



Queen Mary's College Foundation

Registered Charity No. 307257

Guideline for applicants

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“Quench not the spirit”

Background and History - The Queen Mary's College Foundation was originally the Queen Mary's School Foundation, and responsible for administering the former Queen Mary's Grammar School. Its history can be traced to a charter granted by Queen Mary in 1556, and back further still to the 13th Century Brotherhood or Guild of the Holy Ghost Church, from which its income was originally derived. In 1972 the school closed and the current sixth form college (QMC) opened, taking the old school name. The Foundation still has close links with Queen Mary's College, but remains an entirely separate organisation. Today there are ten Foundation Governors (Trustees), elected from various public organisations. They meet four times a year to ensure the Foundation's assets are invested to sustain and generate future income. This income, in accordance with the Foundation's constitutional remit, is used to support young people in pursuit of education by way of grants or periodic payments. All applications are presented and considered at these meetings, and the Clerk notifies the applicant of the outcome.

Who is eligible? – To apply for a grant, you MUST be a student or apprentice who is –

- **Currently living in the Borough of Basingstoke and Deane; OR**
- **A current student (or has studied for at least one year) at Queen Mary's College, Basingstoke**

Financial awards are made in support of an individual applicant's educational goals and, whilst we primarily seek to support those who are disadvantaged or experiencing financial hardship, all those who are eligible are encouraged to apply. This financial support can fund, or contribute to; formal educational/vocational study, examined qualifications, or a broader educational experience & associated costs. We have assisted individuals with; purchasing relevant educational equipment and consumables, course and exam fees, travel fees, incidental costs, in short anything that supports the student to achieve their goal.

The Foundation can only assist individuals, it cannot fund an association or establishment. An individual can only make one application per year. The Trustees will consider every eligible application, ensure all awards made meet the remit of the charity's constitution and where they believe the Foundation funds will achieve most good. **The Trustees decision is final, and no appeal or correspondence can be considered thereafter.**

How to make an application

If you meet the criteria simply complete one of our application forms. These are available to download via our website - www.qmcfoundation.org.uk, or alternatively a copy can be posted or emailed to you. Please contact the Clerk who can arrange this and also provide advice should you need it.

- **Under 16s** – if you are in school this is the application for you**see note below
- **16-18 year olds** – if you are a 6th Form or college student this is for you**see note below
- **19+ (Adult)** – if you are 19+ and in college, an apprentice, in work, unemployed, or looking to re-train or commence an access/higher education course then this form is for you

We also have a **Schools & Colleges Form which may be available from, or have been given to you by, your school or colleges financial support advisor. Designed to simplify the process it relies on the support of your education provider to complete the form and is for those who -

- Are 18 and under, live and attend a school or college in the Basingstoke & Deane borough
- May have already submitted household income detail for assessment for any type of financial/bursary assistance from your education provider and agree to any relevant information and/or documentation being shared directly between them and us
- Need additional help and support in completing the form

- Have been identified by your educational establishment as someone we could assist – you may still be required to produce household information regarding income

Advice on completing the form - Each form requires you to provide personal and financial information in support of your application. Dependent on your age and residential circumstances we may seek details of your household income and expenditure (from a parent/guardian/other) to consider your application and any potential award. The following information will assist you in completing each individual section of our forms and the Clerk can provide you with any additional help. The Clerk may also need to contact you to discuss your application, or for further information, prior to submission at the next meeting of Trustees.

- **PAGE 1. – Sections 1- 2 Personal Information and Reason for Funding**

You must complete each section of this page. Please ensure **all personal details** are provided for you, and if under 18, a parent/guardian. **Outline what it is you need assistance for and the total cost of this course, item/s, or fee/s (provide evidence to substantiate this)**. Finally **state exactly how much funding you require** from the Foundation; this may be the entire cost, a specific amount for a particular item or fee, or simply a contribution towards the overall costs.

- **PAGE 2. – Section 3 FLOWCHART**

This aims to provide advice and guidance on the type of information you will need to supply in support of your application, this will depend entirely on your personal circumstances. **Documents submitted in support of financial income or expenditure should be copies, or electronically submitted, as these cannot be returned**. This information is required in order for the Trustees to assess your ability, or that of parents/guardian/other, to meet these costs. **You may be asked to provide information, documentation, and/or references from; an educational establishment, an employer or a relevant third party. Producing the supporting evidence will aid the process and help you to produce a positive application**. The Clerk, or your educational establishment (should you chose to involve them) will be able to assist you in determining what you will need to provide.

- **PAGE 3 – Section 4. About You**

Here you can **expand on your reasons for seeking funding** from the Foundation. **Explain how the item, project or chosen course of study will benefit your education, assist you in pursuit of your career, or potentially benefit others**. You may have been actively seeking other forms of assistance, saving, or fund-raising yourself, all of which will show your commitment to achieving your goal. This is your opportunity to show how worthwhile this opportunity is in broadening your education so please give as much detail and relevant information as you can. Please include details of the current qualifications you are aiming for and those already attained (if applicable).

- **PAGE 4. – Section 5 Declaration**

This must be signed by you the applicant, and (if under 18) a parent or guardian for your application to be considered. Please note we may have a need to speak to your educational establishment or a third-party to confirm details you have provided. **You must ensure the relevant declaration box is ticked, by all parties required to sign, if you want us to be able to liaise directly with anyone else concerning your application**. This is to ensure compliance for all parties under the GDPR Act 2018.

- The Clerk can be contacted to provide help and assistance as required

Privacy – GDPR and Charities Commission

The Trustees will usually require financial information in order to determine any application for funding and welcome as much additional supporting evidence as possible. Do not send original documentation; authenticated photocopies or electronic images are therefore preferable and these cannot be returned to you. It is recommended that any sensitive information being posted be sent by recorded delivery. Our Privacy Notice and GDPR Policy aim to be completely transparent and include the use of any data captured by our website.

In the event of an unsuccessful application our standard practice is to immediately, and securely, destroy or delete (as appropriate) both the application form and all supporting documentation.

The Application form and supporting information/documentation from successful applicants may be retained, under the compliance guidelines of both the Charities Commission and the GDPR (Data Protection Act 2018). This information will be stored electronically, all paper copies are destroyed securely.

Our application forms contain the following statement in the declaration section –

Please ensure **COPIES** of all documents, in support of your application are attached/included. It may not be possible to consider your application if you do not provide the information requested. Please note documentation cannot be returned. *If your application is successful any, or all, of the enclosed documentation may be held electronically for compliance purposes, any documentation not required will be destroyed immediately and securely following any award decision. By applying you agree to these conditions.*

In the event of a successful application please indicate your consent below to –

Photographic images we may take (at any presentation) or images you provide (upon request) being used and made public on the Foundation website www.gmcfoundation.org.uk, Twitter or Facebook page. Additional detail may include your name, a photograph and/or information saying how the Foundation has assisted you (please note the website and social media pages are used solely to promote the work of the Foundation). See declarations below for individual and parental consent.

Please see our Privacy Notice and GDPR Policy, on our website, for full details.

Meetings and outcome

Meetings are held four times a year, generally January, April, July and October

Applications will need to be submitted by the following dates for consideration –

- 15th December for January meeting
- 15th March for April meeting
- 15th June for July meeting
- 15th September for October meeting

The Clerk will advise you of the outcome of your application, following the meeting, and how your award will be made.

There is no right of appeal and the Trustees decision is final.

Other relevant information

Applicants considering Higher Education –

Students are now expected, by the Government, to apply for student finance loans. The amount of finance provided to meet the costs of their chosen course of study may vary dependant on parental income and other factors. The Foundation cannot assist students in avoiding what will be the course fee/accommodation fee requirements for entering Higher Education, but ad-hoc or other additional costs may be considered.

If your application is linked to Access courses, Undergraduate/or equivalent or Post-Graduate study then please apply ([using the 19+ Adult application form](#)) for help. This help can be a contribution towards additional study costs, or incidental costs incurred, **that fall outside of Government Higher Education funding**. You may wish to discuss your application with the Clerk, or your education provider, prior to completing the application, for additional guidance.

If you would like to discuss any application, please telephone the Clerk on 01256 417500 (between 9.30am-5pm Monday or Tuesday) or alternatively 07545 453267 (Monday to Friday between 9-5pm). Please leave a message with your name and telephone number if the Clerk is unavailable. Contact by email on qmcfoundation@yahoo.co.uk.

Getting your application to us

Applications can be sent electronically to either of the Foundation's email addresses or posted directly to the Clerk.

Regardless of whether the application form is handwritten or completed electronically it will still need to be signed by all relevant parties. If sending electronically Part 5 (Declaration) will, therefore, need to be scanned and emailed with required signatures prior to submission.

Email address for completed applications -

qmcfoundation@yahoo.co.uk

Postal applications –

Mrs Jane Stockdale,
Clerk to QMC Foundation,
c/o Queen Mary's College
Basingstoke,
Hampshire,
RG21 3HF.

Phone 07545 453267 between Mon-Fri 9am to 5pm (please leave a message if the Clerk is unavailable)