**Ruth Hayman Trust Grant Application Guidelines**

*Please read these guidelines carefully before you complete the form.*

The Ruth Hayman Trust gives grants to support the education and training of adults who have come to settle in the UK and whose first language is not English. We support those suffering severe financial and social hardship, in particular refugees, asylum seekers, survivors of modern slavery, domestic violence and trafficking.

Because of such high demand for our grants, we do not accept applications for undergraduate (university) or postgraduate education (Masters) unless the qualification is essential for the work you want to do. We never give grants for PhDs.

You must apply for a grant **before** you need the money. If possible, send in your application 2-3 months before you have to pay your fees.

**We currently give between £50 and £1500** **for:**

* registration, course and exam fees which you have to pay yourself (these receive priority)

and, when possible, towards the following:

* costs of joining professional bodies
* Disclosure and Barring Service (formerly CRB) checks when essential for a course
* equipment (special cases only, when essential for a course)
* travel costs for students with severe mobility difficulties. These applications must include a statement from a doctor or other evidence
* essential textbooks.

**Note:** We normally pay fees directly to colleges or other institutions by bank transfer.We will send you a sponsorship letter forthe organisation where you are studying. If you have to pay on line, we will ask you to pay yourself and send us a copy of the receipt and your bank details. We will then pay you by bank transfer.

Payment for the Rose Grant Award will usually be made directly to you by bank transfer. For equipment and essential textbook grants, we will ask you to pay yourself, send a receipt and then we will pay you directly by bank transfer. If you pay the fees yourself after you send your application, please contact us on grants@ruthhaymantrust.org.uk and send a copy of the receipt for your payment. We will then pay you by bank transfer.

**We never give grants towards** PhDs or to overseas students to study in the UK or abroad. We only give grants towards other university courses if the qualification is essential for the work you want to do. We do not give money for any of the following (unless awarded through the Rose Grant Special Award):

* accommodation and living expenses
* childcare
* computers

For further information please go to our website http://[www.ruthhaymantrust.org.uk](http://www.ruthhaymantrust.org.uk)

**WHAT TO DO**

1. You must complete ALL the form as we cannot consider incomplete applications. Answer all sections of the form clearly and give extra information where are ask.
2. You must include a reference relevant to your education or training from a tutor or college careers/student advisor with your application. Send this on official headed notepaper or direct email from your referee’s professional address. Confirmation of enrolment or attendance is not enough. See Guidelines for Referees on <http://www.ruthhaymantrust.org.uk/guidelines-for-referees>
3. Send the application form with the reference to PO Box 17685, London N6 6WD or to grants@ruthhaymantrust.org.uk. There is no need to send certificates, bank details or enrolment/attendance forms.
4. If you are also applying for the Rose Grant Special Award - see <http://www.ruthhaymantrust.org.uk/rose-grant-special-award>

you must send a letter of application to show your commitment to the community or human rights and a reference from someone who knows your work for the community or human rights. Your application letter should also explain how you would use the grant for educational purposes. Please send to the P.O Box above or to onlineapps@ruthhaymantrust.org.uk with Rose Grant Application in the email’s subject box.

Please make sure you put on the correct postage. Remember large envelopes cost more to post.

The awards committee of the trust meets four or five times a year. Check our website for the next closing date for applications.

**WHAT HAPPENS NEXT**

1. Wait.

*Congratulations!* If you are awarded a grant you should receive an email about two weeks after the closing date for applications giving you further information. We do not normally make more than one award per course in any academic year.

Or*Sorry.* We get many, many applications. If you are not awarded a grant you will get an email to say you have been unsuccessful. We cannot enter into correspondence about unsuccessful applications.

1. Tell us you have received our award. Please return the receipt at the bottom of the letter. Or email us at grants@ruthhaymantrust.org.uk with your RHT number to confirm receipt. If there is a problem, please always give the RHT number at the bottom of the receipt.
2. Apply again. You are welcome to apply for further years of study, whether you are successful or not this time.

**Ruth Hayman Trust – Grant Application Form**

1. **P.O. Box 17685, London N6 6WD**
2. *Send a reference with this application.*

*We do not give grants for university education unless the qualification is essential for the work you want to do. We never give grants for PhDs. The maximum total grant for course/registration fees, exam fees, books and special equipment is currently £1500*.

**First name(s)**…………………………… **Family** **name** …………………………………..

**Date of birth** …………………… **Email address**…………………………….....................

**Gender**

Female € Other €

Male  € Prefer not to say €

**Address** ………………………………………………………………………………………….....

**Postcode** ……………… **Phone number** ……………………………………........

**Status in UK and Languages**

What is your first language?  (*We do* ***not*** *give grants to people whose first language is English.)* ……………………………………………………………………………………………

What other languages do you speak? ………………………………………………………….

Where were you born? (Country of Origin) …………………………………………………….

How long have you lived in the UK?……………………………………………………............

What is your status in the UK?

*Please note that we do* ***not*** *give grants to overseas students or to visitors to the UK.*

*You may tick more than one box. This information is kept strictly confidential.*

Asylum seeker € Indefinite leave to remain €

Refugee status € Discretionary Leave to Remain / Humanitarian Protection €

British citizen € Other € If other please state ………………………………………………………………………………………………..

**Course or qualification details**

Name of course or qualification applied for. Please include level.

………………………………………………………………………………………………………..

………………………………………………………………………………………………………..

Name and address of college or organisation ………………………………………………….

………………………………………………………………………………………………………

Start date ………………………… Finish date ………………………………..

Please give reasons if you do not have a start or finish date ……………………………..

…………………………………………………………………………………………………….

When do you need the money?  …………………………………………

**Course / registration fees?** Please give full cost. £………………

**Examination fees?** Please give full cost. £………………

***Total grant requested from Ruth Hayman Trust*** (current maximum of £1500) £………

***Please note****: For courses with fees much higher than the maximum grant of £1,500, we ask applicants to show how they intend to cover payment of the rest of the fees e.g. by applying to college / university hardship funds or to other trusts. You can continue on a separate sheet.*

Have you applied to other organisations for funds? Please give details. ………………………………………………………………………………………………………………

………………………………………………………………………………………………………………

………………………………………………………………………………………………………………

………………………………………………………………………………………………………………

Have you applied to the Ruth Hayman Trust before?

Yes, and I was successful € Yes, but I was not successful € No €

If you have previously received a Ruth Hayman Trust grant, when was it? ………………………

If you have previously received a Ruth Hayman Trust grant, how has it helped you?
……………………………………………………………………………………………………………

………………………………………………………………………………………………………………

………………………………………………………………………………………………………………

………………………………………………………………………………………………………………

**Additional needs**

**Equipment.** In special circumstances we may also give a grant for equipment - when the training provider will not let you start the course without it. This does not include computers or basic stationery. Please give full details of equipment. You can continue on a separate sheet.

………………………………………………………………………………………………………

………………………………………………………………………………………………………

………………………………………………………………………………………………………

Total value of equipment listed above £…………………

**Claim for travel costs** (*for applicants with severe mobility difficulties only*). Please give full details and enclose a doctor’s letter or other evidence.

………………………………………………………………………………………………………

………………………………………………………………………………………………………

Total value of travel costs listed above: £…………………

**Essential Textbooks**

Please list below: title, author and price of each book. For example: *Essential English Grammar* by Raymond Murphy £20.00. You can write on a separate sheet.

………………………………………………………………………………………………….

Total value of books listed above: £…………………

**Rose Grant Special Award** (see [www.ruthhaymantrust.org.uk/rose-grant-special-award](http://www.ruthhaymantrust.org.uk/rose-grant-special-award))

To apply, please email a separate application letter and a reference to show your commitment to the community and /or human rights to onlineapps@ruthhaymantrust.org.uk Your application letter should also explain how you would use the grant for educational purposes. Please put the words ''Rose Grant Application'' in the email's subject box.

**Why are you applying for a grant?**

IMPORTANT: Please explain **why** you want to take the course and/or examination. Also tell us why you cannot pay this money yourself – tell us about your financial and personal situation (any wages, benefits, expenses, dependants, health issues, etc).

Please write as much as you can. We expect you will need to write between 50 and 250 words. You can continue on a separate sheet.

………………………………………………………………………………………………………………

………………………………………………………………………………………………………………

………………………………………………………………………………………………………………
………………………………………………………………………………………………………………

………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………

………………………………………………………………………………………………………………

………………………………………………………………………………………………………………

**Who we can pay**

Course and exam fees will normally be paid to the organisation where you are studying by bank transfer. Book tokens will be sent to you by Ruth Hayman Trust.

If you are required to pay for your course or exam online, we will contact you about payment of your grant. Payment for the Rose Grant Award will usually be made personally to you by bank transfer. For equipment, we will ask you to pay yourself, send a receipt and then we will pay you directly by bank transfer.

**Reference**

You **must** enclose or send a reference. We cannot consider your application without a reference.

**Checklist**

Have you read the guidelines above?

Have you enclosed a reference or arranged for a reference to be sent?

Have you signed the form?

Have you read the Privacy Notice below

**Consent and authorisation**

* The data collected on this form will be used by the Ruth Hayman Trust for allocating grants and to allow the Trust to monitor applications to ensure we are abiding by our equality policies.
* Your data will not be disclosed to any external sources without your written consent. Where you apply with the help of another organisation, we may share details of your award with them to help you make best use of it.  We will not share your data with any unrelated external sources.
* Our full privacy policy, which explains how and why we collect your data is on our website [www.ruthhaymantrust.org.uk/privacy-policy](http://www.ruthhaymantrust.org.uk/privacy-policy).

**By ticking this box, I verify that the information on this form is correct and true to the best of my knowledge
 Yes € Signature** …………………………….. **Date** …………………………...Name, address and phone number or email of person completing the form, if not the applicant.

…………………………………………………………………………….

**PRIVACY POLICY**

The Ruth Hayman Trust take protecting your data seriously and are committed to being transparent about how we collect, use and store your data.

If you have any queries about the information in our privacy policy, please contact:

Steve Hewitt, Data Protection Lead
Email: info@ruthhaymantrust.org.uk

If you wish to change the information we hold about you, or change how we communicate with you, please contact info@ruthhaymantrust.org.uk

**What information do we collect?**

The Ruth Hayman Trust collects personal and statistical information from you when you apply to us for an award, send us a donation, take part in particular activities or request information from us.

The information we collect from supporters includes (but is not limited to):

* Title
* Name
* Address
* Email address
* Phone number
* Bank account details when setting up a standing order
* Contact consents, eg whether you’ve said you’d like to hear from us by email
* Taxpayer status for collecting Gift Aid

The information we collect from those applying for an award includes (but is not limited to):

* Title
* Name
* Address
* Email address
* Phone number
* Date of birth
* Gender
* Your country of origin
* Your status in the UK
* Where and what you intend to study

The information we collect depends on how you are engaging with us. For example, if you are making a donation and want to include Gift Aid, we need to collect your title and full postal address in order to provide that information to HMRC to process your Gift Aid. If you are applying for an award we need to collect your date of birth and other personal information in order to help us ensure you meet our criteria for awards. Some of the donations we receive are for specific groups of people, so we need to demonstrate that we have used these donations correctly.

In general, we collect information from you when you:

* make a donation to support our work
* sign up to support our work by fundraising for us, including via Third Party sites such as CAF Donate, where you give your consent for your information to be shared with us
* sign up to receive our emails
* register to attend an event with us
* apply for an award

We also collect information about your engagement with us including the ways you have supported us in the past, for example, through donating, attending events or applying for awards.

**Why do we collect this information?**

We collect personal data to allow us to process:

* donations (including processing Gift Aid, where people have elected to contribute Gift Aid)
* information about fundraising events people are running for us
* applications for awards

**We collect personal data so that we can contact:**

* people who have agreed to hear from us by email (consent based contact)
* people who have applied for an award (legitimate interest based contact)
* people who have been awarded a grant (legitimate interest based contact)
* people who have told us they are fundraising for us, for example by running a marathon or holding a bake sale (legitimate interest based contact)

**Sensitive personal data:**

Under data protection law, certain categories of personal information are recognised as sensitive, including health information and information regarding race, religious beliefs, and political opinions (‘sensitive personal data’). We collect this data to help us make awards and so that we can analyse the groups of people who apply to us for awards and ensure we are meeting our equal opportunity obligations.

Sensitive personal data is held securely in our databases and only accessed by relevant trustees as relevant to their role and the exercise of their duties.

**How do we use the information we collect?**

We use the personal information you provide to us in a number of ways:

* to send updates about our work to you as a supporter
* to process donations we receive from you
* to process Gift Aid where you have indicated you would like us to do so
* to process any changes to your details as requested by you
* for record keeping and administrative purposes relating to donations, feedback or complaints
* to decide which applicants to award grants to
* to send grants and monitor their use

**How to contact us about your information**

You can find out what information we hold about you, or request any changes to your personal details by contacting info@ruthhaymantrust.org.uk

You can unsubscribe yourself from our email updates by selecting the unsubscribe link at the bottom of all update emails and following the instructions.

**How do we protect your personal information?**

Our data management takes all appropriate measures to keep your data safe both physically and electronically and to keep your data up to date and only hold your details for as long as is reasonable and necessary.

Please note that while we have taken every appropriate measure to secure your data, transmission of information over the Internet is never one hundred per cent secure so while we take all possible precautions, we can’t guarantee the security of any information you submit to us via our website.

We also take all appropriate measures to ensure that any personal information we receive is kept securely. Access to this data is restricted to a small team of trustees.

**Do we store your payment details?**

We do not keep the card payment details of any donations from our profiles on CafDonate, JustGiving or other fundraising platforms.

We do keep a record of how much you donated, the date it was donated, your name and contact details so that we can send you a receipt and make sure we have your correct donation amount, in case you have an enquiry about your donations at a later date.

We also keep physical details of donations where Gift Aid has been included, in line with HMRC requirements.

**Do we disclose the information we collect about you to other parties?**

We will never share your data with anyone for marketing purposes.

The only other occasions when we might disclose your data are:

* if required to do so by law or in response to a court order or law enforcement agency
* in an emergency, for example where we think someone is at serious risk of being harmed or in immediate danger, we may contact the police, a local health or relevant safeguarding team to intervene.

**Your right of access to your data**

You have the right to ask for a copy of the personal information we hold about you. If you wish to exercise these rights, please contact:

The Data Protection Lead

Ruth Hayman Trust

PO Box 17685

London, N6 6WD

Email: info@ruthhaymantrust.org.uk

**Changes to our Privacy Policy**

We keep this privacy policy under regular review. This policy was last updated on 25 September 2021.

Changes log:

25/09/21 Added that we may share applicants’ details with the providers they are attending. This is due to our move from cheque to electronic payments which means we are more directly involved in transactions. Changed references to “VirginMoney” to “CAFDonate” due to change in online donation collector.