



Award of financial assistance open to girls or young women who or whose parents are resident in an 'Area of Benefit' as defined below.

The assistance will be awarded to enable the recipient to engage in an educational venture: for example, training or coaching in any subject of her choice, an activity or study at home or abroad, before entering college or university, postgraduate or any course of study or research.

## **AREA OF BENEFIT**

The Borough of King's Lynn and West Norfolk, and the parishes of Beeston with Bittering, Beetley, Brisley, Great Dunham, Gressenhall, Horningtoft, Kempstone, Langham, Lexham, Litcham, Little Dunham, Mileham, Narborough, Rougham, Stanfield, Tittleshall, Weasenham All Saints, Weasenham St. Peter, Wellingham, Wendling and Whissonsett.

The West Norfolk and King's Lynn Girls' – Schools' Trust was approved by the Charity Commissioners to administer and manage the property and assets of the West Norfolk and King's Lynn High School for Girls. The scheme was sealed on 27 June 1983.

## **ALL APPLICANTS MUST**

1. Live, or have parents living, within the Area of Benefit.
2. Submit a completed application form, together with a supporting letter outlining the proposed venture or study course, and include **TWO INDEPENDENT REFERENCES**, one of which must be from a teacher or tutor who can vouch for her suitability for the course.
3. Be able to demonstrate a need for financial assistance to enable her to undertake the proposed venture or study course.
4. Be prepared to submit a report to the Trustees upon completion of the course.
5. Normally either be receiving secondary education, or be in the first years subsequent to leaving school, or further education. Awards to older candidates will only be made in very exceptional circumstances. Primary school children do not qualify.
6. Be prepared, if shortlisted, to attend for an interview in King's Lynn.

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Applications are considered in January, April and September. Please note that this can mean that there may be several weeks between submitting an application and receiving a reply.

**APPLICATION FOR FINANCIAL ASSISTANCE**

**REF:**

It is expected that you will provide a full covering letter in support of this application, and that you would be prepared to attend for an interview if requested. Please return this form together with your letter and references, to Mrs. M Aldous, Woodstock Cottage, 2 School Lane, Little Dunham, King's Lynn, Norfolk PE32 2DQ.

Full name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Home address: \_\_\_\_\_

Present address: \_\_\_\_\_  
(if different from above)

Father's name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Mother's name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Number of brothers/sisters still supported by parents in addition to the applicant: \_\_\_\_\_

Present school / college / occupation: \_\_\_\_\_

Previous schools / colleges: \_\_\_\_\_

Examinations taken:	Dates:	Detailed results:

If there has been a gap between leaving school or college, and this application, please give details, including names and addresses of employers, and salary details:

If you propose to enter, or are already attending, a place of further education, please give details:

Name of establishment: \_\_\_\_\_

Address: \_\_\_\_\_

Course of study: \_\_\_\_\_

Date of entry: \_\_\_\_\_ Date of completion: \_\_\_\_\_

Have you already been accepted for the course? \_\_\_\_\_

Full details of venture or course of study which you propose to undertake:  
\_\_\_\_\_  
\_\_\_\_\_

Estimated **total cost** of venture or course:

Cost Analysis

a) Maintenance \_\_\_\_\_ b) Fees \_\_\_\_\_ c) Travel \_\_\_\_\_  
d) Books and / or Equipment \_\_\_\_\_ e) Other costs \_\_\_\_\_

Are you or your parents receiving financial assistance from any other source for this venture? Yes / No

If Yes, please give details, including any grants from Norfolk County Council:  
\_\_\_\_\_

Have you applied to this Trust before? Yes / No If Yes, give date: \_\_\_\_\_

Have you applied for funds from any other source? Yes / No If Yes, give details: \_\_\_\_\_

Estimated amount of assistance you are requesting from the Trust: £ \_\_\_\_\_

**N.B. REFERENCES:**

**Please include with this application form, two references, at least one of which must be from a teacher or tutor who can vouch for your suitability for the course, the other should be from some one who knows you well. You also need to enclose a supporting letter from yourself.**

I certify that the above information is correct and that I need financial assistance to enable me to pursue my proposed venture or course of study.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

N.B. Please make sure that you have completed this form as fully as you can.

*This section to be filled in by the parent or guardian of the applicant.*

**N.B. All information given is private and confidential to the Trustees and therefore will not be disclosed to anyone else.**

**Please state the parents' total annual income from all sources before any deductions, (total wardship allowance in case of guardian)**

£ \_\_\_\_\_ per annum

The Trust's funds are limited and before considering grant aid, the Trustees need to be assured that there is genuine financial need. All decisions are made bearing in mind, the family circumstances, including the number of children needing parental support. Any additional information you are able to give the Trustees to enable them to understand your financial situation would be most helpful.

I certify that my daughter/ward is in genuine need of financial assistance to enable her to pursue her chosen education course or venture.

Signed: \_\_\_\_\_ parent / guardian                      Dated: \_\_\_\_\_

To help promote the Trust more effectively, please write below where or how you found out about us:



## **CHECK BEFORE POSTING**

Have you included:-

1. A full covering letter in support of this application,
2. One reference from a teacher or tutor who can vouch for your suitability for the course,
3. One reference from someone who knows you well,
4. The completed application form,

Please return this form together with your letter and references, to:-

**Mrs. M Aldous**

Woodstock Cottage  
2 School Lane  
Little Dunham  
King's Lynn  
PE32 2DQ

[www.WNKLGirlsSchoolsTrust.org.uk](http://www.WNKLGirlsSchoolsTrust.org.uk)  
[office@WNKLGirlsSchoolsTrust.org.uk](mailto:office@WNKLGirlsSchoolsTrust.org.uk)

## Who are we?

The West Norfolk & King's Lynn Girls'- Schools' Trust.

Details of the current Trustees can be found on the Charity Commission website.

The Trustees and our Clerk will each be holding personal data about you. We are sending you this notice to explain how and why your personal data will be used and for how long it will usually be retained. It provides you with certain information that must be provided by us under the General Data Protection Regulation ((EU) 2016/679)(GDPR).

If you have any queries or want any further information please contact our Clerk:

Mrs M Aldous  
Woodstock Cottage  
2 School Lane  
Little Dunham  
King's Lynn  
PE32 2DQ

[office@wnkgirlsschoolstrust.org.uk](mailto:office@wnkgirlsschoolstrust.org.uk)

## Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way;
- Collected only for the purposes explained in this document and not used in any way that is incompatible with those purposes;
- Relevant to the purposes we have told you about and limited to what is necessary to achieve those purposes;
- So far as possible, accurate and kept up to date; and
- Kept for no longer than is necessary for the purposes we have told you about and in a manner that ensures appropriate security.

## **Why are we holding personal data about you and what will we do with it?**

The Trustees are under a legal obligation to administer the West Norfolk & King's Lynn Girls' - Schools' Trust in accordance with its governing documents.

This involves collecting, investing and managing our underlying endowment and making grants to those who apply and come within the trust's objects.

The Trustees and our Clerk will only use the information we collect to satisfy that legal obligation. So we will use your personal data:

- To communicate with you;
- To verify your identity and age for the purposes of ascertaining your entitlement (if any); and
- To discharge the Trustees' statutory obligations to provide information to the Charity Commission and other regulatory bodies.

## **What sort of data do we hold and where does it come from?**

Whilst carrying out our responsibilities as Trustees of the West Norfolk & King's Lynn Girls' - Schools' Trust we will collect, hold and use the following categories of information about you:

- Information provided by you and/or your parents or guardians in your initial application and any subsequent applications;
- Information provided by your referees and relevant educational establishments or tutors; and
- Information from publically accessible sources.

## **Sensitive personal information**

We may collect, store and use sensitive personal information to help us comply with the terms of the West Norfolk & King's Lynn Girls' - Schools' Trust's governing documents and to enable us to identify and protect your rights as an applicant and potential beneficiary.

## **With whom will we share your data?**

We will only share your data with third parties where it is necessary to do so in order to properly administer the trust. This is likely to be government agencies such as the Charity Commission and professionals providing services to the trust such as accountants, lawyers and financial advisors.

We require third party service providers to take appropriate security measures to protect your personal data. We only allow them to use the data for specified purposes in accordance with our instructions. We do not permit them to use your personal data for their own purposes.

We will also share limited data with other individuals and organisations to the extent necessary to explain how the assets of the trust have been managed.

## **For how long will you keep my personal data?**

We have to keep all information relating to the trust for as long as there may be legal challenges to the way in which the trust is administered.

For general purposes we will, therefore, keep your data for a period of up to five years after the year in which you receive a grant. If your entitlement to a grant is likely to be ongoing we will retain all data about you until up to five years after the final year in which you receive a grant. We aim to review data held on behalf of applicants on or around the time of our annual general meeting.

After the expiry of that period we will securely destroy the data in accordance with the statutory requirements.

## **Contact**

If you want to review, verify, correct or request erasure of your personal information or object to the processing of your personal data, please contact our Clerk in writing using any of the following methods:

- Email.
- Letter.

## **Privacy policy**

For full details of our privacy policy and your rights see the statement on our website.