

Clingan's Trust

CONFIDENTIAL APPLICATION FORM (Unstamped envelopes will not be accepted)

NAME:-
DATE:-
AGE:-

GRANTS are made at the discretion of the Trustees. To qualify for consideration:-

1. The applicant must be under the age of 25
2. There must be a financial need
3. The applicant or his/her parent or guardian must reside within the trust catchment area
4. The applicant must attend or have attended at some stage a place of education within the trust catchment area.

Parental income will be taken into Account.

FINANCIAL ASSISTANCE

Grants are given towards costs incurred in education, activities related to education (for example an organised school trip) and/or training for a career in any profession, trade, occupation or service including Apprenticeships and in music, the Arts and social and physical training. Assistance may be given towards expenses relating to travel requirements, general maintenance, uniforms, clothing, tools, instruments, computer equipment and books etc.

Please return to:
Mr D. Orr – Clerk to Clingans Trust
Clingans Trust
Po Box 9624
POOLE
BH14 4GR

Email: clerk@clinganstrust.co.uk

TO BE COMPLETED BY THE APPLICANT

PLEASE ANSWER THE FOLLOWING QUESTIONS

Please see our Privacy Notice attached to the back of this form for information about how we use the information you provide us with.

1. Have you applied to Clingans Trust before? If so when and with what result (please note this does not mean you will not be considered for a further grant)

2. If you have not applied before how did you hear about Clingans Trust?

3. Your surname:

4. Your forenames:

5. Date of birth:

6. Place of birth:

7. Home address:

8. Your correspondence address if different (for example if you are at university or living away from home):

9. Your contact telephone number:

10. Your mobile number:

11. Email address:

12. Your status (for example student/apprentice):

13. Name and address of your current education provider (for example school, university, employer if you are an apprentice):

14. Details of your current course or activity (for example Alevels, apprenticeship in....., degree in.....):

15. When did the course commence?

16. When will it end?

17. Is it fulltime or part-time (for example you may have day release from your employer if you are an apprentice)

18. Please list any schools or places of education previously attended:

19. Please list any previous qualifications with grades (for example GCSE's, A level's, Degrees, music grades, Duke of Edinburgh Award etc):

20. If you did not go into further education immediately after leaving school what did you do in the interim? For example a gap year, employment. Please give full details:

21. What career do you wish to follow? (if known):

22. For how much are you applying? £.....

23. For what purpose are you requesting a grant? For example books, computer equipment, clothing, travel expenses, maintenance, school trips. If you are undertaking a school trip it is essential that you provide full details including dates, the full cost and how much you may have already paid. A printout from the school is helpful. If you are applying for school clothing a school clothing list is requested.

24. Have you applied to any other organisation for financial help and if so to whom and with what result?

25. Do you have any income of your own? For example for a weekend/evening or holiday job or from any family trust or inheritance. Please give details:

26. Do you have any savings? If so please state the amount:

£.....

27. Do your parents/guardians make any contribution towards your college or university expenses? If so, how much:

£.....

REFEREE

The Clerk may need to obtain a reference in support of your application. The reference is confidential and will only be shown to the Trustees. Please nominate a person and give his or her address. This could for example be a teacher, lecturer or a person running an out of school activity. **Please note it is important that you obtain your referee's permission to give us their details before passing them to us.**

IF you wish to provide further information which you feel will be helpful to the Clerk please add your comments here or by way of an attachment.

IF you are awarded a grant it may at the Trustees discretion be paid direct to a school or college or a parent. However please specify to whom you wish the cheque to be made payable.

.....
NAME

THE TRUSTEES are obliged to take into consideration the parental income unless the applicant is clearly self-supporting and independent of his/her parents or guardians and can show this to be the case.

Please ensure if applicable you ask your parent/guardian to complete the form below

FOR COMPLETION BY PARENTS/GUARDIANS

PLEASE ANSWER THE FOLLOWING QUESTIONS

Please see our Privacy Notice attached to the back of this form for information about how we use the information you provide us with.

1. Full names of parents/guardians/step-parents:

2. Their addresses:

3. Their occupations:

4. The parental and household income. This is the NET income after deduction of income tax and national insurance. You should also include any adults in the home who are working and contributing to the household expenses and any parent who does not live in the home. For example partners, brothers and sisters, grandparents. It is helpful, but not essential, if you can provide evidence.
Weekly/monthly/annual £

5. Please give details of any monthly mortgage or rent payments:

6. Who else resides at the address?

7. Do the persons referred to in questions 1 and 6 above receive any benefits? For example, housing benefits, free school meals, working tax credits, disability benefits etc. Please give details of the **type** of benefits received (it is **NOT** necessary to detail any health details in connection with benefits received):

PLEASE NOTE

The Trustees normally meet five times a year and in or about January, April, July, September and November. For your application to be considered at the next meeting of the Trustees you **MUST** submit this form at least a month before the next meeting. If you do not then your application may not be considered for up to three months.

DO NOT contact the Clerk for an update. Whether or not you are successful you will in due course be advised as to the Trustees decision. The Clerk cannot deal with queries over the phone. If he needs further information or you wish to give further information this must be done by way of an email or letter.

The decision of the Trustees is final and cannot be appealed.

FEEDBACK on how Clingan's Trust has helped you would be appreciated.

Clingans Trust
Registered Charity No: 307085
Privacy notice

1. How we use your personal data

We are committed to protecting your personal data. The only data we collect from you is as submitted by you, as the applicant or you as the parent/guardian, on the grant application form attached to this privacy notice. We will use your personal data to (i) register you as a new applicant or as parent/guardian/step parent as applicable (ii) to decide if you or the applicant (as applicable) is eligible for a grant, (iii) to manage our relationship with you, (iv) to make payment of a grant if your/your child's application is accepted.

We will not share your details with third parties for marketing purposes.

Special category data (sensitive data)

We do not generally collect any special category (sensitive) data about you, unless you enter (although not required) any such information into any section of our application form. Sensitive data includes data that includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data. We do not collect any information about criminal convictions and offences.

We will require your explicit consent for processing any special category data, so if you do submit any such details, we will send you a further communication asking for you to confirm your consent to this processing.

Our legal basis for processing your data

We will only use your personal data when legally permitted.

- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.
- When we have your explicit consent for processing sensitive data, in the unlikely event that you provide us with such data (please see the section on special category data above).

2. Disclosure of your personal data

We may have to share your personal data with (i) service providers who provide IT and system administration support, (ii) professional advisors including lawyers, bankers, auditors and insurers (iii) HMRC and other regulatory authorities (iv) to education professionals for the purposes of discussing your application.

We require any third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. They are only allowed to process your personal data on our instructions. We will not share your details with third parties for marketing purposes.

3. International transfers

Some of our third party providers may be businesses outside of the EEA in countries which do not always offer the same levels of protection for your personal data. We do our best to ensure a similar degree of security by ensuring that contracts, code of conduct or certification are in place which give your personal data the same protection it has within Europe. If we are not able to do so, we will request your explicit consent to the transfer and you can withdraw this consent at any time.

4. Data security

We have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to those trustees who have a need to know such data in order to agree your application. They will only process your personal data on our instructions and are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected personal data breaches and will notify you and any applicable regulator where we are legally required to do so.

In certain circumstances you can ask us to delete your data. See the section entitled 'your rights' below for more information. We may anonymise your personal data (so that you can no longer be identified from such data) for research or statistical purposes, in which case we may use this information indefinitely without further notice to you.

5. Data retention

We will only keep your personal data for as long as is necessary to fulfil the purposes for which we collected it. We may retain your data to satisfy any legal, accounting, or reporting requirements so for example we need to keep certain information about you for 6 years after your application is made.

You have the right to ask us to delete the personal data we hold about you in certain circumstances. See section 6 below.

6. Your rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These include the right to:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

You can see more about these rights at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

If you wish to exercise any of your rights or make a Subject Access Request, please contact Mr D Orr, Clerk to Clingans Trust, Clingans Trust, PO Box 9624, POOLE, BH14 4GR or email clerk@clinganstrust.co.uk

7. Keeping your data up to date

We have a duty to keep your personal data up to date and accurate.

If there are any changes to your personal data (such as a change of address) please let us know as soon as possible by writing to or emailing the addresses set out in section 6 above.

8. Complaints

We are committed to protecting your personal data but if for some reason you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk).

We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.