

**ST. CLEMENT DANES  
EDUCATIONAL FOUNDATION**



**STUDENT GRANTS  
INFORMATION**

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**Registered Charity No.: 312319**

## **Who are we?**

St. Clement Danes Educational Foundation is a small charity that was set up in 1869 to provide additional benefits for St. Clement Danes Primary School, beyond those provided by the Government. After assisting the school, the Trustees may grant income to benefit young persons who have not reached the age of 25 years and who are in need, enabling them to learn a trade or profession in order to earn a living. Applications are restricted to those who are or have been pupils of St Clement Danes CE Primary School and those who have lived for most of their primary and secondary education within the City of Westminster or the Diocese of London. In legal terms, the Charity is currently regulated by a Scheme under the auspices of the Charity Commission.

## **What do we do?**

The Trustees must firstly use the Charity's income to assist the governors of the school of the Foundation. After assisting the school, the trustees may apply income to benefit young persons who have not reached the age of 25 years and are in need.

## **Who can we help?**

Applications are considered in the following order:

1. Those who are or have been pupils of the St. Clement Danes Church of England Primary School.
2. Those that normally live in the City of Westminster.
3. Those that normally live within the Diocese of London.

In the case of students in further and higher education, the words 'normally live' means the home address of the parent or guardian where the student has lived for most of his/her primary or secondary education.

Preference is given not only to those who were at the School, but also to people who show planning and initiative, for example by taking a part time or casual job to supplement their income to decrease reliance on outside sources. All applicants are expected to take full advantage of any council funding that may be available.

The course or expenditure must be designed to help you into a career to earn your living. As the amount we can give is relatively limited, we need to ensure that you will be reasonably able to complete the course. Apply to as many sources of funding as you can.

As grants are for one academic year only, parents/students must re-apply if the course extends over more than one year.

**Independent schools:** The Charity does not assist with the payment of fees or other items for pupils attending independent schools by way of parental choice. However, if a student is attending by way of a scholarship, the Charity can assist in the same way as for pupils at state schools.

## **Areas of Grant Aid**

### **School children: Grants are considered to assist parents with such items as:**

Uniform  
Sports equipment  
Travel  
School field trips

For students in further or higher education, grants are considered to assist with various levels of study. Grants will also be considered for young people wishing to enter a sporting career, trade or profession, where these costs are not met elsewhere.

### **Grants can be awarded to assist with the following:**

Fees  
Travel  
Rent  
Course materials, equipment and books  
Field Trips  
Computing equipment (where this is integral to the course and not provided)

### **Grants are considered for all professions. Recent examples are:**

Architecture  
Art  
Business Studies  
Computing & Design  
Fashion  
Law  
Medicine  
Sports coach  
Stunt-person  
The Performing Arts – ballet, acting, music etc.

The information in this section should be used as a broad guideline. The Trustees are able to use their discretion, provided it is within the formal Charity Scheme.

### **What do I do next?**

- Obtain an application form from the Clerk or the school's website.
- Fill out the application form, clearly setting out why and for what reason the grant is required. Please show the schools attended and academic background.
- Read the 'Points to Note' and please feel free to contact the Clerk if you have any questions.
- Return the form to the Clerk with copies of course/college acceptance letters.

## **Points to Note:**

1. In the case of pupils or students under the age of eighteen years, the application should be made by a parent or guardian.
2. Grants are made where there is specific family need, and are normally made for specific items.
3. As the Grants Committee only meet four times per year – January, May, September and November please make sure that any application is sent in well ahead of your need. This will allow time for references to be taken up.
4. It is helpful if references supporting your application and a letter confirming your acceptance on the course are sent with the form. If you are already in attendance on a course, one of the references must be from your Tutor. If you have not yet commenced your course, one reference must be from your previous school or college. References are accepted from people who know you well – **not** members of your family.
5. Assistance with university fees will be considered when other opportunities to seek funding have been exhausted. These fees and any items ordered through suppliers will be paid direct or upon presentation of **original** receipts. Grants are not paid in advance to individuals.
6. The first payment must be drawn within the relevant academic year and the balance claimed within six months of the end of that academic year.

Where student discounts are available, you are expected to take advantage of them.

Where a grant is made, the Committee would like to hear details of progress, feedback from field trips etc. Information is welcomed from students of end of year exhibitions, performances, articles on web sites etc.

## **Application forms can be obtained from our website or from:**

Mrs. D. Starkey  
Clerk to the Trustees  
St. Clement Danes Educational Foundation  
St. Clement Danes Primary School  
Drury Lane  
London WC2B 5SU

Telephone No.: 0203 146 3459