



Supporting young people in Harpenden and Wheathampstead since 1722

- 1. All Applicants must complete RED boxes 1, 2 and 3
2. Then complete the relevant grant request box. University = Green, School = Blue, Other = Black

BOX 1. Person for whom grant is requested – must be completed for all applications. (You must be under 25 and live in Harpenden or Wheathampstead. It is always best to apply for a grant before you make a financial commitment.)

Form fields for Box 1: First Names, Surname, Date of birth, Address, Postcode, Home telephone No, Mobile No, Email address, Are you? (checkboxes for At School or College, At University, An Apprentice, Working, Unemployed), Name of school/college/Uni/employer, Please list your exam results to date, If you are at school or a student do you have any income?

BOX 2. Parent/Carer/Guardian details – must be completed for all applications

Unless you have permanently left your childhood home all applicants must provide details of both their parent’s finances. If you have left home please provide your own financial details.

(If a parent, the applicant lives with is single, separated, divorced or widowed and this parent normally lives with a partner either married or unmarried that partner should fill in their details as the ‘Second Parent, Guardian or Carer’.)

First Parent, Carer or Guardian

Form fields for Box 2: First Names, Surname, Address, Postcode, Home telephone No, Mobile No, Email address, Do you work? Yes / No - if ‘Yes’ what do you do?, Who do you work for?, How much do you earn per year before deductions for tax, NI, pension etc.?

Please send a copy of your most recent payslip and a copy of your last form P60. If you are self-employed a copy of your latest set of accounts.

**BOX 2. (continued)****Second Parent, Carer or Guardian**

First Names: ..... Surname: .....

Address: .....

Postcode: ..... Home telephone No: .....

Mobile No: ..... Email address: .....

Do you work? Yes / No - if 'Yes' what do you do? .....

Who do you work for? .....

How much do you earn a year before deductions for tax, N.I. pension etc.? .....

***Please send a copy of your most recent payslip and a copy of your last form P60.  
If you are self-employed a copy of your latest set of accounts.***

**Family Details**

Please provide details of the number of children or dependants who are not earning and still live with you: .....

Please provide details of any other people who live with you and contribute to the living costs: .....

**BOX 3. Financial details – must be completed for all applications*****Please provide monthly income amounts below***

Monthly Income	First Parent/Carer/Guardian	Second Parent/Carer/Guardian
Net monthly salary <i>(after tax)</i>		
Child benefit		
Working Tax/Child Tax credit		
Income from savings/investments		
Maintenance payments		
Income support		
Jobseekers allowance		
Housing benefit		
Carer's allowance		
Disability living allowance		
Pensions/Dividends		
Any other income or benefit		
<b>TOTAL</b>		

Expenditure	First Parent/Carer/Guardian	Second Parent/Carer/Guardian
<b>Monthly</b> Rent/Mortgage		
<b>Yearly</b> Council Tax		

## UNIVERSITY GRANTS

### Have you applied for?

A student loan?  A maintenance grant?  A maintenance loan?  Will you receive a University Bursary?

What course are you hoping to do? .....

When does the course start? ..... Qualification you hope to gain? .....

What do you need a grant for and how much do you need?

Help needed with ...	Amount requested	Details
University accommodation		
Travel to University		
Books/equipment		
<b>TOTAL GRANT REQUEST</b>		(Grants rarely exceed £2,000 and are often for less)

## SCHOOL/COLLEGE GRANTS

What do you need a grant for and how much do you need?

Help needed with ...	Amount requested	Details
A school trip		
School uniform		
Computer/equipment		
Sport/Music/Dance tuition		
Course/examination fees		
Travel costs		
<b>TOTAL GRANT REQUEST</b>		

## OTHER GRANTS

What do you need a grant for and how much do you need?

.....  
.....  
.....  
.....

Any additional information you think will help the Trustees to decide whether to give you a grant: .....

.....  
.....  
.....

## WHAT WILL HAPPEN TO MY APPLICATION?

- The Charity Manager looks at each application every application very carefully and in the strictest confidence, and may request further information or alert you if the supporting information has not all been supplied.
- We look at your family's finances and what you want to use the grant for.
- We look at how much money we have available.
- The Trustees consider your application at their next meeting, but only after all supporting documents have been received. The Trustees meet on approximately a monthly basis.
- The Charity Manager will write to you shortly after the meeting to tell you what we have decided.

## WHAT HAPPENS IF THE GRANT IS AWARDED?

- We only award grants for up to one academic year at a time.  
(Although, we cannot guarantee to give you the grant for longer, we will consider future applications).
- We may pay the grant direct to your college or university.
- School trips will usually be paid directly to the school (and maybe subject to a parental contribution).
- Vouchers for Stevensons for school uniform can be provided or reimbursement given on submission of receipts.
- Grants for other items are not paid upfront – they are either paid directly to the supplier or reimbursed on proof of payment.

### PAYMENT OF GRANTS

If we pay the award directly to you, we prefer to pay by **bank transfer**. If you are happy to be paid this way please complete the following details:

Account name .....

Account number ..... Sort code .....

### PLEASE DON'T FORGET TO ALSO SEND YOUR SUPPORT TO US DOCUMENTS BY POST!

- P60 and payslip **or** income support letter
- Mortgage/rent statement
- Council Tax Demand Notice

### PLUS

- A Student finance statement and tenancy agreement (if appropriate).
- A School trip letter (if appropriate).

**PLEASE SEND ALL RELEVANT DOCUMENTS WITH YOUR APPLICATION FORM TO:** Freepost RTLS-TAUS-TBHT  
Mrs Pauline Whiting  
James Marshall Foundation  
Unit 6, 17 Leyton Road  
Harpenden  
AL5 2HY

### Declaration

I confirm that the information I have provided is complete and true. I give my consent for James Marshall Foundation to process my information in strictest confidence and in line with its privacy statement (privacy statement is on website).

Name: ..... Date: .....

To enable us to help as many people as possible, please let us know where you heard about James Marshall Foundation?

### Office Opening Hours – Tuesday to Thursday 9.00am to 3.00pm

Website: [jamesmarshallfoundation.co.uk](http://jamesmarshallfoundation.co.uk)

Telephone: 01582 760735

Email: [jmfoundation@btconnect.com](mailto:jmfoundation@btconnect.com)

Registered Charity Number: 312127