

CHRIST'S HOSPITAL ENDOWMENT AT POTTERHANWORTH

All grant claims must be received by 31st October 2024

Please complete a separate application form for each child.

Claimant (to whom the cheque will be sent) Name Address Telephone number

Name of qualifying child	Date of birth

Activity	Amount claimed (all claims must be accompanied by a receipt)
Total claim	

For a student in higher education	
Name institution	Title of degree
Full or part time	Date course ends

Signature	Please print name

GRANT APPLICATIONS

The Governors of Christ's Hospital Endowment are committed to providing annual grants to both students and qualifying organisations in the parish of Potterhanworth. For some years the maximum individual grant has been set at £55, but we have now decided to increase that figure by **£10**. This means that the maximum grant that a child or student can receive this year is **£65**.

Applications are invited for the purpose of:-

"Promoting the education, including social and physical training, of persons under the age of 25 years who are or who have a parent or parents resident in the parish of Potterhanworth"

Grants are an important part of the work of the charity. Applications are reviewed every November. This enables the Governors to consider all applications together in order to allocate the limited grant resources available equitably.

Provided applications are received on time grants may be made:

- (a) to organisations such as the school, preschool etc.
- (b) to all students in full time higher education. (Maximum grant paid)
- (c) for expenditure incurred in the last 12 months in connection with further education, apprenticeships, day release studies or part time further education courses.
- (d) for the reimbursement (in full or in part) of expenditure incurred in the past 12 months in respect of activities such as music, and dance classes, swimming lessons and other sporting activities, extended pack visits formally organised by the Scout and Guide organisations (including Cubs/Brownies, etc.) and in respect of other educational visits.

All allocations are at the discretion of the Governors within the terms of the scheme and, for individuals, are only available to persons who are over 4 years old at 31st August 2023 and under 25 years of age on 31st October 2024.

Please note grants are not given for the costs of travelling, the cost of uniforms, for books or for equipment.

All applications must be in writing and, other than those for (a) or (b) above, must be accompanied by appropriate receipts. Applications should reach Mr RE Wilford, 4 Queensway, Potterhanworth not later than 31st October 2024 in order to be considered for the 2024 allocation.

An application form is provided on the reverse of this letter. Please also read and retain the attached Privacy Policy adopted by Christ's Hospital in response to the General Data Protection Regulation.

Please note that by signing the application form you are giving your consent for us to use and retain the information contained therein in accordance with Christ's Hospital Endowment's privacy policy.

Anyone with any queries at all about grants and/or applications should contact Mr Wilford on 01522 792891. All possible help, information and advice will be given.

Applications not accompanied by appropriate receipts or received after the 31st October 2024 cannot be considered.

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and

THE GENERAL DATA PROTECTION REGULATION

In common with all other registered charities in the United Kingdom, Christ's Hospital Endowment is required to comply with the data protection obligations placed upon it by the General Data Protection Regulation now known as (UK-GDPR). In general, the new regulation which came into force on 1st January 2021 requires us to be accountable and transparent when holding and processing any personal information that you may have entrusted to us.

Christ's Hospital Endowment has identified the area of its activities which is principally affected by the UK-GDPR as that of annually providing grants to young people in response to written applications either by parents on behalf of eligible children or by students who are in higher education. Accordingly we have defined the following privacy policy concerning private data which is submitted by applicants and processed and held by us.

PRIVACY POLICY

What information do we collect from you.

The data that we collect from you is that which is shown in the charity's claim form. This comprises the claimant's name and address and a contact telephone number, followed by the name of the qualifying child and their date of birth. This is followed by the details of the activity claimed for and the amount with accompanying receipts. For students in higher education we also need to know the name of the educational institution, title of the degree, whether the course is full or part time, and when it ends

Why we collect this information from you

We collect this information so that we can process and validate your claim in accordance with Christ's Hospital Endowment's grant scheme.

Do we share your information with anyone

Your information is not shared with any third party. Access to your information is strictly confined to the trustees of Christ's Hospital Endowment. At the end of our financial year the records relating to the grant claims, along with our other financial documents, are passed to our independent examiners for audit who are of course also bound by the provisions of UK-GDPR.

Keeping your personal information secure

We take the security of your personal information very seriously. We have put in place security measures and rules to protect the personal information we have under our control, both on and off line from improper access, use or loss. Paper documents are securely stored by the Trustee responsible for administering the Grants Scheme. Computerised summary spreadsheets, prepared for the use of all of the Trustees, are only accessible by passwords known only to them.

How long do we keep your personal information

We securely hold your information for such period as is required to complete the annual examination of accounts or to meet any statutory requirement.