



**Kirkbride Primary School**

Kirkbride

Wigton

Cumbria

CA7 5JR

Tel: (016973) 51483

email: head@kirkbride.cumbria.sch.uk

Head Teacher: Mrs K.L. Barley

### **Barbara Ann Jones Grant Terms and Conditions**

In October 2018 the school was left a legacy of £10,000 in a will of Barbara Ann Jones, the daughter of the late Dr John McVittie who attended Kirkbride Primary School.

Kirkbride Primary School [‘the school’] have used this legacy to administer a grant to support the further education of young people living in the parish and former pupils of our school. Grants are awarded on an annual basis in November each year and will not exceed £150 to part-time students and £300 to full time students. Please read these terms and conditions before applying for the grant. Please note the grant funds are finite and once exhausted no further awards will be available.

The terms and conditions set out here are not intended to be exhaustive but to make clear the intentions and spirit of the grant and clarify the eligibility and application process. In case of any dispute or questions in respect of the grant (including these terms and conditions), the decision of the school governing body will be final. The school governing body retains the right to exercise discretion to deviate from these terms and conditions when it holds doing so is in keeping with the spirit of the grant.

### **Applicant Eligibility**

All applicants must be:

- Under 25 years old on 1<sup>st</sup> September 2022.
- Have left Secondary School.
- Reside in the Parish of Kirkbride or have been a pupil at Kirkbride Primary School for a minimum of 2 years.
- If an applicant is under 18 years old at the time of application, the applicant’s parent or guardian must support and sign the application.
- Previous applicants may apply for further awards for as long as they are eligible, however each applicant is only eligible for one award per year.

### **Course Eligibility**

Awards are made to support students of accredited courses of education or training (i.e. leading to a recognised qualification. If you are not sure if your course is accredited, please check via OFQUAL’s website: <https://register.ofqual.gov.uk/>). We require evidence of registration for your course if it has not yet started or evidence of your active enrolment if you are a current student. Courses may be part or full time, however evidence of full-time course status is required from applicants. The school recognise the diverse nature of education provision and accredited courses are eligible irrespective of mode of delivery (for example apprenticeship or online courses).



## Applications

- Application forms can be requested by email, post or telephone and can also be collected from the school office during school opening hours. Due to the limited resources of the grant, applicants are responsible for covering any postage costs.
- Completed application forms and all supporting documentation must be received by the school office by 4pm on Friday 10<sup>th</sup> June 2022. Incomplete or late applications will not be accepted.
- A previous successful application does not guarantee that any subsequent applications will be successful.

## Awards

- Applicants will be notified by email when a decision on their application has been made. When no email address is available, the school will contact the applicant by any alternative method included on the application form. If no response to a decision is received within one month (or after three separate contact attempts) the applicant may lose any award they would have otherwise received.
- The school endeavours to consider all applications within two months of receipt, more quickly when staff resources allow.
- Awards of successful applications will only be made when any supporting evidence requested has been provided by the applicant.
- Awards will usually be paid by direct bank transfer to the applicant's nominated account.
- The school will contact the applicant after approximately six months of their award to request a statement in regards to how the grant has supported their studies or training. Providing this will enable the school to understand how funds can best be allocated and measure the success of the grant scheme.
- If, subsequent to an award being made, an applicant has a change of circumstances that means they are not starting or continuing the course for which the award was made, applicants must contact the school within one month to inform of the change. The school expects that any award paid in respect of a course no longer being undertaken will be repaid to the school. However, the governing body recognise that unforeseen circumstances, such as ill health or family crisis, do arise and will consider any request to waive repayment on an individual basis.
- If an award is made to an applicant under the age of 18 years old, the parent or guardian supporting the applicant undertakes to repay any award if the applicant does not start or continue their course for which the award was made.

The school governing body retains the right to exercise discretion to deviate from these terms and conditions when it holds doing so is in keeping with the spirit of the grant. Submitting an application for a grant implies acceptance of these terms and conditions and permits the school to retain and process the data provided for the purposes of grant administration.

May 2022.

