  

Educational Grant Scheme Conditions & Guidance Form

Kirkcowan Community Development Trust is committed to encouraging and supporting people who wish to study at University/College or undertake a short course which can provide them with new skillsets and increased job prospects.

By investing in educational opportunities the Trust seeks to encourage the Community of Kirkcowan to develop new skills and to seek new opportunities.

The Scheme allows for any individual resident in Kirkcowan Community Council Area (KCCA) to apply for a one-off grant to support them with a full time university/college course or with an accredited short course.

The aim of this document is to inform the applicant about the Scheme and how to apply for it. The form is divided into sections for ease of use.

1. Eligibility
2. Award allocations
3. Criteria
4. Application process
5. Fraud
6. What happens next?

**1 Eligibility**

1.1 The scheme is open to anyone who is living permanently within the Kirkcowan Community Council Area who is wanting to undertake the following

* University Course – must be full time and completed in full by the applicant
* HNC/HND Course – must be full time and completed in full by the applicant
* Training course/Open university course – Short course must be of at least one day’s duration and completed in full by the applicant. Open University course must be completed in full by the applicant
* Practical course such as chainsaw course, first aid course etc. The course must be completed in full by the applicant and be approved by the Scottish Qualifications Authority (SQA) or similar.

1.2 Please note that KCDT will not fund a course which is normally provided by an employer to provide as part of any employment.

**2 Award Allocations**

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| --- | --- |
| **Course** | **Award** |
| Full time University Course | £ 1000 |
| Full time HNC/HND Course | £ 1000 |
| Short Course/ Open University Course/Practical course | One course up to £1000 |

Please note that only one application can be made per person. Once you have received a grant through this scheme for a course, you will become unable to apply to the education scheme again.

**3 Criteria**

3.1 To receive a grant through the Educational Grant Scheme you must –

* Be a permanent resident living within KCCA
* Be able to show written evidence of acceptance on the course.
* Any short course must be by an accredited provider approved by Scottish Qualifications Authority (SQA) or similar authority.

**4 Application Process**

4.1 KCDT reserves the right to only consider applications which are fully completed and submitted on the formal application form found on the KCDT website.

4.2 Both the Application form and the Condition/Guidance form must be signed.

4.3 Written evidence of course acceptance from the University/College/Course provider must be provided with your application form.

4.4 Applicants should note that it can take up to six weeks for a decision on funding through the Educational Grant Scheme to be made.

4.5 Applicants must inform the KCDT of their successful completion of their chosen course within 30 days of completion and must provide written evidence of this, from their course provider/College/University.

4.6 if you receive a grant but find yourself unable to finish the course then you must inform KCDT as soon as possible. KCDT reserves the right to ask the applicant to pay back any monies received through this scheme if you do not complete the course.

**5 Fraud**

KCDT takes fraud very seriously and any attempts of this will be reported to Police Scotland. If any evidence of fraud is found the person will be disqualified from making any applications for any funding from the KCDT in future.

**6 What happens next?**

6.1 Once you have read and signed this form, please fill in the Application form and send it to KCDT together with written evidence of Course acceptance.

6.2 Once KCDT receives an application from you we will check your application form and ensure all the details are correct. We will then check your application is eligible for KCDT funding, which will include contacting your course provider for verification.

6.3 If the funding is granted we will contact you to organise payment of the funding to you. This can be done either via cheque or by BACS.

6.4 If your application is not granted we will inform you about this within six weeks of receiving your application.

6.5 Please note the application handling time is up to six weeks.

**Need more help?**

If you require help with your application or have any further enquiries please contact Katrina on [katrina.kcdt@btconnect.com](mailto:katrina.kcdt@btconnect.com)

Forms can be posted to

Kirkcowan Community Development Trust

26 South Main Street

Wigtown

DG8 9EH

Or emailed to [katrina.kcdt@btconnect.com](mailto:katrina.kcdt@btconnect.com)

***Declaration***

*I have read and understood the Educational Grant Scheme conditions & Guideline form and accept the terms and conditions as set out in this document.*

Full name Signed