

DUNCRAIG EDUCATIONAL TRUST SCHEME

GUIDELINES TO HELP YOU COMPLETE THE APPLICATION FORM

We hope you find the application form relatively straightforward to complete. We are sure, however, that you will have a few questions and hope that these notes will help.

THE BASICS

Please **Do**

- Type your application or write clearly in black or blue ink - we need to be able to read it
- Sign, date and return the application by the deadline date - we are not able to accept late applications
- Remember that if you send your application by e mail, you will need to print off, sign, date and send the "Declaration" section - this needs to arrive with us by the deadline date.
- Keep a copy of your application – we may want to ask you to clarify something

Please **Don't**

- Provide additional supporting information with your application (e.g. covering letters, testimonials, press cuttings, CDs, DVDs etc) – we will not be able to consider these and we will ask you if we need you to clarify some points
- Send your references with your application – we will contact your referees directly

SECTION 1 - ABOUT YOU

Your bank details

We need this information because, if your application is successful, payments will be made directly into your bank account. You must have an account in your own name in a UK bank.

Your qualifications

Please provide

- Details of your examination results achieved to date starting from Standard/Intermediate grade level or the equivalent.
- Details of examinations that you are waiting for results for with a note of the month you expect to hear
- Details of any additional results/qualifications/awards which are relevant to your application e.g. music examination results, sports awards etc.

SECTION 2 - ABOUT YOUR SCHOOL

All applicants need to complete this sector. The funds that are available are almost exclusively for pupils or former pupils of Highland Council secondary schools. However, limited funds are available for young people who are of Highland descent (as defined below). There is likely to be one award made in this category each year.

SECTION 3 - ABOUT YOUR PARENTS/GRANDPARENTS

You should **only** complete this section **if you are not a pupil or a former pupil of a secondary school in the Highland Council area** but of Highland descent. By this we mean that at least one of your parents or grandparents attended a secondary school in the Highland Council area for a minimum of two years. We need to know the name of your parent or grandparent to check our records. Please give us the maiden name of your mother or grandmother if this is relevant.

SECTION 4 - WHAT YOU ARE APPLYING FOR

Length of time you can apply for funding for

You can apply for funding for the maximum length of time detailed in the **General Guidelines and FAQs** . However, please remember that we expect the majority of awards to be for one year. We do not want to fully commit our funding over long periods of time because, if we did this, it could mean that in some years funds might not be available to support young people with a unique or exceptional talent.

Having said that, we realise that there could be particular circumstances when it might be appropriate to consider providing longer-term funding so we will consider these applications. If you would like to apply for longer-term funding, please make sure you make the case for this in the **Personal Statement** section of the application form.

There are a number of extra rules which will apply if you are offered funding for more than one year and you will find these in the **General Guidelines and FAQs**.

If you have received a grant previously and are applying again, please remember to send us the report (Report on Award) on what the award helped you achieve with your new application. We will not be able to consider your application without this. The report template can be downloaded from the webpage.

SECTION 5 – FINANCIAL INFORMATION

It is very important that you provide some justification for the costs and as much detail as you can in this section. In other words, don't just guess what the costs are likely to be. For example,

- If you are applying for travel expenses, we expect you to quote the most economical fares available (e.g. daily bus fare of £X for Y weeks)
- If you are applying for help with fees, we expect these to be based on up-to-date information (e.g. annual course fees confirmed at £X)
- If you are applying for help with living expenses, we expect these to be realistic
- If you are applying for specialist equipment, we expect you to include at least one quotation from a recognised supplier with your application.

We also need to know about other sources of funding you have applied to or intend to apply to as we do expect applicants to make some effort to explore other options for funding. This may include sources such as other grants, bursaries, scholarships, schemes run by governing bodies of sport, Student Award Agency for Scotland etc.

SECTION 6 – PERSONAL STATEMENT

This is a very important section which gives you the opportunity to set out your case for funding and to provide evidence of your achievements, abilities and commitment to your particular area of expertise. You can submit **one** additional A4 sheet if you wish but please don't feel that you must do this as short and concise can often be as effective as long and rambling.

SECTION 7 – REFERENCES

We need two referees one of which must be your Head Teacher and we will contact him/her directly.

You will also need to provide us with details of another referee who we can contact about your application. This needs to be someone independent **who can comment on your particular talents and abilities**. Ideally, your second referee should not be another member of staff in your school although we realise that, in some circumstances, this may not be a feasible option for you. We need to have both references before we would be able to offer you an award from the Trust.

Please note that you cannot have any family members or Highland Councillors as your referees.

SECTION 8 – DECLARATION

Please remember that by signing the declaration

- You are confirming that the information you have provided in the application is correct
- You have read and are accepting the General Terms and Conditions as set out in the General Guidelines and FAQs.