

WEST LoTHIAN EDUCATIONAL TRUST

Scottish Charity Number: SCO 15454

Application Form for a School, College or Organisation

ONLY ORGANISATIONS WHICH ARE BASED IN WEST LoTHIAN AND WHOSE MEMBERS RESIDE IN THE AREA ARE ELIGIBLE FOR AWARDS

The Trust has limited funds which are used to give grants to persons and bodies residing in or originating from West Lothian. The grants are mainly given for educational purposes and preference will be given to applicants who are unable to obtain grants from the Scottish Education Department or other sources. Normally a "one off" grant is given although annual grants may be available if a training course lasts for more than one year. Grants are given for the following purposes:-

1. Post-Graduate Scholarships
2. Supplementary bursaries for students attending universities etc.
3. Assistance in obtaining practical experience of trades etc.
4. Grants for student apprentices
5. Travel scholarship - to study outwith Scotland
6. Travel grants - travel of an educational purpose
7. Educational excursions - for pupils attending school or college
8. Educational travel e.g. member of a party organised by the Educational Authorities
9. Special equipment - for schools and colleges
10. Sports facilities
11. Support of clubs - with activities of an educational nature
12. Adult education
13. Promoting education in the visual arts
14. Promoting education in music
15. Promoting education in drama
16. Educational experiments and research

Notes on application:

1. Please type or use capitals in **black ink**.
2. Complete all sections 1-8 inclusive.
3. You may be asked to confirm information given in the application.
4. Your application will be considered primarily on the answers to the questions on this form but brief supporting papers may be enclosed, if necessary.
5. It is a condition of grant that an organisation working with Children and Young People has the appropriate Child Protection procedures in place.

Grants are usually restricted to no more than £300 due to limited funds and the high level of applications.

Application Form for a School, College or Organisation

1. Details of Applicant	Answers
Surname:	
First name:	
Title: Mr/Mrs/Miss/Ms etc	
Address:	
Email address:	
Day Telephone Number:	
Post held in organisation:	

2. Details of School, College, organisation etc.	
Name of organisation: Address:	
Further details of organisation (<i>when formed, aims and objectives etc</i>). <u>[Local schools and colleges need not complete this section]</u> If successful, give exact name of the bank account to which the cheque should be made payable	

EDUCATIONAL TRUST

3. Purpose for which grant is requested:	Answers
4. Justification for grant - what benefits will arise?	
5. List expenses that will be incurred:	
6. Give details of any other sources of funds: a) how much money have you raised? b) what fund raising plans do you have? c) details of any other grants received or applied for.	
7. Have you received a grant from WLET before? If yes, when	Yes <input type="checkbox"/> No <input type="checkbox"/>

WEST LOTHIAN TRUST APPLICATION FORM

8.

Declaration

I confirm that, to the best of my knowledge, the information given above is correct. I understand that the information will be used to assist in proceeding with this application and I hereby give consent to its use for that purpose.

Signature of Applicant

Date

9.

Supporting Statement

I confirm that any grant awarded would be used for educational projects at
(school/college/organisation) for which funding would not otherwise be available.

Signed position Date

10.

Child Protection

(Please complete this section if your organisation works with Children and Young People)

I confirm that the appropriate Child Protection procedures operate within this organisation.

Signature of Applicant Date

11.

Notes

Your application **must** be lodged with the Secretaries by:

1 February, 1 May or 1 September

[applications arriving after the above dates will be carried forward to the next meeting]

Only organisations which are based in West Lothian and whose members reside in the area are eligible for awards.

This form should be returned to:

**Fiona M M Watson CA
Scott-Moncrieff
Secretaries & Treasurers
Exchange Place 3
Semple Street
Edinburgh EH3 8BL**