

# CARDIFF FURTHER EDUCATION TRUST FUND

## APPLICATION FORM

This form is available in Welsh / Mae'r ffurflen hon ar gael yn Gymraeg . The Trust welcomes receiving correspondence in either Welsh or English and application forms in both languages will be dealt with equally.

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Date of Birth:</b>	
<b>Language preference (delete as appropriate)</b>	English / Welsh

Which grant are you applying for?

<b>Cardiff Further Education Trust Fund</b> <ul style="list-style-type: none"><li>You may apply for financial assistance towards attending further/higher education or to support you with entering a profession or trade</li><li>You must have attended a Cardiff secondary school for at least two years</li><li></li></ul>	<input type="checkbox"/> Please complete Sections A & D
<b>Craddock Wells Bursary</b> <ul style="list-style-type: none"><li>You may apply for financial assistance towards the costs associated with attending a course of further or higher education</li><li>You must have attended either a Cardiff primary or secondary school for at least two years</li><li>You must be currently resident in Cardiff</li><li>You must have remained in non-statutory education for two years to study A-Levels or a qualification at an equivalent level</li></ul>	<input type="checkbox"/> Please complete Sections B & D
<b>Craddock Wells Maintenance Allowance</b> <ul style="list-style-type: none"><li>You may apply for financial assistance to enable you to complete your course of study at a Cardiff Secondary School</li></ul>	<input type="checkbox"/> Please complete Sections C & D

**All applicants must complete Section D in full.**

**Section A – Cardiff Further Education Trust Fund**

**Please confirm the name(s) of the Cardiff Secondary School(s) you attended, and the dates of attendance (for at least two years):**

School Name.....

When: From ..... To .....

School Name.....

When: From ..... To .....

**Section B – Craddock Wells Bursary**

**Please confirm the name(s) of the Cardiff Primary and/or Secondary School(s) you attended, and the dates of attendance (for at least two years):**

School Name.....

When: From ..... To .....

School Name.....

When: From ..... To .....

School Name.....

When: From ..... To .....

**Please confirm that you have remained in non-statutory education (post-16) to study for A-Levels, BTEC, or equivalent.**

**Please provide details of the course you have attended.**

Name of college/institution:

Course name:

Qualification obtained/expected:

When: From ..... To .....

**Section C – Craddock Wells Maintenance Allowance**

**Please confirm the name of the Cardiff Secondary School you are currently attending, the Year of study you are currently in, and the date you joined the school.**

School Name.....

Date joined:

Current Year Group:

**Section D – all applicants to complete**

**Please indicate the purpose for which this financial assistance is required:  
(Please tick all that are applicable)**

Clothing, Tools/Equipment, Books	<input type="checkbox"/>
Tuition Fees	<input type="checkbox"/>
Travel	<input type="checkbox"/>
Maintenance Allowance	<input type="checkbox"/>
Other (please specify) _____	<input type="checkbox"/>

**Please provide estimates and/or actual costs that you require assistance with under the provided headings.**

**You are required to submit supporting documentation to evidence the expenditure. If supporting documentation is not attached to this application form, it will result in a delay to your application being considered by the Trust.**

**You are welcome to include other documents to support your application.**

**Payment will only be made after the costs have been incurred, and we will require evidence of expenditure.**

Item	Estimated/ actual cost	Required evidence
Tuition fees	£	- Acceptance or enrolment letter - Confirmation of fees to be incurred, less any grants or scholarships awarded
Equipment	£	Estimates or receipts
Travel costs	£	Estimates or receipts/booking confirmation
Maintenance Allowance	£	Estimates or receipts up to the value of £400
Other	£	Estimates or receipts
<b>Total</b>	<b>£</b>	

**Have you applied for any additional funding from any other source towards this application?**

**If yes, please provide details including the funding body, whether you were successful, and amounts awarded.**

**Is this a repeat application for further years of study/training?**

**If yes, when do you expect to complete the course?**

**Please provide any further information you may wish to make in support of your application for financial assistance:**

*For example, as a guide, you may wish to provide information on:*

- *How this funding will help you in your future career*
- *Your aspirations and ambitions for the future*
- *What you hope to achieve by attending this course or training*
- *Your motivation for wanting to pursue this course/training or career path*
- *Why have you chosen to attend this institution?*
- *If this is a repeat application, what you have achieved so far, and what have been your successes since receiving funding from the Trust?*
- *How would it impact you if this application was unsuccessful?*

**Declaration**

This form must be signed by **the applicant or a suitable representative.**

Making a false statement or withholding information is a criminal offence, which may result in prosecution.

I agree that the Cardiff Further Education Trust Fund can make any enquiries that are considered necessary.

I understand that I must tell you at once of any changes in my circumstances related to funding provided.

I declare that the information given is true and complete and understand that if this information is found to be incorrect, the application may become void and grant monies which have been paid, can be recovered by the Trust.

<b>Name of applicant or representative (block capitals):</b>	
<b>Signature of applicant or representative:</b>	
<b>Date:</b>	

**Privacy Notice**

Any data supplied by you on this form will be processed in accordance with the General Data Protection Regulation (GDPR), and in supplying it you consent to the Trust processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Trust or disclosed to others for a purpose permitted by law.

**Please return this form to:**

[CardiffFETrust@cardiff.gov.uk](mailto:CardiffFETrust@cardiff.gov.uk)

Remember to attach any supporting documents or evidence that you have referred to in your application.