



**CITY OF OXFORD CHARITY
GUIDANCE NOTES FOR EDUCATION GRANTS – FORM B**

Please use this form if:

- **You are applying for a grant on behalf of a school age child up to age 18**

OR

- **You are applying for yourself as a young adult in college/university education (18-24).**

Individuals applying **must** have lived within the City of Oxford boundaries for at least three years.

If an applicant is required to give their immigration status in question 2 then please produce a copy of the relevant page of the Applicant's passport or travel document, or a letter from the Home Office informing the applicant of their immigration status. People with Indefinite Leave to Remain (ILR), or Discretionary Leave (DL) or under Humanitarian Protection (HP) will be considered.

All applications need to be submitted with a signed Data Protection statement. Ideally this should be signed by the applicant but in cases where this cannot be done the support worker can authorise us to proceed on their behalf.

Supporting organisation

ALL applications must be accompanied by a signed letter from a school / college / university or other education professional. The supporting letter should briefly outline why this applicant should receive a grant. It should give some background to the applicant's financial situation, family, health housing etc. (as appropriate). Please ensure that full contact details of the supporting organisation are included on the application form including an email address and phone number.

The charity is unable to make payments directly to the applicant or to any individual. It is therefore essential that the organisation supporting the applicant includes their own payment details so that they can ensure the correct items are purchased.

Please return form to: Grants Manager, City of Oxford Charity, The Office, Stones Court, St Clements, Oxford, OX4 1AP, or email to: grants@oxfordcitycharity.org.uk

1. Personal Details of Applicant

Full Name:		Contact Number:
Address including Postcode		
Occupation:		
Age:	How long living in Oxford (See Guidance note 2)	

2. Residency Status (See Guidance note 3)

Are you a UK citizen?	Yes	No
If no, what is your immigration status		

3. Accommodation

Owner:		
Rented:		Details of Landlord:
Other		Please give details:

4. Particulars of family living with applicant

11. Particulars of family living with applicant				
Full names	Date of birth	Age	Relationship	School/work

5. Nature of assistance required. Please provide as much detail as possible including the cost of each item requested

[illegible]

6. Statement of Income. Please give all figures **MONTHLY**. It is essential to complete this section accurately. The committee take this information into account when making decisions

	Family Household income	Note if needed
1) Net wages		
2) Universal Credit		
3) Income Support		
4) Job seekers allowance		
5) Incapacity Benefit/ESA		
6) Housing benefit		
7) Tax Credits		
8) Child Benefit		
9) Disability Benefit (AA/DLA/PIP)		
10) Carers Allowance		
11) Child Support		
12) Pension		
13) Other (Please specify)		
14) Contributions from other members of family		
TOTAL MONTHLY INCOME		

7. Statement of Expenditure. Please give all figures **MONTHLY**.

1) Mortgage/Rent	
2) Council Tax	
3) Utilities: Gas, Electric, water	
4) Telephone	
5) Clothing	
6) Household expenses (food etc.)	
7) Disability expenses	
8) Other expenditure	
(Please specify: e.g. school meals /transport/TV/child care/ etc.)	
TOTAL MONTHLY EXPENDITURE:	

8. Statement of Assets and Debts

Savings (if any)	Do you own a car?	Other assets:
Debts (if any)	Total owed	Monthly repayments
Fines		
Court orders		
Rent arrears		
Other debts (please list)		

Application for an EDUCATION grant

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PLEASE NOTE: This page to be completed by a staff member of the supporting organisation.

9. Please give details of the course/s and the school/ college or university of the beneficiary of the grant

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10. Other sources approached

a) Has the parent/applicant had a grant from the City of Oxford Charity? When and what for?

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b) Has the applicant applied for assistance from any other charity/organisation? If so, to whom have they applied and what has the response been so far?

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11. Please give any further information you consider to be relevant:

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12. Details of support worker/organisation

Name of individual supporting this application:	Direct number:	Direct email address:	
	Role:		Department:
Name and address of organisation:			

10 Please indicate how you would like the funds to be received.

a) I wish the funds to be paid by bacs into the following bank account Yes / No		
Account name:	Number:	Sort code:
b) I wish funds to be paid using an e-voucher from Argos to the email listed above: Yes / No		

I understand that by completing this form I will be asked to receive grant funds on behalf of the applicant, and I agree to ensure the funds are spent on the items listed in section 5.

Signature:

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Data Protection Statement – required for all applications

By applying for a grant from the City of Oxford Charity you have provided information of a personal and sensitive nature both on the application form and in associated documentation provided by third party professionals supporting you. This information will be used by the Trustees and employees of the Charity, and when necessary relevant agencies:

- to assess the validity of your request, to process your application.
- when appropriate, to make a grant payment.
- to other grant makers unless you expressly request otherwise.

The information will be held securely by the Charity for a period of up to six years, after which it will be destroyed. At any time during that period you may request access to your information. These procedures are in accordance with the principles of the Data Protection Act 1998.

I have read and understand the above statement and authorise the City of Oxford Charity to use my personal information as required.

Applicant Signature

Applicant Name

Dated

Statement below to be completed by supporting agency worker only if the Data Protection statement above has not been signed by the applicant

"I recognise that I am completing and signing this form on behalf of applicant and that I have their authorisation so to do."

Signed

Name

Date