



MORAY & NAIRN EDUCATIONAL TRUST

SECTIONS 4, 6 & 7a GRANT APPLICATION FORM

This form is to apply for a Trust grant under sections 4, 6 or 7a of the Trust scheme:

Section 4 – Adult Education

Section 6 – Sports Facilities

Section 7a – Educational excursions by schools

Write in BLOCK CAPITALS using black or blue pen.

SECTION A: ORGANISATIONAL DETAILS

Full name of organisation: _____

Address of organisation: _____

_____ Postcode: _____

Name of chairperson: _____

Address of chairperson: _____

_____ Postcode: _____

Age range of participants in this age range	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: _____

Cost: £ _____

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 Moray & Nairn 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: _____

SECTION D: PAYMENT OF AWARD AND REQUEST FOR BANK DETAILS

The closing date for applications is 30th September each year. If your application is received after this date it will be held until the following year. The trustees will meet to discuss the allocation of funds and any award will be paid out by 31st January. Any award will be paid out via BACS Transfer into the bank account provided.

Please check your bank will accept BACS Transfer before providing details

Bank/ Building Society:	
Account Holders Name:	

Sort Code: - -

Account Number:

Any changes to your bank/building society account must be made in writing immediately to Education & Social Care, Moray Council.

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 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**

Please send your completed application form to:

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

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

Please ensure that all documents for proof of income have been included. Failure to send in the relevant documents will delay the processing of your application.

Privacy Notice



The Data Controller of the information being collected is Moray Council.

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at info@moray.gov.uk or 01343 562633. You can also consult the information available at the Information Commissioner's websites, ico.org.uk

This privacy statement relates to the following process:

Educational Trust Applications

Your information is being collected to use for the following purposes:

To determine eligibility and award/reject grant

The legal basis/bases for collecting the information is:

- The data subject (i.e. you) has given consent to the processing.

Your information will be shared with the following recipients or categories of recipient:

Moray Council payments department.

The personal data being used for this process includes:

Name, address, income evidence

Your data will be held by Moray Council for a pre-determined length of time. You can find all the information about how long we retain data for on our website:

http://www.moray.gov.uk/moray_standard/page_92820.html

Please note that you have the following rights:

- to lodge a complaint with the Information Commissioner's Office
- to request access to your personal data
- to request rectification or erasure of your personal data, as so far as the legislation permits
- to request restriction of processing of your personal data (that is, to request that we halt any activity performed on your personal data), as so far as the legislation permits
- to object to any direct marketing
- to object to any processing undertaken for the purposes of scientific/historical research and statistics, as so far as the legislation permits
- to withdraw consent at any time