

Ellingham Community Trust

Training, Education and School Support Scheme (TESS)

Application Form

Ellingham Community Trust's TESS Grant offers people living within the parish support for study for full time education or a training course at a higher or further education establishment, and costs associated with study. Parishioners can apply for up to £250 per applicant, per year. Ellingham Community Trust assess these applications at monthly Trust meetings.

What does the grant cover?

The grant covers expenses which supports your study including :

- Travel costs to a college or other learning space
- Equipment & Tools
- Uniform (if not otherwise provided)

How do I apply?

To apply for a TESS Grant fill in your details below and use the back of this form, or a separate word document to write a few couple of sentences describing the expense to be covered, the course and institution you are studying at and how the costs will support your studies. Attach a receipt for the cost and a proof of attendance at the course. Without this information we can't assess your application. Applications are assessed at monthly Trust meetings. Please return the completed application form and required documents to The Clerk, Ellingham Community Trust by email ellinghamcommunitytrust@gmail.com or by post to 1, Chathill Farm Cottages, Chathill, NE67 5DE for submission to the next meeting.

Name:

Bank Name :

Address :

Sort Code :

Postcode

Account Number :

Phone Number..... (in case we need to ask for more information)

Email address (optional).

Cost applied for £ _____ **Expense to be covered :**

Payment will be made direct to your bank please provide bank account details for payment. "Ellingham Community Trust (ECT) is committed to the protection of your privacy. We will only use the personal information that we collect from you in accordance with the General Data Protection Regulations (GDPR) 2018. ECT will only use your personal information only to process and administer the application. The record of your personal information is held securely for the operation, management and audit of these schemes. You can inspect your personal information record held on our databases at any time and we will remove it if requested by you. We do not transfer your personal information to any third party. For further information on GDPR, please visit www.ico.org.uk."

By signing above, I consent to the use and administration of my personal information, in accordance to the GDPR requirements as outlined above.

Signature **Date**

By signing above you confirm that you are a permanent resident in Ellingham parish, and that the above is your primary address. Holiday cottage and second home owners are ineligible. You will be asked to prove residency, and if not resident you will be expected to return funds.