenditure (approximate) :** | **£** | **£** |
| **Number of dependants in parental home :** |  |
| **Proposed parental contribution to the course/project :** | **£** | **£** |

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| **State fully your personal reasons for wishing to undertake this activity.****What will it include, how it will benefit your personal education, development and experience: are there additional benefits to the community, here or elsewhere?** **Also describe why you require financial assistance from the Foundation (you may wish to continue on a separate sheet).** |
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| **REFEREE** |
| Please give the name and contact details of someone who knows you well to whom the Foundation could apply to confirm or supplement the information in your application.Ideally this should be someone who knows you well and who also knows about the matter for which you are seeking funding. This should not be a family member or someone living in the same household.Only one referee is required, but you may wish to include the details of two people if they each know different things about you and the matter for which you are seeking funding.If the application relates to educational support for a child who is at school you should name as referees both their class/subject teacher and a senior school staff member who knows the child well.If your application relates to your higher education studies you should name an academic referee.By naming a referee you are giving consent1. For the Foundation to contact that referee to ask questions about you and the matter for which you are seeking funding.
2. For the Foundation to provide the referee with a copy of the application, any accompanying documentation or any details provided with the application.
3. For the referee to disclose to the Foundation information about you and the matter for which you are seeking funding.
4. Where the application relates to funding for a child you give consent for the referee to disclose information about that child to the Foundation.
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| **Name :** |  |
| **Their position/relationship to you :**  |  |
| **Organisation and address:** |  |
| **Telephone number :** |  |
| **Email address :**  |  |
| **FURTHER INFORMATION REQUIRED** |
| **Please enclose a letter or report from your teacher, school or college, or from your sponsoring/ organising body.** |
| **Please enclose a letter from the organising institution/body confirming your acceptance on the course/project.** |
| **Please submit any further information relevant to your application below or on a separate sheet.** |
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**CHURCH BURGESSES EDUCATIONAL FOUNDATION**

**GUIDELINES FOR MAKING GRANTS TO INDIVIDUALS**

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| 1. | AGE |  | The applicant must be under 25. |
| 2. | AREA |  | Resident within the City of Sheffield. |
| 3. | RESIDENCE |  | the candidate's ordinary residence (i.e. the place to which he or she returns if away at school, college or on a course) must be within the area when the grant is made. Normally residence will be judged by the parent's home, but there may be the rare case where the candidate is orphaned or estranged from the parental home and has made Sheffield his or her permanent home. A student studying in Sheffield whose parents live elsewhere accordingly will not, save in such exceptional circumstances, be considered.  |
| 4. | REPORTS |  | the continuance of all grants is dependent on satisfactory reports. Allowance will be made for an adverse report where there are particular circumstances e.g. a crisis in the home or school etc; medical condition. |
| 5. | FINANCIAL NEED |  | in all cases a full disclosure of income and assets is required. Detailed requirements are set out on the appropriate Application Form.Save in exceptional circumstances the Foundation requires a disclosure of both the parent(s) and the Applicant's resources including scholarship and other grants both confirmed and prospective. Exceptionally, where a candidate is genuinely, and for good reason, estranged from his or her home the Trustees may not insist on a disclosure of parental means. |
| 6. | GRANT TARGETS |  | the situations where the Foundation may be willing to make grants will typically be as follows: |
|  |  | 6.1 | where a young person of special ability in exceptional circumstances whose parents cannot afford what is needed; |
|  |  | 6.2 | where there is a need for special or boarding education which cannot be supplied by the State system; |
|  |  | 6.3 | where the local school may not be able to provide the advanced or type of education needed for the child; |
|  |  | 6.4 | where a child is already involved in independent education when a disaster happens e.g. death, illness or divorce and exceptionally where the breadwinner loses his or her job; |
|  |  | 6.5 | the Foundation will not normally extend or offer grant support for attendance at an independent school for the purpose of 6th Form studies. Applications will be entertained only in exceptional circumstances which might include e.g. the availability of a particular A Level subject only in the independent sector; particular difficulties in attending a local school which would otherwise be a natural choice. |
|  |  | 6.6 | smaller one-off grants to encourage initiative and enterprise. |
| 7. | GENERAL |  |  |
|  |  | 7.1 | The Law Clerk is happy to discuss the possibility of a grant with an applicant. |
|  |  | 7.2 | Applications should be made in good time in the knowledge that the Foundation only meets in January, May, July and November. |
|  |  | 7.3 | No grant should be assumed. The Foundation's decision is communicated by the Law Clerk. |

Mr Ian Potter

Law Clerk

Church Burgesses Educational Foundation

Derwent House

150 Arundel Gate

Sheffield

S1 2FN

Tel: 0114 267 5588

**Privacy Notice**

**Personal Data Provided to the Foundation In Relation To Its Grant Making Activity**

The Church Burgesses Educational Foundation (registered charity No 529357) Derwent House, 150 Arundel Gate, Sheffield, S1 2FN (referred to here as 'the Foundation') is committed to protecting the privacy and security of the personal information of individuals in relation to its grant making activity.

Correspondence arising from this privacy notice or questions concerning it should be directed to the Foundation's Law Clerk at the above address.

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| Individuals about whom the Foundation might receive and hold personal information may include:-.* Applicants for grants.
* Recipients of grants.
* Referees named in grant applications.
* Individuals named as being involved in projects or activities for which a grant is being sought, or has been awarded.
* Other individuals who have enquired about, or have an interest in, the Foundation's grant making activity.

This privacy notice describes how the Foundation collects and uses personal information about such individuals in order to carry out its grant making activity in accordance with the General Data Protection Regulations (known as 'the GDPR'). For these purposes the Foundation is a "data controller". This means that it is responsible for deciding how it holds and uses personal information about the individuals referred to above. It applies to all such individuals, whether their involvement is current or in the past. |

**How is personal information about individuals collected?**

The Foundation typically collects personal information about individuals in the following ways:-

* Receipt of grant application forms, accompanying correspondence and supporting documentation.

* Obtaining references for grant applications.
* Correspondence or discussions relating to grant applications as they are being processed and considered.
* Correspondence or discussions relating to successful applications, including payment arrangements.
* Obtaining reports and feedback about outcomes arising from the Foundation's grant making activity.
* Enquiries about potential grant applications, expressions of interest and those known to the Foundation as being interested in its grant making activity.
* Receiving grant applications that have been submitted to other grant making charities, which have been lawfully passed on to the Foundation to consider.

**Personal information about individuals other than the provider of the information**

In relation to personal data about other individuals which is provided to the Foundation, it is vital that anyone providing such information ensures that they themselves comply with data protection law (including the GDPR) and ensure the accuracy, quality and legality of such personal information and the means by which it has been acquired and provided.

The provider must also establish the legal basis for processing any individual's personal information under such data protection law, including by providing all notices and obtaining all consents as may be required in order for the Foundation to process such personal information for the purpose of its grant making activity.

Anyone considering providing such information to the Foundation may wish to first provide any other individuals with a copy of this privacy notice for them to consider and to obtain express consent to providing the Foundation with any sensitive personal data (see below).

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| **How the Foundation uses information about individuals**The Foundation will only use personal information about individuals as the law permits. Most commonly, this will be for the following lawful reasons:1. In order for the Foundation to undertake its grant making activity, including steps taken prior to, and after, the consideration of the making of grants.[\*]2. Where the Foundation needs to comply with a legal obligation.[\*\*]3. Where it is necessary for the Foundation's legitimate interests (or those of a third party) and the interests and fundamental rights of the individual do not override those interests.[\*\*\*]4. Where the Foundation has obtained the individual's freely given, specific, informed and unambiguous consent by way of a statement or clear affirmative action.[\*\*\*\*]The Foundation will use personal information about individuals for the purposes of its grant making activity, usually in the following ways (the asterisk next to an activity below corresponds to the asterisk next to a lawful reason above, to demonstrate the lawful reason the Foundation relies on to undertake that activity):* To correspond with applicants in order to process and consider grant applications.\*
* To obtain references.\*\*\*
* To communicate the outcomes of grants applications.\*
* To correspond with recipients of grants in order to administer those grants and facilitate payments.\*
* To liaise with recipients of grants to obtain reports and feedback about outcomes arising from its grant making activity.\*\*\*
* To correspond with recipients of grants if it is felt that their project or activity may be used as a case study for good practice or other promotional purposes\*\*\*. The Foundation would not share details without seeking prior permission.

 * To maintain a central database of information relating to applications received and grants made by the Foundation, and to record their outcomes.\*\*\*
* To contact individuals or organisations that may be eligible for a grant who are known to the Foundation and have enquired about, or expressed an interested in, the Foundation's grant making activity.\*\*\*
* To inform individuals or organisations of events/ meetings that may be of interest to them, in relation to their projects/activities.\*\*\*
* The Foundation may disclose grant applications and information otherwise provided, in whole or part, to selected other charities which may be able to consider providing grant support\*\*\*. If individuals do not want such information being disclosed this should be indicated by ticking the appropriate box at the end of this privacy notice or by contacting the Foundation's Law Clerk/Clerk/Secretary.
* To comply with the Foundation's legal, accounting and reporting obligations to the Charity Commission and other regulatory and statutory bodies.\*\*
* To share information as necessary with the Foundation's professional advisers, including its lawyers and accountants.\*\*\*

To retain documentation in relation to its grant making activity and other paperwork in order to deal with future requests, queries or complaints, in relation to which the Foundation and its professional advisers may also use third party storage and information back-up services which may have access to personal data\*\*\*. However they are not permitted to process any such data other than on the Foundation's behalf and at all times personal data will remain confidential.The Foundation may also use personal information about individuals in the following situations, which are likely to be rare:* Where the Foundation needs to protect the individual's vital interests (or someone else's vital interests).
* Where it is needed in the public interest.
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**Consent to the Foundation using sensitive personal data**

To the extent that information provided to the Foundation (see *How is personal information about individuals collected?*) concerns an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, health, sex life or sexual orientation (defined in the GDPR as 'special categories' of 'sensitive personal data'), it is necessary for the Foundation to have express consent, or another lawful reason, to be able to hold and use that information.

Therefore, if information provided to the Foundation contains such 'sensitive personal data,' it is vital that express consent to use that information as set out in this privacy notice is provided and evidenced by the signing and submission of a copy of this privacy notice to the Foundation.

If a signed version of this privacy notice is not received by the Foundation's Law Clerk within three months of a request to do so the Foundation may not be able to continue to hold any such information, may not be able to give it further consideration and may arrange for it to be securely destroyed.

**Change of purpose**

The Foundation will only use personal information about individuals for the purposes for which it is collected, unless it is reasonably considered necessary to use it for another reason and that reason is compatible with the original purpose. If the Foundation needs to use the personal information of individuals for an unrelated purpose, it will tell them about the legal basis which permits it to do so.

Please note that the Foundation may process personal information about individuals without their knowledge or consent where this is required or permitted by law.

**Retention of personal data and Individuals' rights**

All personal data, including any sensitive personal data, received and utilised for the purpose of the Foundation's grant making activity will be destroyed after the Foundation has ceased actively using it for a period of seven years.

Individuals are entitled to object to all or any processing of their personal data and/or request that their personal data be erased, at any time, by providing not less than five working days' notice to the Foundation. Individuals may also withdraw their consent to the processing of any sensitive personal data at any time, although any withdrawal of consent may mean that the Foundation may not be able to adequately consider grant applications or make further payments of already authorised grants.

Individuals may also request a copy of their personal data that is held by the Foundation (commonly known as a "data subject access request") and may request the correction of any personal data held about them.

Individuals have the right to make a complaint about the Foundation's processing of their personal data at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

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| **Your signature on and submission of this form are your confirmation that all of the information provided by you to the Foundation in relation to its grant making activity is correct, complete, true and accurate in all respects.****Your signature on and submission of this form also confirms that you have read and acknowledge this form and your consent to the Foundation using any sensitive personal data pertaining to you and other individuals in accordance with this privacy notice. You confirm that you have as far as is necessary complied with the requirements under the heading 'Personal information about individuals other than the provider of the information*'* set out above.**Signed: ……………………………………………………………………………………………………………Date: ……………………………………………………………………………………………………………… Print name: …………………………………………………………………………………………………….The Foundation may disclose grant applications and information otherwise provided, in whole or part, to selected other charities who may be able to consider providing grant support. If you do not agree to such information being disclosed please tick the following box □ |