

SIR JOHN SEDLEY EDUCATIONAL FOUNDATION



Grant/Bursary Application Form

Charity Number: 527884

Registered Office: 11 Severn Close, Oakham, Rutland, LE15 6AY

SECTION 1: APPLICANT DETAILS

Full Name: _____

Date of Birth: ____/____/____ (You must be under 25 years of age)

Full Address: _____

Postcode: _____

Telephone Number: _____

Email Address: _____

SECTION 2: ELIGIBILITY CONFIRMATION

Please confirm the following by ticking the relevant boxes:

☐ I confirm that I am a resident of Wyndham or one of the peripheral parishes within the area of benefit. ***Please check the website to confirm which locations we support: (www.sirjohnsedley.org.uk/about-us)***

☐ I confirm that I am under 25 years of age

Parish/Area of Residence: _____

SECTION 3: EDUCATIONAL/TRAINING INFORMATION

Name of Educational Institution/Training Provider/Employer (if applicable):

Course/Programme/Training Title:

Type of Education/Training: (Please tick)

☐ Academic course

☐ Vocational training

☐ Apprenticeship

☐ Professional development/qualification

☐ Skills training

☐ Other (please specify): _____

Start Date: ____/____/____

End Date: ____/____/____

Current Stage (e.g., year of study, module, level):

SECTION 4: GRANT/BURSARY DETAILS

Type of Support Requested: (Please tick)

☐ One-off Grant

☐ Bursary (ongoing support)

Amount Requested: £_____

Purpose of Funding Required: (Please tick all that apply)

☐ Study materials

☐ Equipment (including IT, tools, musical instruments, clothing, kit, etc.)

☐ Course fees

- ☐ Educational trip/field work
- ☐ Living expenses during study
- ☐ Travel expenses
- ☐ Other (please specify): _____

Detailed Cost Breakdown:

Please provide a detailed breakdown of costs with supporting evidence (attach quotes, website links, or receipts):

Item Description	Cost (£)	Evidence Attached
		☐
		☐
		☐
		☐
		☐

Total Amount: £

SECTION 5: SUPPORTING INFORMATION

Please explain why this funding is required:

(Maximum 300 words)

Please use the additional notes page at the end of this document if needed.

[illegible]

☐ Yes

If yes, please provide details:

Source	Amount Applied For	Amount Secured	Status

SECTION 6: SUPPORTING STATEMENT

Please explain how this funding will support your educational goals and future aspirations:

(Maximum 500 words)

Please use the additional notes page at the end of this document if needed.

[illegible]

SECTION 7: DATA PROTECTION AND CONSENT

Privacy Notice Summary

The Sir John Sedley Educational Foundation is committed to protecting your personal data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

We will process your personal data for the following purposes:

- To assess your eligibility for grant/bursary funding
- To verify the information provided in your application
- To communicate with you regarding your application
- To maintain records for charitable and regulatory compliance

Your data will be:

- Stored securely on encrypted devices
- Only accessed by authorised trustees and administrators
- Retained for the minimum period necessary (application data retained until conclusion of funding, then for compliance purposes as required by law)
- Never shared with third parties without your explicit consent, except where legally required

For our full Privacy Policy, please visit: www.sirjohnsedley.org.uk or contact clerk@sirjohnsedley.org.uk

Consent Declarations

Data Protection Consent:

- ☐ I have read and understood the Privacy Notice summary above
- ☐ I consent to the Sir John Sedley Educational Foundation processing my personal data as described in the Privacy Policy
- ☐ I understand that I can withdraw my consent at any time by contacting clerk@sirjohnsedley.org.uk

Marketing and Testimonial Consent:

- ☐ I consent to being contacted about future funding opportunities from the Foundation
- ☐ I consent to my success story/testimonial being used in the Trust's marketing and PR materials (anonymously unless otherwise agreed)
- ☐ I consent to being contacted for feedback about my educational progress

SECTION 8: ONGOING OBLIGATIONS

If your application is successful, you agree to:

- ☐ Provide progress updates to the Trustees as requested (typically once per term)
- ☐ Notify the Foundation of any significant changes to your educational circumstances
- ☐ Use the funding for the purposes stated in this application
- ☐ Provide receipts or evidence of expenditure if requested

SECTION 9: DECLARATION

I declare that:

- All information provided in this application is true and accurate to the best of my knowledge
- I understand that providing false information may result in the withdrawal of funding and potential legal action
- I have read and understood the Foundation's Privacy Policy
- I will notify the Foundation immediately of any changes to the information provided
- I understand that the Trustees' decision is final and that not all applications can be funded

Applicant's Signature: _____

Date: ____/____/____

Parent/Guardian Signature (if applicant is under 18):

Parent/Guardian Name (please print): _____

Date: ____/____/____

Additional Notes

[illegible]

SECTION 10: CHECKLIST

Before submitting your application, please ensure you have:

- ☐ Completed all sections of the form
- ☐ Attached evidence of costs (quotes/receipts/website links)
- ☐ Attached proof of enrollment or acceptance to your course
- ☐ Attached proof of address (utility bill, bank statement, etc. dated within last 3 months)
- ☐ Signed and dated the declaration
- ☐ Obtained parent/guardian signature if under 18

SUBMISSION INSTRUCTIONS

Please submit your completed application form along with all supporting documents to:

By Email: clerk@sirjohnsedley.org.uk

By Post:

The Clerk
Sir John Sedley Educational Foundation
11 Severn Close
Oakham
Rutland
LE15 6AY

Applications are reviewed quarterly by the Board of Trustees. You will receive acknowledgment of your application within 5 working days and a decision within 8 weeks of the quarterly review meeting.

For Office Use Only:

Application Reference:	_____
Date Received:	_____
Reviewed By:	_____
Decision:	_____
Date of Decision:	_____
Amount Awarded:	£ _____

The Sir John Sedley Educational Foundation is a registered charity (No. 527884) committed to supporting young people in their educational endeavors.