

THE HIGHLAND CHILDREN'S TRUST

Expedition Grant Application Form

Please read the following notes to ensure that you qualify for assistance under the scheme

Aim of the Trust's Expedition Grant Scheme

The Highland Children's Trust has a limited amount of money to help young persons to go on an expedition for the purposes of exploration, geographical, geological, or other research, or demonstrable personal development, or overseas study.

Eligibility

- Applicants must be **under** 25 years of age.
- Applicants should be resident in, or have a home address in, the area covered by The Highland Council.

Applicants who are under 18 should make sure their forms are counter-signed by their parent/guardian.

Criteria for Awards

The number and value of the awards made will be limited by the funding available to The Highland Children's Trust Expedition Grant Scheme. Generally, preference will be given to those whose personal circumstances are such that they are unable to meet the full cost of the proposed expedition from the resources available to them.

Applicants should please note the following

Awards will not be made to cover the whole cost of the proposed expedition; some funding must be provided from own resources, or from other grants.

The Trust may request further details regarding applications, including financial details, before a decision is made.

Applications

If you consider that you qualify for assistance, please complete the form and return it to:

The Administrator
The Highland Children's Trust
105A Castle Street
Inverness
IV2 3EA

You can also email the completed form to: info@hctrust.co.uk

GRANTS ARE MADE AVAILABLE AT THE SOLE DISCRETION OF THE GOVERNORS. AVAILABILITY OF FUNDS CANNOT BE GUARANTEED AT ALL TIMES. BOARD MEETINGS ARE INFREQUENT AND IT CAN TAKE SIX TO EIGHT WEEKS TO DEAL WITH AN APPLICATION AFTER A PROPERLY COMPLETED FORM IS RECEIVED.

PRIVACY NOTICE

Preservation of your privacy is important to the Highland Children's Trust. The Trust operates under the General Data Protection Regulation 2018 which regulates the collection of your personal information. This privacy policy describes how we collect, use and protect your personal information.

What is the Highland Children's Trust?

The Highland Children's Trust is a charity, regulated by the Scottish Charity Regulator, registered charity number: SC006008. We are a charitable trust set up in 1983 to help with the educational needs of young people in the Highlands of Scotland. We help students, schoolchildren and families meet the costs of education.

What information do we collect about you?

The sort of information we hold includes your name, address, email address and date of birth. We also collect certain financial details and details of your proposed expedition.

Why do we need your personal information?

We collect your personal information to decide whether or not you are eligible for financial help from the Trust.

What we do with your personal information?

All the personal information we collect is processed by our Administrator and is held in paper form within the Trust office. Certain details, including name, address, date of birth and governor's decisions are held on an electronic database. The personal information is assessed by the Administrator and, in certain cases, reported to the Governors in order to reach a decision on your application for assistance.

Do we share your information with anyone?

The Trust does not share your information with third parties.

How long do we keep your personal information?

The Trust has agreed to keep your personal information for a minimum of three years unless there are any other requirements under UK or EU law to keep it longer.

What is our Lawful Basis?

Under the General Data Protection Regulation 2018, Highland Children's Trust must have a valid lawful basis for processing information. The Trust will only process personal information where we believe we have a lawful basis to do so.

The following information summarises the basis on which we process your personal information.

- Processing is necessary for Highland Children's Trust to meet its legitimate interest in running an educational charity.

How do we protect your personal information?

Highland Children's Trust takes information security seriously. We have a suite of policies which describe how we safeguard personal information. These are available from the Administrator at the address below. The measures include lockable storage, clean desk policy, password protection policy, data encryption and up-to-date security software to guard against unauthorised access,

accidental loss, damage or destruction of personal information. Other measures include secure door access and restricted access to sensitive information.

What are your rights?

If at any point you wish to access your personal information or believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal information, you can contact us to have the matter investigated. Please contact us as follows:

The Administrator
The Highland Children's Trust
105A Castle Street
Inverness
IV2 3EA

You can also email us at: info@hctrust.co.uk

If you are not satisfied with our response or believe we are processing your personal information not in accordance with the law you can complain to the Information Commissioner's Office at www.ico.org.uk

THE HIGHLAND CHILDREN'S TRUST

Expedition Grant Application Form

1. PERSONAL DETAILS

Full name of applicant _____

Address _____

Telephone number _____

Email _____

Date of birth _____

2. YOUR EXPEDITION

Please give a brief outline of your project, including where and when you are going.

3. APPLICANT'S FINANCIAL POSITION

INCOME AND EXPENDITURE (Parent / Guardian should complete where child is under 18)

INCOME	MONTHLY	EXPENDITURE	MONTHLY
Wages/salary: you		Mortgage	
: your partner		Rent	
Universal Credit		Second Mortgage	
Income Support		Council Tax	
Personal Independence Payment		Water Rates	
Attendance Allowance		Ground rent	
Carers Allowance		Gas	
Retirement Pension		Electricity	
Widows Pension		Coal	
Other Pensions/Benefits		Housekeeping: Food	
Employment Support Allowance		: Non food	
Maintenance		Insurance: House	
Irregular Overtime		: Contents	
Part-time Earnings		: Personal	
Housing Benefit		Clothes	
Council Tax Reduction		School Meals	
Child Benefit		Child minder	
Working Tax Credit		Play School	
Child Tax Credit		Fines	
Any other (specify) including		Debts	
Contributions from others living with you		Travel Expenses	
		Car Costs	
		Maintenance	
		Telephone	
		TV Rental/TV Licence	
		Other (specify)	
TOTAL		TOTAL	

4. COSTS

Please provide details of the budgeted cost of the project, the sources of funding, and the amount of grant you are applying for:

Total costs _____

Other grants _____

Own funds _____

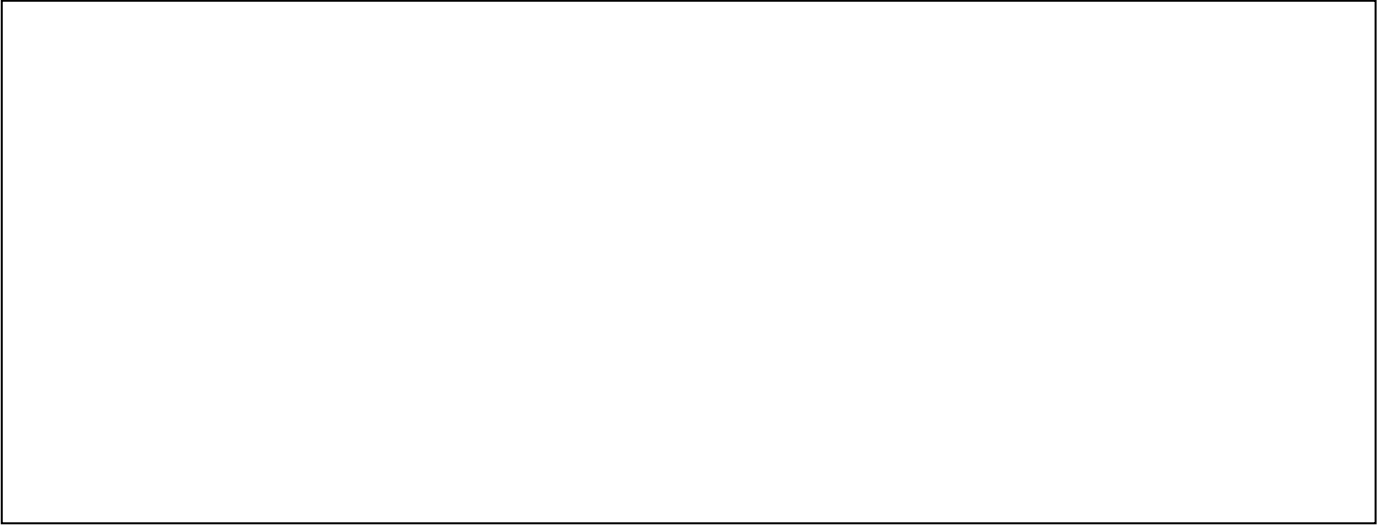
To be funded by Highland Children's Trust _____

How would the project be funded if you are not awarded a Highland Children's Trust Expedition grant?

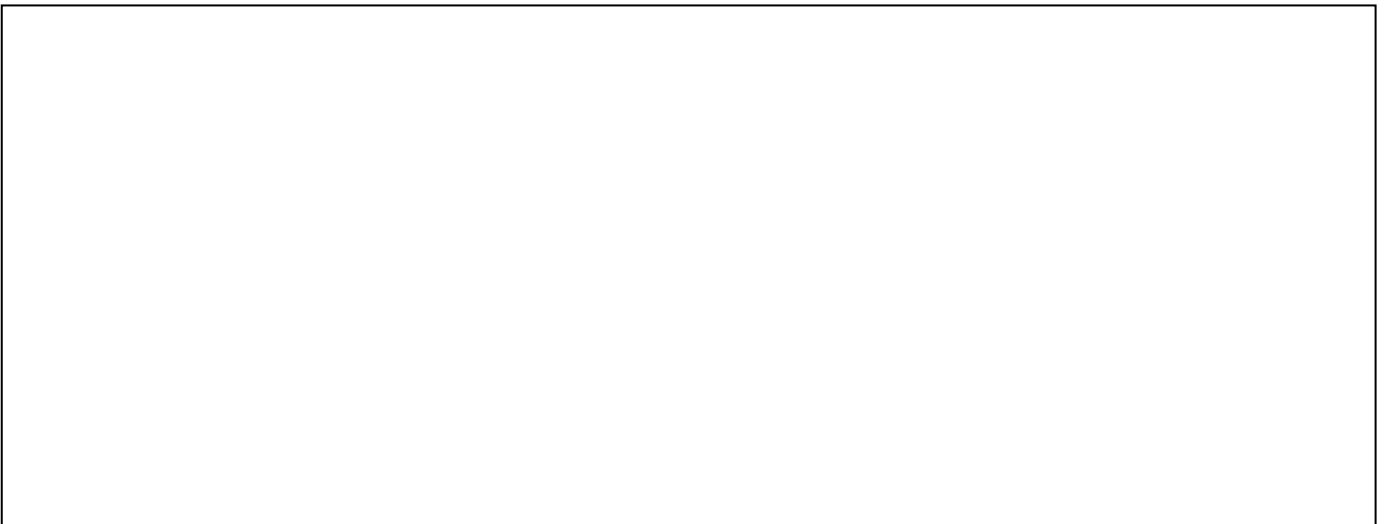
5. CHALLENGES

Please detail how you will be challenged by the expedition:

What do you expect to learn from the expedition?



If the project involves visiting another country, why do you want to go to that country?



Why do you think you should be awarded this grant?



6. DECLARATION:

I declare that, to the best of my knowledge and belief, the above statements and particulars are true and I have not withheld or concealed anything which may influence assessment of this application.

Please note that the Trust may contact other parties to verify details of the expedition.

Signature of Applicant _____

Date _____

Signature of parent or guardian where the applicant is under 18 years of age

To be completed by the **applicant** and returned to:-

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