

Educational and training grants application form

Bolton at Home provides small grants to help towards education and training.

To qualify for a grant, you must:

- Be a Bolton at Home tenant over 16 years of age
- Have a clear rent account or be maintaining an agreement to pay off any outstanding debt
- Abide by your tenancy agreement, with particular reference to antisocial behaviour and garden maintenance
- Provide all the requested documentation to support your application

In addition, educational grants are also available for immediate family members living with you aged 16 – 18 years.

Your details

Name

Address

..... Post code

Telephone number (home) Mobile

Email address

Are you a Bolton at Home tenant: Yes No

If no, please explain your relationship to our tenant

Please provide your date of birth

Please note, you will need to supply proof of address if you are not the tenant to show that you are living at that address.

Proof of address attached: Yes No

Current circumstances

Which of these activities best describes what you are doing at the moment?

(Please tick **MAIN** activity only)

- Employee in full time job (30 hours plus per week)
- Employee in part time job (under 30 hours per week)
- Self employed (full or part time)
- Government supported training programme (FJF, apprenticeship etc)
- Full time education (student)
- Unemployed and available for work (jobseeker)
- Permanently sick or disabled
- Wholly retired from work
- Looking after home/children
- Carer (adults)
- Doing something else

What is the main source of income or benefits you currently receive?

(Please tick **MAIN** source of income only)

- Earnings from employment/self employment
- Jobseekers allowance
- Pension
- Working tax credit
- Child tax credit
- Income support
- Disability living allowance / attendance allowance
- ESA/IB support group – does not have to look for work
- ESA WRAG group – has to look for work
- Full time student (with student loan)
- Carers allowance
- None
- Other, please specify

How did you hear about the grant?

- UCAN centre
- Work club
- Website
- Friend / Relative
- Door to Door magazine
- Other, please state

Grant details

How much do you want to apply for:

Please provide a breakdown of amount applied for.

Only fill in the amounts that are part of your application and leave the rest blank.

Amount required	
Tuition / registration fees	£
Childcare costs	£
Books	£
Tools or special equipment	£

What is the start date of your course?

What is the official title of your course?

.....

Type of study: Full time Part time Day release
 Evening class Open learning

Name of learning provider:

How much are the course fees per term / year:

Are you eligible / applying for any other education grants? Yes No

If yes, please provide details:

About you

This gives you the opportunity to provide the panel with details about you, why you are taking the course and what you expect to gain from the course.

What is the main reason for taking this course / training? (Please tick **MAIN** reason)

To find work Improve confidence Improve existing skills
 Learn new skills To become self-employed Help get a promotion or change job
 Hobbies / personal interest Other, please specify

Are you currently looking for work? Yes No

If yes, are you currently getting support to find work? Yes No

If yes, please state where you are getting support

Other information relevant to support your application:

Required documentation

Documentation - It is important that you provide evidence to support your application.

Without such evidence, your application will be delayed.

Please complete below to show what is attached to your application.

- Tuition - learner agreement Yes No
- Child care invoice from registered child minder Yes No
- Official list of books Yes No
- Official list of tools / equipment Yes No

If you have already paid, you will need to attach the receipt.

Unless already paid, we will pay the college / course provided direct if your grant is approved.

Please supply the name of whom cheque should be payable to

Please return your completed application to our FREEPOST address, no stamp required:

Education and Training Grants
Bolton at Home
FREEPOST RTES-CLYS-AYKR
98 Waters Meeting Road
Bolton
BL1 8SW

Please note, education and training grants are subject to approval and funding availability.

We will notify you in due course if you have been successful in your application.

If you are having difficulties with your rent account, please contact our Income Management Team or our Debt and Money Advice Team on **01204 328238** who may be able to work out a repayment plan with you.

Unfortunately we can not proceed with a grant if your account is not up to date.

Signature of applicant

Date

If the grant is for a family member aged 16 – 18yrs residing at the tenant's home address, a parent or guardian's signature is required

Parent or guardian signature

Date

If you are applying for books / special equipment, an official representative from the college or course must sign to state that the books / equipment is essential for the course and not provided free.

College / course signature or stamp

Date

