



Supporting young people in Harpenden and Wheathampstead since 1722

School Pupils up to age 18

It is always best to apply for a grant before you make a financial commitment.

Student's First Name(s): Surname:

Address:

Postcode: Date of birth:

Name of school:

Please let us know where you heard about James Marshall Foundation?

.....

Parent, Carer or Guardian details – must be completed for all applications

(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

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.?

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.?

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:

.....

Financial Details - please complete this section and provide monthly income amounts below.

There is no need to complete this section if the student receives Free School Meals (school will need to confirm).

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

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

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

Help needed with ...	Amount requested	Details
Career advice / CV and interview training		
Residential school trip / Travel expenses		
School uniform / Business clothing		
Laptop for homework / Computer equipment		
Sport / Music lessons etc.		
Scout or Guide groups / Duke of Edinburgh		
Other		
TOTAL GRANT REQUEST		

Payment of Grants

In most circumstances, if the Trustees decide to award a grant, JMF would usually pay the school or the supplier directly. However, they may need to send a payment directly to you. JMF prefer to pay by **bank transfer** so, if you are happy to be reimbursed this way, please complete the following details

Account name:

Account number: Sort code:

For a student being provided with Free School Meals, please don't forget to send current supporting document (listed below) to us by post or email

- Council Tax Demand Notice **or** Benefits Statement

For all other applicants please send the following current supporting documents to us by post or email

- P60 and payslip **or** Benefits Statement
- Mortgage / rent statement
- Council Tax Demand Notice
- If you are self-employed a copy of your latest set of accounts

Please send supporting documents with your application form to:

Freepost RTLS-TAUS-TBHT
Ms Fran Brown
James Marshall Foundation CIO
Unit 6, 17 Leyton Road
Harpenden AL5 2HY

Alternatively, please email all documentation to:

grants@jamesmarshallfoundation.co.uk

Declaration

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

Signed: **Dated:**

WHAT WILL HAPPEN TO MY APPLICATION?

- The Foundation staff look at every application very carefully and in the strictest confidence. They 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 will consider your application, but only after all supporting documents have been received.
- The Foundation staff will write to you shortly after the Trustees decision is made.

WHAT HAPPENS IF THE GRANT IS AWARDED?

- We only award grants for up to one academic year at a time but can make additional grants during this period. (Although, we cannot guarantee to give you grants beyond year one, we will consider future applications).
- Grants for School Trips will always be paid directly to the school (and will subject to a parental contribution).
- Vouchers for Stevensons or BEAT School Uniforms can be provided or reimbursement given on submission of receipts.
- Grants for other items are either paid directly to the supplier or reimbursed on proof of payment.
- Laptops are provided by a local company and are supplied fully reconditioned.

OFFICE OPENING HOURS – TUESDAY TO THURSDAY 9.00AM TO 3.00PM

Website: jamesmarshallfoundation.co.uk

Telephone: 01582 760735

Email: grants@jamesmarshallfoundation.co.uk

Registered Charity Number: 1181004