

**Foundation of St Matthias
PERSONAL APPLICATION FORM**

<p>Confidential</p> <p>Please read the guidance notes carefully and complete <u>all</u> sections legibly in Black Ink.</p> <p>The privacy notice, pertaining to any information you provide within this application, can be found at the end of the form. The privacy notice also applies to the Course Completion Report and to any subsequent application you may make for further funding.</p>	<p style="text-align: center;">For office use only</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Application No</td> <td style="width: 20%;"></td> </tr> <tr> <td colspan="2">References</td> </tr> <tr> <td style="text-align: center;">Requested</td> <td></td> </tr> <tr> <td style="text-align: center;">Received</td> <td></td> </tr> </table>	Application No		References		Requested		Received	
Application No									
References									
Requested									
Received									
<p>1) Personal Information</p>									
<p>a. Surname</p>									
<p>b. Title</p>									
<p>c. Christian names or forenames (please list in the space below)</p>									
<p>d. Date of birth</p>									
<p>e. Marital Status</p>									
<p>f. Dependants (No & Age)</p>									
<p>2) Contact Information</p>									
<p>a. Home Address</p> <p>_____</p> <p>_____</p> <p>_____</p>									
<p>b. Address for correspondence (if different from above)</p> <p>_____</p>									
<p>c. Telephone Number(s)</p>									
<p>d. Email</p>									

Guidance Notes

Please note that supplementary documentation will not be copied, due to cost, and therefore your application should provide enough information for it to be considered on its own merits and should not refer to other documentation in reply to the questions posed.

The object of the charity is the advancement of education with a preference for higher or further education; such education contributing to the advancement of the Church of England, in particular through the following means:

- (1) the education and training of persons who are, or intend to become, engaged in social welfare work as social workers, community workers, youth workers, teachers, supervisors of pre-school groups or otherwise;
- (2) The education and training of persons intending to become ministers of the Church of England or of a church in communion therewith;
- (6) In making grants to persons in need of financial assistance to enable them to attend an establishment of higher or further education, to travel in furtherance of their education, to study music or other arts or, on leaving any educational establishment, to prepare for, or to enter a profession, trade or calling.

Your application should demonstrate how your study meets the above object of the charity. In addition, please refer to the notes below, corresponding to the numbered sections on the form.

6b	Application will only be considered if an acceptance letter is enclosed with the completed form.
7	Applications should be for the current study year only and not for the whole course. As applications are only considered primarily in July and November, please ensure that your application is appropriately timed to enable it to be considered. The Trustees will not make retrospective grants.
10	Two confidential references will be sought in support of this application. One of these referees should be an academic reference from a current or past tutor. If this is not possible, a reference from somebody able to confirm your academic suitability will be sought. One of your referees should be able to support your statement in section 8b. Please note that your referees should not be serving trustees of St Matthias.

Applications should reach the Foundation of St Matthias by:

31st May (for consideration in July) or

30th September (for consideration in November).

For successful applications, the Trust will require a report on how the funding has been used.

Successful applicants will also be required to complete a form to enable the Foundation of St Matthias to comply with internal tax regimes to combat tax evasion. The form will need to be completed before the payment of the grant.

3) Education (please provide details for the last two establishments attended)

a. Establishment	Date

b. Qualification(s) i.e. Level	Subject

4) Your Financial Information

a. Work experience Company/Organisation	Job description	Date	Salary
			£
			£

b. Income	Monthly Net Income
Present Occupation	£
Partner's Income	£
If you are on income support this needs to be included within this section	

c. Please give details of your savings including; bank, building society or other accounts for yourself and your partner

Personal Finance Detail	Self	Partner
	£	£
	£	£

4) Your Financial Information (continued)

It will assist the trustees in considering your application if you supply information about your monthly outgoings. Please use the following headings:

d. Expenditure

Mortgage/Rent	£
Heating/Lighting	£
Council Tax etc	£
Food	£
Other (*please specify below)	£
*	
Total per month	£

5) Other sources of funding

a. Have you applied for Local Authority assistance or student loan?

Please delete as appropriate **Yes No**

If "Yes", what was the result?

If refused please give the reason?

b. Have you applied to any other trusts for support? If, yes, please give details and mention how much you applied for and to cover what period:

Name	Email/Tel No.	Result of Application

c. May the above organisations be contacted to provide information as to the status of applications?

Please delete as appropriate **Yes No**

If refused please give the reason?

d. Where did you hear about the St Matthias Foundation?

6) Proposed Study

a. Details of proposed course

Course Title	College/University or other establishment

b. Acceptance letter enclosed?
Applications will only be considered once this has been received

Please delete as appropriate Yes No

c. Is the course full time or part time?

d. Duration of course? Terms/Years (please delete one of these as appropriate)

From _____ | To _____

e. May the university or college be contacted?

Please delete as appropriate Yes No

f. Cost of course per term/annum (please delete one of these as appropriate)

Fees	£
Books	£
Other (please indicate below)*	£
* _____	
Total	£

7) Grant application

a. Amount for which you are applying to this Foundation? £

b. Please indicate the purpose for which the grant is primarily being applied for

Fees	£
Books	£
Travelling Expenses	£
Other (please indicate below and breakdown costs)*	£

*

7) Grant application (continued)

- c. Wherever possible, awards will be paid direct to the establishment.
Please give the full address of the establishment and payee details:**

8) Study objectives

- a. How will this qualification / course help you to further your career?**

- b. How will this qualification enable you to enhance the Church of England's contribution to education in the UK?**

9) Additional Information		
a. Are you a member of Church/Religious group or other Faith Community?		
Please delete as appropriate	Yes	No
<hr/>		
If yes, please state which		
b. Are you a candidate for authorised Christian Ministry?		
Please delete as appropriate	Yes	No
<hr/>		
c. Have you been accepted by the appropriate Church Authorities?		
Please delete as appropriate	Yes	No
<hr/>		
If yes, how much financial support will you receive?		

10) References	
Academic <hr/> Name & Title <hr/> Address <hr/> <hr/> <hr/> Post Code <hr/> Tel <hr/> Email	Personal <hr/> Name & Title <hr/> Address <hr/> <hr/> <hr/> Post Code <hr/> Tel <hr/> Email

VALIDATE YOUR APPLICATION	
Please take a moment to check your application for errors or omissions:	
<ul style="list-style-type: none"> • <u>Incomplete applications will not be considered</u> and therefore each question must be answered. • In particular, questions 8a and 8b inform the initial assessment made of your application form – have you provided enough information to enable this to happen? 	
Please note: the following pages contain the applicant’s ‘declaration of intent’ and also our ‘data privacy notice’ both requiring your agreement by signature. Unsigned applications will therefore not be considered.	
Completed applications should be returned to: The Foundation of St Matthias Hillside House, First Floor 1500 Parkway North Newbrick Road, Stoke Gifford Bristol BS34 8YU	The Administrative team for the Trust can also be contacted, if you have any queries, by phone or email, as follows: Telephone: 0117 906 0100 Email: stmatthiastrust@bristoldiocese.org Additional information can also be found at: www.stmatthiastrust.org.uk

11) Declaration of Intent

In making this application for a personal award, I agree to be bound by the following:

- That the details and particulars stated on the form are true and correct to the best of my knowledge; and
- If I receive a grant from another source, I will notify the Foundation in writing forthwith, and if requested, I will return all or part of any grant awarded by the foundation; and
- If I do not undertake the proposed course or carry out the proposed project, I will notify the Foundation forthwith and, if requested, will return in full the grant awarded by the Foundation;
- If I do not complete the course or project for which the Foundation has made a grant by instalments, then I will return any grant instalment paid for that part of the course or project which is not to be completed; and
- I agree to provide a copy of the research undertaken or a report on the study or project carried out, if so requested by the Foundation.

12) Data Privacy Notice

1. Your Personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Data Controller

The Foundation of St Matthias (Registered Charity Number 311696) is the data controller. This means the Foundation decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Foundation comply with their obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:-

- Carrying out security / credit checks in connection with your Grant Application(s) to assess your eligibility for a grant(s) from the Foundation.
- For administration and management purposes and for statistical analysis.
- For audit and regulatory purposes.
- For the purposes of evaluating your application and, if successful, for the purposes of awarding and paying your grant(s).
- For the purpose of keeping a permanent historical record of grants awarded.

4. What is the legal basis for processing your personal data?

- The explicit consent that you have given so that we can evaluate your application.
- Processing is necessary for carrying out legal obligations in relation to your grant(s).
- Processing is necessary for the Foundation's legitimate interests including the award and payment of your grant(s).

5. Sharing your personal data

Your personal data will be shared with the Trustees of the Foundation, their clerk, accountants and administrators for the purposes of evaluating your application and processing your grant(s). It will only be shared with third parties if you have explicitly consented or it is necessary to comply with our legal obligations or is necessary for the Foundation's legitimate interests.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the "St Matthias Trust Records Retention Policy" which is available from the Clerk to the Trustees.

Specifically, if your application is unsuccessful the Foundation will keep your Personal Data for six months before being securely destroyed or irretrievably deleted.

If your application is successful the Foundation will keep your Personal Data for seven years for audit reasons and in compliance with the Charity Commission's Statement of Recommended Practice and for administrative purposes. The Personal Data will then be securely destroyed or irretrievably deleted.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Foundation holds about you;
- The right to request that the Foundation corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Foundation to retain such data but only if the data is no longer necessary for the purposes for which it was collected or otherwise processed;
- The right to withdraw your consent to the processing at any time but only if the data is no longer necessary for the purposes for which it was collected or otherwise processed;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If the Foundation wishes to use your Personal Data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

When you give the Foundation information about another person, for example, emergency contact details, you confirm that they have appointed you to act for them, to consent to the processing of their personal data and to receive on their behalf any data privacy notices.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Clerk to the Trustees at Hillside House, First Floor, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

10. The Foundation may monitor or record communications for training and evidential purposes.

11. BY SIGNING AND RETURNING THIS APPLICATION FORM YOU CONSENT TO THE TRUSTEES PROCESSING YOUR PERSONAL DATA IN ACCORDANCE WITH THIS PRIVACY NOTICE.

Signature of Applicant	Date
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