

ALEXANDER WILLIAMS DAVIE'S CHARITABLE TRUST

NOTES FOR COMPLETION OF APPLICATION FORM

1. Before completion of the forms please ensure that the child or young person is eligible to apply to the Trust. If you are unsure, please feel free to contact Fiona Tedford on 0141 225 4953 or e-mail her at Fiona.tedford@mazars.co.uk
2. Please ensure that you provide a telephone number at which you can be contacted during working hours. This will speed up any questions which have to be asked prior to the Trustees meeting.
3. The grants given by the Trustees are means tested, therefore information regarding parental income is requested. Also taken into account is whether the young person is studying at home, or away, which incurs the additional costs of accommodation. Please therefore provide accurate information to allow the correct level of grant to be given. All information will be kept strictly confidential.
4. If you are unable to provide a copy of your P60, we will require sight of the last three pay slips. Or alternatively, if you are self employed we will require a certificate of income, which must be completed by your accountant. (Form can be obtained from Fiona Tedford)
5. Grants for College and University do not require to be applied for each year, as a grant will be approved on the first year for the full term of the course. There is however the requirement to have a meeting to discuss the ongoing progress of the student on an annual basis to confirm that assistance from the trust will continue.
6. False or incomplete statements made wilfully will lead to cancellation of the application.
7. It shall be the duty of the Holder of a bursary, or his or her guardian, to inform the Trustees of any changes in financial circumstances in the period during which financial assistance is received.
8. If, for any reason, it is decided not to enrol for, or continue with the educational course, the applicant, or his or her guardian, must inform the Trustees immediately such a decision is made.
9. Should an applicant be successful in receiving a grant from the trust, they or their parents (dependant on the age of the child) will require to provide Identity Documentation to the Trustees. Fuller details will be provided after the applications have been considered.