THE WILLIAM COLLINS TRUST

Charity Commission Reference No: 30726

Information Sheet and Application Form

THE WILLIAM COLLINS TRUST was set up in the seventeenth century in Corhampton to provide for the education for children in the parish. The original endowment now provides an annual income which is managed by a number of locally recruited Trustees to provide financial help for the education of young people.

ELIGIBILITY TO APPLY

Eligibility is restricted as follows:

- The subject of the grant should be under 25 years old. Thus, applications for college and university, as well as school, can be made.
- The subject of the grant should live within the Bridge Benefice, i.e., within the parish boundaries of Corhampton, Meonstoke, Droxford or Exton.
- There should be some evidence of financial need.
- Grants are not made in respect of private school fees.

RESTRICTIONS ON THE VALUE OF AWARDS:

1. If applying for funding for transport to school, college, or university a maximum of 50% of the total cost will be awarded. In addition, any application must be supported by evidence that the applicant is not eligible for financial support from the relevant educational institution.
2. A maximum total award of £1000 per grant recipient per financial year will be made.

NB. Applications for transport funded at 50% do not preclude further applications for support throughout the financial year, as long as the total is not greater than the £1000 per grant recipient limit.

APPLICATIONS, TRUSTEES AND CONFIDENTIALITY

If you think that you are eligible for a grant, please fill in the form overleaf or contact one of the Trustees below. All applications are handled in the strictest confidence. The Trustees meet in the Autumn, Spring and Summer but applications can be considered at any time.

The charity has a Diversity, Equality & Inclusion Policy – a copy can be provided upon request and reasonable adjustments to the application process will be considered.

Sian Holiday	07966 487762
Vicky Hill	07801 372860

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DATA PROTECTION STATEMENT

The Trustees of the William Collins Trust understand and take seriously their responsibilities under the Data Protection Act (2018) and the General Data Protection Regulation (2018). The following statement explains why and how we will process, store, and secure the information you give to us.

As part of the process of applying to and receiving funding from the William Collins Trust we will collect some personal information from you, including – but not limited to - your contact details, bank details (where applicable) and information regarding your financial or personal circumstances. This data will be collected via our application form, or by email.

The charity takes your right to privacy seriously, and this information will only be seen by the Trustees.

We only collect data necessary for:

- Ensuring the eligibility of the applicant, in accordance with our charity objectives and governing document.
- Processing of the application and the issuance of financial support, including applicant contact details and bank details.

Our data retention policy is as follows:

- Data provided will be retained for six years, in accordance with the requirements of The Charity Commission and HMRC.
- Any recorded bank details (stored in the charity's online banking system) will be retained for the financial year – if at the end of this period they have not been used within the previous 12 months they will be deleted.

Any data we collect is stored securely as follows:

- We do not store application data electronically – all records are kept on paper and stored in a locked filing cabinet. Any data received electronically will be printed and the electronic copy deleted after it has been presented to the Trustees.
- Bank details provided by applicants are only recorded in the charity's online banking system. Any details provided electronically will be deleted after they have been uploaded.

Sharing your data:

- The charity will not share your data with any 3rd parties unless necessary for the processing of your application, for example if a payment is to be made directly to an educational establishment. This will always be carried out under our instruction and is never for marketing approaches.

You have the right to know the data the charity is storing in relation to you:

- To make a data subject access request, please contact the Chair (Sian Holiday: 07966 487762)

WILLIAM COLLINS TRUST
APPLICATION FORM

APPLICANT DETAILS:

Name of applicant (parent/guardian/responsible adult or student over 18)

Address of applicant

Contact telephone number for applicant

Relationship to person for whom grant is requested (if not applying for yourself)

GRANT SUBJECT DETAILS:

Name of person for whom the grant is requested

Age of person for whom the grant is requested

FINANCIAL CIRCUMSTANCES THAT MAY MAKE ME / THE STUDENT ELIGIBLE FOR A GRANT (please continue on another sheet if necessary):

PURPOSE OF THE GRANT:

	Details (please continue on another sheet if necessary)	**Cost (£)**
Travel (please state full cost)		
Subsistence		
Books		
Extra-curricular fees (not basic school fees)		
Other		

Please tick to confirm that you have:

☐ **Read and understood the charity's data protection statement (above)**

☐ **Read and understood the restrictions on the value of awards (above)**

Applicant signature **Date**

Please contact the Chair (Sian Holiday 07966 487762) by text or call to arrange delivery of the form