

The Robert Higham Apprenticing Charity

Application Form

The Robert Higham Apprenticing Charity promotes the education and training of young people between the ages of 16 to 25 resident in the parishes of Kingsclere and Ashford Hill with Headley, who are preparing for, or attending sixth forms, colleges, universities or undertaking organised vocational training. Grants are awarded to assist the cost of:

Equipment, books, stationery, IT equipment and specialist clothing specifically required for undertaking learning or training in a stated subject.

Expenses incurred in travelling to and from home to the place of learning.

Please read Section 2 – Notes for Application before completing the form.

Section 1 – About You (Applicant)

Name of the Applicant	
Name of person completing this form if not the applicant.	
Relationship to the Applicant	
Applicants Address inc Post Code	
Applicants Telephone Number	
Applicants Mobile Number	
Applicants Email Address	
Applicants Date of Birth	

What are you asking for assistance with? Please give as much detail as possible including dates, mileage, provider, etc. Please continue on the back of the form if you need more space.	
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Section 2 – Notes for Application

You will need to provide receipts for all items except for the cost of journeys made in a private vehicle, which will be paid at the set rate of 20p per mile.

Grants in respect of journeys to and from home to a place of learning will be limited to one return trip per day, please include the name of the school, college or university being attended.

Grants for bus passes, season tickets and similar devises will be adjusted by 50% by the charity to take into account use might be made for journeys not related to the primary claim.

Claims will only be considered if made within 6 months of the date of the receipt or journey.

The Charity is not able to consider claims in respect of parking permits/fees or speeding fines or parking fines.

The charity is not able to consider claims for assistance towards course fees.

Section 3 – Conflict of Interest and Data Protection

Are you or anyone else directly associated with this claim, a near relative of or have a close personal relationship with, any Trustee or employee of this Charity?

If answering Yes, please give details here. Please note that answering yes does not automatically preclude consideration, but under Charity Commission Rules it must be declared.

Yes/No

If you have applied for, or been in receipt of, financial assistance from any other source regarding the details submitted in this application, please provide details here.

Details of other support:

The Charity aims to fully fulfil its obligations under the Data Protection Act 1998. The Charity is required to process relevant personal data regarding applications as part of its operation and shall take all reasonable steps to do so in accordance with its Data Protection Policy and all relevant associated legislation.

Section 4 – Declaration

I declare that to the best of my knowledge and belief that the details submitted in this form are true and correct.

Signature	
Print Name	
Date	

Please return your completed application to:

The Clerk, Jan Pearce,
Russell House.
Ashford Hill Road,
Headley,
Thatcham,

Berks,
RG19 8AB

Reviewed May 2021

Section 5 – To be completed by the Clerk to the Charity.

Claim Number	
Approved	
Approved as amended	
Approval Date	
Not approved /Reason	
Applicant informed	
Date of Payment	