



**WEST LOOE TOWN TRUST**  
WEST LOOE SQUARE, WEST LOOE, CORNWALL PL13 2EU  
Registered Charity No: 228167  
TEL: 01503 263655  
email: [wltt2@westloometowntrust.co.uk](mailto:wltt2@westloometowntrust.co.uk)



## STUDENT GRANT APPLICATION FORM v2

Please send fully completed applications forms direct to the Clerk to the Trustees either via email [wltt2@westloometowntrust.co.uk](mailto:wltt2@westloometowntrust.co.uk) or post to the West Looe Town Trust Offices, West Looe, Cornwall PL13 2EU.

(Closing date for applications for 2024/25 is 1<sup>st</sup> July 2024)

### Applicant's details:

Full Name	
Home Address	
Home Tel No	
Mobile No	
Email Address	
DOB	
Age	
Bank Sort Code	
Bank Account Number	
Name of Bank Account	

**Education Details:**

Details of College / School(s) already attended between 16 – 18 (if applicable)	
Details of College/University already attended between 18 – 21 (if applicable)	

**Further Education Course Details for which the Grant is being applied for:**

Course Title for 2024/25	
College to be attended	
Please provide a copy of their offer letter	
Qualification to be pursued	
Course commencement date	
Term of the Course (max term is 3 years)	
Is this a part time or full-time course?	
Is this an apprenticeship course?	
Details of other grants/bursaries applied for	
Purpose of this grant	

**Note: Refund of any grant made may be required if you do not complete your course.**

**Referee:**

Name of one referee	
Address	
Email details	
Contact details	
Relationship to Applicant	

**Employment Details:**

Details of current employer (if applicable)	
Job title (if applicable)	
Is this job part time or full-time? (if applicable)	

**Please sign below to confirm that the details provided are correct:**

Student Signature	
Student Name	
Date	

Note: Information will be kept on file in accordance with Data Protection Regulations.

Dear Student

I have listed below details of our criteria for funding, what we can and what we cannot fund together with the procedures our end.

Good luck with your Studies.

Sue Pengelly  
CLERK TO THE TRUSTEES

Criteria for funding includes:

- Applicants should be under the age of 21
- For the purposes of this grants programme the Trustees can only consider applications from persons who are permanently resident in the area of benefit [the area of benefit is that administered by the Looe Town Council]
- Students must intend to study a course for a recognised further education qualification
- A new application must be made for each academic year
- Grants can be made for courses lasting for more than one year, up to a maximum of four years

Funding purposes:

- Travel Costs to and from your place of study
- Course costs such as books and equipment
- Please note that the Trust will require receipts before any part of a grant is paid

Exclusions:

- Students in courses aligned to **Apprenticeships are not suitable** for grant funding
- Normal residents outside the area of benefit [the area of benefit is that administered by the Looe Town Council]
- Pupils seeking funding for expeditions either in the UK or abroad
- Seeking help to cover costs already incurred such as debts or loans that have already been taken out
- The Trust cannot help with daily living expenses incurred during study/training such as rent, food, utilities, and other general household bills

Procedure:

- Students should download the application form from the West Looe Town Trust website under Grants section and send via email to [wltt2@westloometowntrust.co.uk](mailto:wltt2@westloometowntrust.co.uk)
- Upon receipt of the application form the Board of Trustees will review all applicants and award grant amounts accordingly
- This will be notified to the applicants by email
- Students should then look to send in one or two claims totalling the full amount of £500 – this information should include receipts, breakdown of claim and purpose
- Closing date for claims/payments will be 1<sup>st</sup> April 2025.