

John Martin's Charity (Reg'd Charity No 527473) 16 Queens Road Evesham WR11 4 JN Telephone – 01386 765440 email – Student@johnmartins.org.uk	Student Grant Application 2021/22	
	<i>For Office use</i>	Category
	Application Number	
	Date received	/ / 2021

Please complete all sections in legible block capitals - enter n/a, delete, circle or tick items as appropriate.

Personal details:

Title: Mr / Mrs / Miss / Ms / Other

Surname: _____

First Name(s): _____

Home Address: _____

Post Code: _____

Date of Birth: _____ Age as at 1 September 2021 _____

Telephone: _____ Mobile: _____

Email Address: _____

How long have you lived in Evesham? _____

During term time, will you be living at: Home or Away

University/College Details:

University/College Name: _____

University/College Address: _____

Course Details:

Course Title, Level and year of study: _____

Duration of the complete Course: Start date: (month & year)
 Finish date: (month & year)

Is the Course Full-time or Part-time? Full-time or Part-time

If Part-time, state number of taught hours per week: _____

If you wish to receive the grant by Bank payment, please provide your account details. If left blank, payment will be made by cheque.

Sort code

Account Number

Bank a/c name _____

A/c Reference if required _____

Please note – due to Coronavirus restrictions, entry to our Office may be restricted causing a queue during our opening times. We are accepting postal applications or you can put your Form and documents through our letterbox when we are closed. Please enclose a SAE for the return of your documents.

Course Costs & funding received

Please detail the following:

How much is your annual Tuition Fee: £ _____

Scholarship / Bursary / other (specify source) £ _____

Are you on a placement this year? Yes No

If yes, what salary/expenses are paid? £ _____

Over what period? _____

Open University Courses only - Personal Identifier: _____

Course Code: _____

Supporting Documents (photocopies are acceptable) –**You must provide the following documents otherwise your application will not be processed:**

1) If applying for a degree level grant - Your student finance application approval letter from the Student Loan Company for the academic year 2021/22.

(Please contact us if you do not have this letter or if you have not applied for a student loan)

2) If requesting a bank payment, a bank statement showing your name, address, sort code and account number (You may redact transaction and balance details if you so wish)

If these documents are dated within the periods specified below, they can be used as evidence of your residency in Evesham. Otherwise, please provide additional documents, as detailed in the application notes

Please tick the box relevant to your circumstances and enclose the required documents:**I received** a Student Grant from John Martin's Charity for the academic year 2020/21 **AND** I am providing documentation dated between 1 April 2021 - 1 September 2021 that evidences my current residency in Evesham.**OR****I did not** receive a Student Grant from John Martin's Charity in 2020/21. I am providing documentation dated between 1 April 2020 - 1 September 2020 **AND** between 1 April 2021 – 1 September 2021 that evidences my residency in Evesham over the last 12 months.**The Application periods close at 1 pm on the following dates, late applications will not be considered:**

Category A: 4 October 2021

Category C: 6 June 2022

Category D: 14 March 2022

Are you a UK Resident for tax purposes? Please tick as appropriate.
If no, please provide tax reference and country

YES

NO

By completing this Form, I acknowledge that John Martin's Charity may store and use this information in accordance with the Charity's Privacy Notice in order to consider providing me with grant assistance. (The Privacy Notice is available from the Charity's office or website.)

Other than where detailed in the Privacy Notice, if this information needs to be shared with third parties, John Martin's Charity will request my consent.

Optional consent authority – (only complete if, for example, you wish the Charity to respond to information requests from your parents)
I consent to John Martin's Charity discussing the progress of my application with:

(Name) (Address).....

Incomplete Application Forms and those with insufficient evidence will be declined.**False declarations are considered fraudulent and the application will be rejected.**

I declare that the information given by me on this Form is correct and request a grant from the Charity.

Signed: Date:.....

All grants are awarded at Trustees' discretion**Office use**

Grant %:	Residency confirmed:	2020	2021	Processed by:
	Previous apps A&D			Date:

The grant level will be set in November 2021 once the main application period has closed.

*All grants are awarded at Trustees' discretion and are processed in line with the Charity's agreed Policy.
Grant payments are always subject to sufficient funds being available to the Charity.*

The onus is on the student to provide all necessary documentation when submitting an application and ensuring that the required forms are received by the Charity before the specified closing dates.

Grant Category –

Please see the advert or our website for full details of the courses covered under each category. You may only apply for one grant each academic year.

Applicant Criteria applicable to all Grant Categories -

Residency - You must have been resident or (if living away from home during term time) have maintained a residential address in the town of Evesham for a minimum period of twelve months immediately prior to 1 September 2021.

Proof of Residency must be provided showing your name and your Evesham address. Acceptable evidence includes: letters from the student loan company, your university/college, Bank & Building Society letters or statements, credit card statements, or other official documentation that is dated within the timescales shown on page 2 of the application form.

Copy documents are acceptable.

Please contact the Charity before the closing date if you have any queries about acceptable documentation.

Specific Criteria	Category A Degree, HND, etc. Either full or part time	Category C Part time vocational courses	Category D Open University or Degree level distance learning
Age as at 1 September 2021	18 to state retirement age inclusive	16 to state retirement age inclusive	18 to state retirement age inclusive
Home & Away status.	For 2021/22 your Home or Away status will not affect the level of your grant. However, please indicate your residential status for statistical purposes.		
Application closing dates – 1pm	4 OCTOBER 2021	6 JUNE 2022	14 MARCH 2022
Confirmation of Attendance Forms will be posted to applicants. These need to be signed and officially stamped by your University or College	Forms will be sent out in October 2021 and January 2022	From October 2021. Or one week after application processed for courses starting later in the academic year	From October 2021. Or one week after application processed for courses starting later in the academic year
Closing dates for the receipt of completed Attendance Forms by the Charity.	17 December 2021 for 1 st grant and 28 February 2022 for 2 nd grant	Eight weeks after course commences.	Eight weeks after course commences.
Expected grant payment dates. Grants will not be released until duly completed Attendance Forms have been received by the Charity.	Paid in two amounts November/December 2021 and February/March 2022	Paid in one amount approximately 4 weeks after confirmation of attendance has been received.	Paid in one amount approximately 4 weeks after confirmation of attendance has been received.
Number of grants.	One per academic year for a maximum of four years (including Cat D grants)	One per academic year. No maximum.	One per academic year for a maximum of four years (including Cat A grants)

General Information -

Courses undertaken outside of the United Kingdom must be for a comparable UK University Degree Qualification.

All cheques and correspondence will be sent to the student's home address. Please provide written notification if any of the information on your application form changes. If we do not receive notification of changes, this may affect your application in either this or future years. Grants are for one academic year only. A new application is required for each year of study.

Applications may be delivered in person to the Charity's office or posted. **We are not able to accept emailed or faxed application forms.** A numbered receipt will be issued as confirmation that the completed application form has been received and this should be retained in case of any queries.

If you have any questions concerning the above, please contact the Charity's Office before the application closing date – either in person: Mon – Fri, 10 am – 1 pm, by telephone: Mon – Thu, 9 am – 5 pm or Fri, 9 am – 1 pm, or by email.

Please complete all sections in legible block capital.

Supporting documents must be provided (payslips, bank statements etc)

Personal details:

	Applicant details:	Partner details:
Title:	_____	_____
Surname:	_____	_____
First Name(s):	_____	_____
Home Address:	_____	_____
Post Code:	_____	_____

Income details - Specify frequency (weekly / monthly / annual)

(Income received from – PIP, DLA, child benefit, child tax credit and child maintenance is excluded.

All other income must be specified)

Applicant

Wages (net)	£ _____
UC/Income Support	£ _____
ESA/JSA/Sickness benefit	£ _____
Invalid Care Allowance	£ _____
Maternity Benefit	£ _____
Working Tax Credit	£ _____
Other:	£ _____
Total Income:	£ _____

Partner

Wages (net)	£ _____
UC/Income Support	£ _____
ESA/JSA/Sickness benefit	£ _____
Invalid Care Allowance	£ _____
Maternity Benefit	£ _____
Working Tax Credit	£ _____
Other:	£ _____
Total Income:	£ _____

Capital

Bank	£ _____
Building Society	£ _____
Shares/ISAs	£ _____
National Savings	£ _____
Other:	£ _____
Total Savings:	£ _____

Capital

Bank	£ _____
Building Society	£ _____
Shares/ISAs	£ _____
National Savings	£ _____
Other:	£ _____
Total Savings:	£ _____

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False declarations are considered fraudulent and the application will be rejected.

I/We declare that the information given by me/us on this Form is correct and request a grant from the Charity.

Signed :	Signed:
(applicant)	(partner)
Dated:	

For office use		
Annual income £	Grant percentage on income	%