

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 must 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 (we are not able to pay an award into someone else's account).

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 your results

- 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 are 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

Please tick the relevant box (es) to let us know what you are applying for and then complete either section 4 (a) or section 4 (b).

SECTION 5 – FINANCIAL INFORMATION

It is very important that you provide justification and evidence for the costs you are applying for so please make sure you provide 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 base your costs on the most economical fares available and provide some details of how you have worked these out e.g. daily bus fare of £X for Y weeks making a total travel expenses of £Z
- If you are applying for help with fees, we expect these to be based on up-to-date information e.g. annual course fees for 2011/12 have been confirmed at £X
- If you are applying for help with living expenses, please make sure these are realistic
- If you are applying for specialist equipment, please 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
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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 (SAAS) 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.
- Please also remember that there may be additional terms and conditions attached to specific awards.