

ALDERMAN NEWTON'S EDUCATIONAL FOUNDATION

Guidance notes for applicants

PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM. THE CHECKLIST BELOW IS PROVIDED TO HELP YOU INCLUDE ALL THE SUPPORTING DOCUMENTS WE NEED TO ASSESS YOUR APPEAL.

Alderman Newton's Educational Foundation provides grants for educational activities, including social and physical training, to persons in need of financial assistance, who are under the age of 25 years and who are, or one or more of their parents are, normally resident in the City of Leicester. Grants can be awarded for any of the following purposes:-

- (i) To provide for religious instruction of the applicant in the doctrines of the Church of England.
- (ii) To provide for costs associated with exhibitions at any secondary school, college of education, university, or other institution of further education (including professional and technical) approved by the Trustees.
- (iii) To provide financial assistance, outfits, clothing, tools, instruments or books to enable the applicant, on leaving school, university or any other educational establishment, to prepare for, or to enter a profession, trade or calling.
- (iv) To provide bursaries or maintenance allowances to enable the applicant to pursue a course of education at a university or any other educational establishment.
- (v) To provide bursaries or maintenance allowances to enable the applicant to travel, whether in this country or abroad, to pursue their education.
- (vi) To provide financial assistance to enable the applicant to study music or other arts.
- (vii) To provide financial assistance to promote any other educational activities to be undertaken by the applicant.

Check list

In order for us to process your application as quickly as possible please complete the checklist below. Failure to fully complete the application form or to include all supporting documentation will inevitably delay your application, as the Governors cannot consider incomplete appeals.

Along with your completed application form, you will need to provide letters from your three referees, supporting your application, which it is your responsibility to obtain. **Please note - The Foundation will not take up references on behalf of the applicant.** We also require evidence of yours and/or your parent's income. In normal circumstances we need copies of the most recent form P60 of both your parents, although we recognise that this is not always possible. Where only one parent's P60 is applicable, this would be acceptable. In the circumstance where your parent or parents are in receipt of state benefits, then copies of correspondence showing their current benefit awards would be acceptable.

The committee may require an applicant to attend for interview before making a decision regarding their application. The decision of the governors is final.

The following items should be forwarded to: **The Clerk to the Governors, Alderman Newton's Educational Foundation, 20A Millstone Lane, Leicester LE1 5JN.** If you require any assistance in completing the form please telephone 0116 222 2200.

- Completed application form signed by the applicant
- Letters from your three referees
- A copy of your parent's most recent form P60 or evidence of their income from state benefits