



# ST CLEMENT DANES EDUCATIONAL FOUNDATION

File No:

Clement Danes CE Primary School, Drury Lane, London WC2B 5SU  
Registered Charity No. 312319

## APPLICATION FORM – 18 and OVER

Please add additional information on a separate sheet if necessary

### DETAILS OF APPLICANT

First name(s): ..... Surname: .....	Mr/Mrs/Miss/Ms/Other: .....	
Address: ..... ..... ..... Postcode: ..... London Borough: .....	Phone number: ..... Mobile: ..... Email: ..... Date of Birth: ..... Age: .....	
How long have you lived here? If less than six years, please provide your previous address and the length of time lived at this address: ..... .....		
Schools Attended:	State/Independent	From - To

a. Name of person submitting this application and relationship: (if different from above)

Name:	Relationship:
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b. Ages of any children living with applicant, if applicable: .....

**EDUCATIONAL ACHIEVEMENTS**

Date	Subject	Level	Grade

Specific courses/higher education qualifications:

Date	Name of Course/College	Result/Grade

Work experience: (including part-time). Attach additional sheet if necessary

Date	Job	Employer

Why are you applying for a grant? (Please continue on a separate sheet if necessary)

Name and address of College/Institution where you are a student or hope to study:

Please give details of course and areas covered: .....

What is the annual tuition fee of your course: £.....

Start date: ..... Completion date: .....

Occupation and Income of person making application including any part time or casual work:

**SELF**

**SPOUSE - if applicable**

Occupation .....

Income .....

Grants applied for or received from the Local Authority in respect of this course:

Authority	Amount	Date received/expected
	£	
	£	

Have you applied for a grant/loan from any other body in respect of this application, including rejections? If yes, please give details:

Date	Body applied to	Grant or Loan	Amount requested	Amount received

Specific purpose for which **this grant** is requested. Please list items, costs and date. Please ensure all costings are consistent, e.g. all money, termly or annually.

**Students requesting assistance with travel are expected to have a Transport for London student Oyster card in order to receive the maximum discount.**

Items	Cost £

**Total grant requested** **£**

What other expenses are there connected with the Course	Cost £

Names and addresses of two referees who know you well (not a relative, one must be educational):

Name: .....	Name: .....
Position: .....	Position: .....
Address: .....	Address: .....
.....	.....
Postcode: .....	Postcode: .....
Tel: .....	Tel: .....
email: .....	email: .....

**Please enclose written confirmation of your acceptance for your course at the College/Institution, or if you have started a recent report.**

I hereby confirm that the information given is correct. I understand that, the failure of an applicant to inform the Charity of any change in financial circumstances, in particular of funds obtained from other sources or to provide false information, will be regarded as fraud, and that the grant will be cancelled and the Charity may require reimbursement of any money already paid, and the applicant may be reported to the police.

**I hereby confirm that I have read and understood the Privacy Policy** Please tick box

Signed: ..... Date: .....

Please print name: .....

Please let us know how you heard about our Foundation:

.....

We'll always treat your personal details with the utmost care and will never share them with any other party. Should your application be successful we would like to remain in touch with you from time to time; to keep up-to-date with your studies or to occasionally ask you to visit and share your experiences with the school children.

Please tick one of the following options:

Yes please, I'd like to keep in touch

Additional contact email address if different from the application details already supplied

No thanks, I don't want to keep in touch

**When completed, please return this form to:**

The Clerk,  
St Clement Danes Educational Foundation  
St Clement Danes CE Primary School  
Drury Lane  
WC2B 5SU  
Email: [dstarkey@stcd.co.uk](mailto:dstarkey@stcd.co.uk)

Tel: 0203 146 3459

Fax: 020 7641 6556

**St Clement Danes Educational Foundation is compliant with the General Data Protection Regulation (GDPR) - May 2018**

**OFFICE USE ONLY:**

Ref. No.: .....

Meeting date: .....

SCD ex-pupil  
London Borough of Westminster  
Diocese of London

Amount requested and date: .....

Purpose of request: .....



# ST CLEMENT DANES EDUCATIONAL FOUNDATION

A Registered Charity No. 312319

## PRIVACY POLICY FOR INDIVIDUAL APPLICANTS

The Charity awards grants to young people under the age of 25 years, to assist them in their education or seeking employment. To enable the Trustees to make decisions regarding the award of grants, we need to collect information, including personal information, from all applicants. This Privacy Policy explains how we use any personal information collected during the grant process which could be via, email, paper application form or telephone call.

### WHAT INFORMATION DO WE COLLECT ABOUT YOU AS AN INDIVIDUAL APPLICANT?

When you apply to us for a grant using our application form, you will be asked to provide personal information which will enable us to assess your application. Before submitting the form, you will be asked to indicate, in the box provided, that you give consent for your personal information to be collected and recorded. All sections of the form are required to be completed, as the information helps to build a picture of the applicant's circumstances and level of need.

### HOW WILL WE USE THE INFORMATION ABOUT YOU?

The application form will be presented to our Board of Trustees for a decision on whether to award a grant. Your information will not be shared with anyone other than the Trustees and the Clerk to the Charity.

If you are applying for the first time, your personal information will be kept for a maximum of 18 months. If you do not make a further application during this time, you will be regarded as ceasing to be a beneficiary of the Charity. We will then destroy any paper records and delete any digital records, recording the action in our destruction of data log. You may request that we destroy your data before the expiry of the 18 months period. In any case, we will record this action and confirm to you in writing that we have removed your information from our records.

If you are an existing beneficiary, your information will be kept for as long as you are in receipt of an annual grant. As the Charity awards grants on an annual basis, if you do not apply to be considered for the following year, your information will be removed from our records in accordance with the procedure in the above paragraph.

### ACCESS TO YOUR INFORMATION

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your information, please email us at [dstarkey@stcd.co.uk](mailto:dstarkey@stcd.co.uk) or write to the address on the application form. A copy will be provided in PDF format by email or in paper format by post.