



BANFFSHIRE EDUCATIONAL TRUST

SECTIONS 32, 34-35, 36(1) & 37-39 GRANT APPLICATION FORM

This form is to apply for a Trust grant under sections 32, 34-35 36(1) or 37-39 of the Trust scheme:

Section 32 – Educational excursions by schools, further education centres or youth organisations

Sections 37 to 39 – Promoting education in drama, music and visual arts

Section 34 – Sports Facilities

Section 35 – Support of Clubs

Section 36(1) – Adult Education

Write in BLOCK CAPITALS using black or blue pen.

SECTION A: ORGANISATION DETAILS

Name of organisation: _____

Address of organisation: _____

Postcode: _____

Name of chairperson: _____

Address of chairperson: _____

Postcode: _____

Age range of participants	Number in this age range	Subscription rate
Under 18 years old		
Over 18 years and under 21 years		
Over 21 years old		

SECTION B: DETAILS OF PROPOSALS

Details of the proposals for which the grant is being requested including costs:

Please turn to page 2

OFFICIAL USE ONLY

Date application received:	1st check:	Date of acknowledgement letter:
		Date of outcome letter:
	2nd check:	Financial year:
		Reference number:

SECTION C: DETAILS OF OTHER FUNDING FOR THE PROPOSALS

In respect of the proposals details in Section B, please state:

The contribution to be made by the applicant body: £ _____

The amount of assistance to be received from other sources: £ _____

If the applicant body has previously been awarded a grant by the Banffshire Education Trust, please state:

The year in which the last grant award was made: _____

The amount of the grant award: £ _____

How the grant award was spent: _____

SECTION D: DECLARATION BY APPLICANT

I declare that, to the best of my knowledge, all of the information I have given in this application is full and correct in every respect. I undertake to supply any additional evidence which may be required by the Education Authority to verify the information given, and also to inform the Authority immediately of any change in financial or other circumstances which might affect the value of any Grant awarded.

Should the amount of the Grant be revised for any reason, I undertake to refund any amount received by me in excess of the revised amount. I understand that the giving of false information, withholding of relevant information or failure to comply with the conditions of award may lead to the termination of any Grant and to the recovery of any amounts paid by the Education Authority.

Signature of applicant: _____ Date: _____

DATA PROTECTION ACT

Information on pupils and parents/carers is stored securely on a computer system. The information gathered is subject to the terms of the Data Protection Act 1998. The Data Protection Act ensures that information is collected fairly and lawfully, is accurate, adequate, up to date, not held for longer than necessary, and may only be disclosed in accordance with the Codes of Practice.

The council is under obligation to manage public funds properly. Accordingly, the information that you provide will be used to ensure that all sums of money due to the council are paid timeously, for example, by identifying person who are non payers of council tax and to improve on the uptake of benefits. The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purposes with public bodies, including neighbouring councils or other organisations, which handle public funds.

Please send your completed application form to:

Education & Social Care, Moray Council, High Street, Elgin, IV30 1BX

Please include:

a. A copy of the accounts of the applicant body for the last complete financial year

b. An estimate of income and expenditure for the current financial year

Failure to send in the relevant documents will delay the processing of your application.

If you have any queries please contact Education & Social Care at the address above, or telephone 01343 563374, or email educationandsocialcare@moray.gov.uk