

Application Guidance Document

How We Can Help

We can provide a little extra financial support to help young people from serving, reservist and veteran families to realise their potential and thrive at university or college, anywhere across the UK.

Living Costs

We can offer a monthly term time allowance to help meet monthly living costs, irrespective of where you choose to study.

Cost of Equipment

We know that many courses carry additional costs such as sporting or digital equipment - ask how we can help with one off costs.

Future Transactions

Future Transactions provides an information hub and signposting for young people from forces families to learn more about financial matters such as housing, avoiding debt, benefit entitlements, making the most of your savings and more. For more information on Future Transactions, please tick the box in Section 10 of this application.

Grant Eligibility Criteria

We can support young people with an Armed Forces background who meet the following criteria:

- Between the ages of 16-25 who have enrolled in college or university.
- Enrolled in courses from entry to undergraduate degree level.
- Scottish serving personnel and veteran families residing in the UK.
- Non-Scottish serving personnel or veteran families residing in Scotland.
- Previously received fewer than 4 years of funding from this fund.

Financial Eligibility and Grant Amounts

Award amounts are distributed over a 10-month period throughout the academic year.

These are our current income thresholds; they are based on household income. These thresholds are reviewed annually.

We understand, however, that every case is unique and will consider specific family circumstances when making awards. Please make us aware of anything that you feel is relevant.

2024/25 Criteria

Household Income	Award Amounts
< £28,000	£1,500 - £2,000 per year
£28,000 - £40,000	£1,000 - £1,500 per year
£40,000 - £60,000	£500 - £1,000 per year

Conditions of Award

If you are successful in receiving an award, you will need to comply with the following grant conditions:

- All applicants over 18 years of age must have a bank account in their own name. No parent or family member bank details will be accepted.
- In February 2025 you will need to present us with evidence you are still enrolled on your course. We will send you a form via email for your tutor/course leader to complete. Failure to submit this progress report will result in your grant being suspended from March 2024.
- In June 2025 you will need to send us a copy of your final grades. Failure to send your grades may affect your eligibility for future grants from our University/College fund.

Application Deadlines.

Email your completed application and supporting documentation (below) to familysupport@forceschildrenscotland.org.uk or ring **0131 322 7350**.

Application deadline: **09 August 2024**

Due to high volumes of applicants no applications submitted after the deadline will be considered.

We will inform all applicants of our decision by **23 August 2024**.

Supporting Documentation Required

If you have trouble filling in this electronic form or have any issues providing these supporting documents, please ring us for assistance.

All documents should be submitted via email. **Please do not post any documents.**

- | | |
|--|--------------------------|
| Birth certificate (new applicants) | <input type="checkbox"/> |
| Copy of service record (new applicants) | <input type="checkbox"/> |
| Offer letter from University/College (new applicants) | <input type="checkbox"/> |
| Proof of family income/financial status (all applicants) | <input type="checkbox"/> |
| End of year 23/24 course results (prior grant recipients only) | <input type="checkbox"/> |

APPLICATION FOR GRANT 2024 - 25

ALL SECTIONS MUST BE COMPLETED IN FULL, ANY INCOMPLETE FORMS WILL BE DISREGARDED

Data Protection Short Notice – We collect and process personal data relevant to your application which allows us to assess your circumstances and eligibility for funding. Where we do so, we act as a Data Controller and comply with all Data Protection Regulations which includes but is not limited to the UK General Data Protection Regulations (UK GDPR).

Where you provide personal details of any other individual, or complete this application on behalf of another person, please ensure that you have their consent prior to including their personal data on this application.

By providing us with this information you consent to us processing the data for this purpose. For full details on how we store your personal data please see our full privacy notice here: www.forceschildrenscotland.org.uk/privacynotice. A Hard copy of this notice is also available on request.

1. Applicant's Details

Full Name	
Full Name as it appears on your birth certificate (if different from above)	
Applicant's address including postcode	
Applicant's telephone (home)	
Applicant's telephone (mobile)	
Applicant's email address <i>(please make sure this is correct and monitored as this is our main method of communicating with you regarding your grant)</i>	
Date and place of birth	

College/University attending, official course name <i>(e.g. University of Aberdeen - MA Accountancy)</i>	
Length of course and starting date <i>(e.g. 4 year course starting in Sept 2021)</i>	
What year do you anticipate to receive your qualification? <i>(e.g. May 2026)</i>	
Will you be living away from home during term time?	

2. Details of parents/guardians of person requiring support

State relationship to applicant <i>(e.g. mother, father, legal guardian, etc.)</i>		
Name		
Address		
Telephone (home)		
Telephone (mobile)		
Parent's email address		
Date and place of birth		

3. HM Forces History

Please give details of your Forces connections, past or present. Please provide evidence of this with your supporting documents.

Full Name of person who served	Relationship to applicant	Royal Navy/ Royal Marines/ Army/ Royal Air Force	Arm	Rank	Dates Served

**The following questions will allow us to make a holistic award decision rather than one solely based on your finances.*

4. People Living at Your Home

Please give details of all those who live at your home. This information is required to give us an overall view of your family.

Please give details of any illness or disability for any family members, including yourself, residing at your address where this impacts your household finances / costs.

You may continue on another sheet if needed or give further details in section 5.

Name	Date of Birth	Illness, Disability or Special Need (both Physical & Mental health)	Employed or Studying	Weekly Income	Contribution to household
				£	£
				£	£
				£	£
				£	£

**As this information is particularly sensitive, please ensure you do not include any details that do not affect household costs or are not relevant to this application.*

5. Reason for Application

Please explain the reason for your application. Include any relevant background information that may help support your case.

Please supply as much information as possible, continuing on a separate sheet if necessary

6. Other Funders Approached

Please detail any other organisations you have applied to with amounts requested and received.

Some other funders offering support for students from armed forces backgrounds are:

- Student Award Agency Scotland (SAAS)
<https://www.saas.gov.uk/guides/armed-forces>
- Lord Kitchener National Memorial Fund <https://www.lknmf.com/>
- Naval Children's Charity <https://www.navalchildrenscharity.org.uk/>
- Robert Nicol Trust [Robert Nicol Trust - Peterkins](#) (applicants from Aberdeen Area Only)

7. Financial

The financial details that are required here are those of the parent(s) or guardian(s) of the applicant. Please be sure to fill this out as completely as possible as it is a crucial part of our selection criteria.

INCOME			EXPENDITURE	
All figures must be shown as <i>EITHER</i> Weekly <i>OR</i> Monthly <i>OR</i> Annual amounts. Avoid mixing them, i.e. don't give some as Weekly, some as Monthly, and some as Annual.				
WEEKLY, MONTHLY OR ANNUAL FIGURES? WRITE WHICH ONE YOU ARE USING HERE>>>>>				
Incoming	£		Outgoing	£
	Income 1	Income 2		
Gross earned (inc overtime):			Income Tax:	
Net Income				
			Mortgage/Rent:	
Other Regular Income (Please include description):			Council Tax:	
State Benefits Please list all that apply and provide evidence			Loans	
			Maintenance Payments	
Maintenance Income			Insurances	
Court Order:			Utilities	
Private:			Food	
			Other Living Expenses	
Investments			Transport Costs	
Property Income (Rental / Letting):				
Other (please state):				
Bank deposits:				
Dividends:				
Other (please state):				
Total Income/Benefits			Total Expenditure:	

ASSETS		LIABILITIES	
		Mortgage outstanding:	

Value of current residence:		Final payment date of mortgage:	
Value of any other properties:		Bank overdraft:	
Value of Life Assurance policies:		Loans	
Cash at bank:			
Other savings			
Building Society:			
Saving Certificates:			
Income Bonds:			
Value of shares etc.:			
Value of any other assets:			

8. Tax Status

As the claimant are you registered to pay taxation in the UK (not parent's tax status)? (choose one) YES NO

If you are not registered to pay tax in the UK, in which country are you registered, if applicable to pay tax?

Overseas tax registration number

9. Declaration

In 2016 all charities who had an income over 50% from investments in the previous 3 financial years were deemed by HMRC to be a financial institution and required to comply with the Common Reporting Standard set out by HMRC. Forces Children Scotland falls into this category and is required to collect data on its grant recipients. Successful applicant's records must now be kept for a minimum of 7 years.

By signing the declaration below you are stating the information you provided is correct and give Forces Children Scotland the authority to retain your records as stated above:

I confirm that to the best of my knowledge, the information provided on this form is correct. I accept that by signing this form, I agree to Forces Children Scotland passing or seeking relevant personal information to or from individuals and/or organisations, in confidence, and at its discretion. I understand that this will be

ForcesChildrenScotland.org.uk

Scottish Charity Number: SC038722

done only to further my application for financial assistance and the Charity's legal requirements as defined by HMRC.

Student Print Name

Signature

Date

Parent Print Name **(Countersignature for information Section 9 only)**

Signature

Date

Please do not forget to attach your supporting documentation along with your completed application. ***We may not accept applications without the appropriate supporting documents.***

Tick to indicate you have included your supporting documentation. []

10. Consents

We would like to send you information about other services or benefits available to you including funding, grants, and support.

Please tick here to receive our updates and information on what other Forces Children Scotland support might be available to you []

We would like to send you information about our Future Transactions project which is aimed at helping veterans, children and young people increase their financial knowledge.

Please tick here if you consent to receiving information about the Future Transactions project []

Our Future Transactions project covers a variety of areas of financial concerns. Are there any areas below where you feel you do not have adequate information or know where to go to find information? (choose all that apply)

[] Housing

- Debt
- Employment
- Student Loans
- Gambling
- Pensions
- Utilities (energy)
- Food Shopping
- Budgeting
- Benefits
- Other (please specify)