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| **Minnygap**  **Education & Training Fund**  **Application Form** |  |

Please answer **all the questions** below. The text boxes will expand as you type.

**Applications can be made at any time.**

If you wish to make an application for help with the costs of a course which has been arranged at short notice please get in touch with Foundation Scotland at [communitybenefit@foundationscotland.org.uk](mailto:communitybenefit@foundationscotland.org.uk) or 01557 814927 as we may still be able to deal with your application.

Please sign and date the form and email it to [communitybenefit@foundationscotland.org.uk](mailto:communitybenefit@foundationscotland.org.uk) Emailed applications need to include scans of all supporting documents.

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| **ABOUT YOU** | |
| First name: | Surname: |
| Phone no: | Phone no – alternative (in case the primary phone number doesn’t work for some reason): |
| Home address:  Post code:  Do you live in the Johnstone, Templand or Kirkpatrick Juxta Community Council areas?  Yes  Specify which area  No  (*If you live outwith the Fund area your application may be less likely to be successful, please explain why you feel your application should be considered*) | |
| Email: | Date of birth:  *You must be aged 16 or over to apply* |
| Student ID:  *If applicable* | |
| Are you currently employed?  Yes  No  If so, please tell us where you work and what do you do there: | |
| **ABOUT THE COURSE** | |
| Name of Course/Qualification/Apprenticeship you are working towards:    *If you have already applied for your course please include a copy of your offer letter with your application, even if it is a conditional offer.*  *If you cannot apply for your course in advance of receiving this award, please forward some information about the course such as a leaflet or web link.* | |
| Name of training or apprenticeship provider/college: | |
| Length of course:    Start date: End date:    Which year are you in? (only applicable to applicants on a multi-year course) | |
| Costs of undertaking the course/training/apprenticeship:  *Please estimate the full costs that you will have to pay in order to access the course/training/apprenticeship. This should not include costs met by other funders.*   |  |  |  | | --- | --- | --- | | Cost type | £ | How have you worked out this cost? | | Fees |  |  | | Travel |  |  | | Equipment |  |  | | Accommodation |  |  | | Childcare |  |  | | Subsistence |  |  | | Driving lessons |  |  | | Other |  |  |   Please detail which costs you are applying for and why you need a grant to help with these. | |
| Please tell us about any other financial support you are receiving to help you undertake this course/training/apprenticeship. This does not affect your entitlement to apply but helps to show the whole picture. | |
| How will you benefit by undertaking this course/training/apprenticeship? In particular how do you see this course helping to enter into or retain employment? | |
| **YOUR SUPPORTING STATEMENT….** | |
| Please provide us with any further information which will help us understand your circumstances and why you need support from the Minnygap Education & Training Fund. This could include telling us about your future career plans and how this course contributes to these plans and other details to do with your circumstances that will help us better understand your case for support. You can also send any other relevant documents that will help demonstrate your case. | |
| **REFEREES** | |
| **Referee 1:**  *This referee should be a tutor or staff member from the college or organisation that is providing your course or apprenticeship.*  Name:  Organisation:  Position:  Telephone contact:  Email:  How do you know them?  **Referee 2:**  *This referee should be a person from your local community who is not from your family but has a good understanding of you and your ambitions. This may be a neighbour or friend.*  Name:  Organisation:  Position:  Telephone contact:  Email:  How do you know them? | |

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| **DECLARATION** |

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| ***Please read the Declaration carefully and tick the box if you have read and understood.***  **Declaration:** I declare that to the best of my knowledge the information given in this application is accurate and completed in full and will be used to assess whether I am a suitable candidate to receive funds from this Fund I understand that decisions made by the Panel are final.  By submitting your application, you agree to allow Foundation Scotland to retain your personal data in order to process your application. We will use the information you give us to help assess your application and administer any grant we award you. We may also publish this information on our website or use it to analyse our grant making for our own research or through the Foundation for others. We may give copies of this information to individuals and organisations we consult with when assessing applications, when monitoring grants and evaluating our programmes. We may also share information with other organisations providing matched funding. This is in line with our Privacy Notice which you can read at <https://www.foundationscotland.org.uk/system-pages/privacy.aspx> |

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| **Yes, the info I have provided is true and accurate and I agree to the above statement.** |  |

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| **Name:** |  | **Date:** |  |

**WHAT HAPPENS NEXT…**

Please then sign and date the form and email it and supporting documents to [communitybenefit@foundationscotland.org.uk](mailto:communitybenefit@foundationscotland.org.uk).

We will check your application is in order and includes the necessary information. We will contact you immediately if there is anything missing or if you are ineligible to apply.

An assessor will then contact you to arrange a short telephone conversation to learn more about your request for funding. You will be informed of the outcome by email if you have provided an email address. Otherwise, we will send you a letter.



By submitting your application, you agree to allow Foundation Scotland to retain your personal data on their database in order to process your application. We will use the information you give us to help assess your application and administer any grant we award you. We will also publish this information on our website, in community newsletters or reports and in minutes of meetings. We may use it to analyse our grant making for our own research or through the Foundation for others. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. We may also share information with other organisations providing matched funding.

Please see Foundation Scotland’s [Privacy Notice](https://www.foundationscotland.org.uk/system-pages/privacy/) for further information.

Please tick the box if you would like to receive newsletters about funding opportunities and Foundation Scotland news.

Registered Charity Number: SC022910, Company Registered Number: SC152949  
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