



Pitstone Step-Up Grants Application Form

If you have any difficulty in accessing this form, or questions about completing it, please call 01296 767261 or email stepupgrants@pitstone.co.uk and we will be happy to help.

Please make sure you read the **Grant Making Policy and Application Guidelines** document, available on this webpage: <https://pitstone.co.uk/localinfo/pitstone-step-up-grants/>, before completing this form.

About you/your organisation

Name of applicant:

Address:

Email address:

Telephone/mobile:

About the reason you are applying for a grant

Which category are you applying under? (Tick one)

- An Education Step-Up Grant may be considered for things like assistance with a bus pass to the grammar schools, cost of college equipment or providing a deposit for university rental accommodation.
- Examples of Career Step-Up Grants might include paying for someone working as a parcel delivery driver to undertake an HGV training course, or a grant towards the cost of tools to become a self-employed plumber after completing the required qualification course.
- Life Step-Up Grants could include contributions towards participation in specific experiences or schemes designed to expand the horizons and experiences of participants.
- Community Organisation Step-Up Grants are for those organisations that are tackling need, hardship or distress in the community, for example providing food or assistance.
- The Helping Out Grants are for other needs that aren't covered by the above 4 categories, but which still fall within the Charity's objects of relieving need, hardship or distress within Pitstone, an example of which may include assistance towards the installation of a ramp if a resident becomes wheelchair bound.

| | |
|--------------------------|---|
| <input type="checkbox"/> | A: Education Step-Up Grant |
| <input type="checkbox"/> | B: Career Step-Up Grant |
| <input type="checkbox"/> | C: Life Step-Up Grant |
| <input type="checkbox"/> | D: Community Organisation Step-Up grant |
| <input type="checkbox"/> | E: Helping Out grant |

What do you want this grant to pay for?

[Give the fullest possible details about what you want to do]

What is the intended benefit?

[Exactly what will it enable you to do, and how will that improve your life?]

Explain why this grant is needed now?

[Is it linked to a particular academic year or a specific situation or opportunity?]

Is this a one-off cost or are there potential costs in future years? If the latter, do you also wish to apply for future years now?

Who supplies or provides what the grant is for?

[If there is a specific provider that you would prefer to use, please explain why and provide evidence showing that they are most appropriate and offer best value for money]

How much are you applying for?

[Please give a full cost breakdown if there are several components. Please state whether this is an estimated cost or definite]

If this is not the total cost, please state what the total is and how you will fund the balance:

Have you considered other sources of funding? and if yes, why is a step-up grant more appropriate?

Please explain the reasons that your application can not be met from other sources, including your own funds?

On what date will the purpose of your grant request start?

On what date do the fees/costs need to be paid?

[Please provide details of any staged payments etc]

Is the need for this grant dependent on anything else, and when will the outcome of that be known?

[E.g. Specific exam results]

How will you measure success if you are awarded a grant?

[Please refer to the SMART objectives described in the Grant Making Policy]

Is there any additional or exceptional information that you would like to provide in support of this application?

[Please state anything else that you think will help the Trustee decide whether or not to award this grant. If for example you, or the person for whom you are applying, receives means-tested benefits, or other support such as free school meals, it may be helpful to the Panel if you mention this.]

In submitting this application I confirm that all of the information provided is factually correct. I understand that if this proves not to be the case then this application will be null and void. I understand that in such a situation, or if the funds provided are not used for the stipulated purpose, I will have no entitlement to those monies and Pitstone Parish Charity reserves the right to claw back any funds paid to me.

I also hereby accept the Terms and Conditions described in the Pitstone Step-Up Grant Making Policy. This includes granting permission for an anonymised and generalised summary of my grant story to be utilised to promote the scheme.

I note that the confidentiality of my data is important to the Parish Charity and will be protected as defined in the Parish Council GDPR policies available on the website (pitstone.co.uk).

Signed: **Date:**

Print name:

PLEASE RETURN YOUR COMPLETED FORM, BY THE DEADLINE, TO: PITSTONE STEP-UP GRANTS, PITSTONE PAVILION, MARSWORTH ROAD, PITSTONE, LU7 9AP OR DROP IT INTO THE BLACK POST/PARCEL BOX LOCATED AT THE CAR PARK GATE INTO THE PAVILION

PLEASE USE THIS SPACE TO PROVIDE ANY ADDITIONAL INFORMATION THAT YOU COULD NOT FIT WITHIN THE BOXES ON THE APPLICATION FORM

[Large empty green box for providing additional information]