



GUIDANCE ON EDUCATIONAL GRANTS

The Van Community Council Grant Scheme is made available through the Local Government Act 1972. It states that any financial assistance awarded must bring direct benefit to a local authority's area or any part of it or some of its inhabitants.

Subject to funding being available, Van Community Council is committed to supporting young people from the local community groups with financial support to assist them to access educational, sporting and training opportunities that they would otherwise not be able to benefit from due to affordability.

In general, the following principles apply:

- Students must be resident within the Van Community Council area.
- Students aged 21 and under are eligible to apply, and priority will be given to those in years 10, 11, 12 and 13.
- Applicants must clearly demonstrate how the assistance given will be of benefit to them.
- Only one application can be made by a person in a financial year.
- A teacher/tutor/coach must recommend the application submitted to Council, outlining why they feel the applicant is deserving of, or would benefit from, the award.

Aims of Van Community Council's grant making policy

Van Community Council provides this grant funding to support the following aims:

- To help young people residing within the Community Council's area to participate in activities and training to enhance outcomes and achievements.
- To support young people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all Van residents to the services it provides and funds.
- To achieve value for money.

Examples of items that will be considered for a grant:

- Assist with the cost of a field trip, event or activity which is part of a GSCE, A level or recognised training course/qualification.
- Tools, equipment, materials, or resources to be able to undertake education, training or to support engagement in the arts.
- Sporting equipment or kit.
- Musical instruments.

Van Community Council will NOT fund the following:

- Young people who do not primarily reside in the Van Community Council area.
- Requests where the activity/event has already taken place or items already purchased will not be considered.
- Repayment of loans for the cost of services, events or equipment in anticipation of a grant will not be considered.

How to apply

To apply, please complete the application form attached. It must be completed in full and signed by the applicant, parent/guardian if under 18, and a teacher/tutor/coach to support the application. Application forms are available from the website www.vancc.co.uk or the Clerk to the Council, contact; 07387 885132 or clerk@vancc.co.uk. Assistance can be provided to anyone having difficulties completing the application form. Please contact the Clerk. Applications can be made at any time through the year. Van Community Council has a limited fund available. If an application is received 10 days prior to a scheduled meeting, it will usually be included on the agenda for the next Full Council meeting for decision.

Payment

Grants applications are usually considered by the Council at their normal meetings which are held on a monthly basis, except August and December. The grant is usually paid in within 14 days of the Council meeting where the grant is agreed. Van Community Council prefers to make payment directly for the item requested in the grant. For example, if the grant is to attend a school trip/event, the payment will be made to the school. If this is not possible, a cheque/BACS transfer will be made to the applicant and a receipt will be required to confirm that the funding has been used for the item requested in the grant. A recipient of an award from the Van CC will be expected to agree to publicity being shared in the press and social media.

Please note

The Community Council has a limited annual budget each financial year for grants and awards will be made on a first come first served basis. Van Community Council will normally follow the criteria as set out above but has the discretion to vary this in exceptional circumstances. The application will be subject to the scrutiny of the Van Community Council and all decisions will be final. Van Community Council reserves the right to withdraw or seek to reclaim an award for a grant if it is not used as specified in the application or fail to meet the terms of the award.

APPLICATION – EDUCATIONAL GRANT

Please refer to the Community Council’s Educational Grant Guidance before completion of the application form. If assistance is required completing the form, please contact the Clerk on 07387 885132 or clerk@vancc.co.uk

1. APPLICANT

Name	
Address	
Date of Birth	
Email Address	
Contact Telephone Number	
School/College	

2. APPLICATION DETAILS

1. Amount of Grant Applied For	£
2. Total Cost of item (s)	
3. Please give an outline of what the grant will be used for. <i>Please attach quotations if necessary to support your request</i>	

4. How will this grant help you?

5. TO BE COMPLETED BY A TEACHER/TUTOR/COACH. Please outline why you feel the applicant is deserving of/or will benefit from this grant.

For BACS payments please ensure you include
(For both types of payments these should match the Name of the tutor/teacher/coach supporting the application)

Bank Account name

Bank sort code

Account number

Reference number if applicable

DECLARATION - I confirm that I have read and agree with the ‘Guidance on Educational Grants’ and declare that the information provided in this application is correct to the best of my knowledge.

Signature of Applicant	If Under 18, Signature of Parent/Guardian/Carer	Signature of Teacher/Tutor/Coach supporting the application
Signed	Signed	Signed
Print Name	Print Name	Print Name
Date	Date	Date
	Contact email & phone	Contact email & phone
		Position

DATA PROTECTION

Van Community Council will be data controller for any personal data you provide as part of this application. When the application is reported to the Community Council the name and address of the contact person will not normally be published. However, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 allow the public to ask to see information held by public bodies, including information that has not been published. Where financial assistance is approved your data will be kept for 7 years as part of the Community Council’s financial records.

Under data protection legislation you have the right:

- To access the personal data the Community Council holds on you
- To require us to rectify inaccuracies in that data
- To lodge a complaint with the Information Commissioner’s Office (ICO) who is the independent regulator for data protection

The contact details for the ICO Wales Regional Office:

Information Commissioner’s Office, 2nd Floor, Churchill House, Churchill Way, Cardiff. CF10 2HH

Telephone: 0330 414 6421 Email Address: wales@ico.org.uk

WHEN YOU CONTACT US the information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party. Your information may however be published in the public domain if you require the Council to discuss the matter raised.

For further information please see our full Privacy Notice on our website: <http://www.vancc.co.uk>

Please return your application form to

**Michelle Moore, Clerk to Van Community Council
by post to 25 Heol Erw y Rhos, Caerphilly, CF83 3QX
or email to clerk@vancc.co.uk**

