The Countess & Earl of Devonshire Heath Charity

*Charity Registration No: 527031*

**Applications for Grants** – Some notes for the guidance of applicants

Please use these notes to help you fill in the application form.

**Course / Trade / Apprenticeship Details:** Use this section to tell the Trustees what further education or training you are applying for. If what you are planning to do doesn’t fit in with the wording of the form, don’t worry – just tell us what it is. Use the space on the form or use another piece of paper if you are short of space.

**About your course:** Please use this section to tell the Trustees as much as possible about the education or training you want to go into, about the skills you want to learn, and what you want to do afterwards. Include any information about special tools or equipment or books that you may have to buy.

**Special Circumstances:** Please tell the Trustees about any special circumstances you might have, either personally or in connection with your course. Your application is totally confidential and your information will not be given to any other party. It will, however, help the Trustees to be able to offer you the right sort of grant.

**Details of any other grants:** It helps the Trustees to know if you are able to access any other support. Giving them this information will not mean that they might give you less money. They might know of other sources to which you could apply and they would want to tell you this.

**Validation:** The Trustees need to be certain that you have been accepted for your chosen course. A signature from a Teacher, Lecturer, Tutor, or Course Leader or employer is what the Trustees want. A College or Company Stamp is also very helpful.

**Submission:** Now you’ve got this far, please check everything you have put in the form, sign and date it. Sometimes it is useful to get a friend or family member to read it through, too. Then return the form to the Clerk (see below). You can send it by post, you can deliver it by hand, or you could scan and e-mail both sides.

If the Trustees offer you a grant they will pay the grant in the form of a cheque. It will be helpful to you if you already have your own bank account. If you don’t have one please tell us to whom the cheque should be made payable. The Trustees will also send you a receipt form which you **MUST** return straight away. There will also be an account sheet for you to complete when you have spent all your money. Please remember to send this back so that the Trustees know how their money has been spent.

For more information please see our website – [www.hhforward.org.uk](http://www.hhforward.org.uk/) - or call us – the phone number is below.