

## Personal Application Form

### I. Personal and professional information

Name \_\_\_\_\_ Male/Female

Date of birth \_\_\_\_\_

Home address \_\_\_\_\_  
\_\_\_\_\_

Current address if different from the above  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**Address of educational institution at which you are currently registered**  
\_\_\_\_\_  
\_\_\_\_\_

**Registration/Enrolment No. (if applicable)** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

If you have lived in Bromsgrove for less than one year, please provide your parents' address in Bromsgrove and how long they have lived there:  
\_\_\_\_\_  
\_\_\_\_\_

What is your present post?  
\_\_\_\_\_

What is your present income (per month) including part-time work? £ \_\_\_\_\_

*On a separate sheet* please provide a brief summary of your education, qualifications, work experience and career so far, with dates.

## **II. Information on your application**

*Please note*

- *that applicants should be currently registered as a student at an institution of further or higher education.*
- *that funding is not normally given towards the standard costs of education for e.g. NVQs, A or AS levels, undergraduate or postgraduate courses. In exceptional circumstances one-off small grants may be paid towards specific items, e.g. books, or special equipment needed for vocational courses, or in cases of genuine financial hardship.*

Give a brief account of the purpose of your application with an indication of how this would benefit you, in either A, B, C or D below:

***A. If it is proposed to use the award to purchase subject-specific equipment which will facilitate your education please indicate:***

1. Type of equipment

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2. What will it enable you to do?

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3. Estimated costs

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***B. If it is proposed to use the award for a future travel-related project please give:***

1. Full details, including dates, of travel plans, planned visits etc.

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2. List of any correspondence or prospectuses you have regarding your proposed travels (please attach details)

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*C. If the proposal is for any other purpose, please give details here.*

**N.B. The proposal should relate to your educational objectives; please note again that standard costs of education are not normally considered for awards.**

### **III. Information on Finance**

What is the estimated cost of your plans? Please give details of e.g. travel costs, accommodation, fees, equipment costs:

Have you applied to any other body for financial assistance? Yes [ ] No [ ]

If yes, please give details and the result of the application:

If you are employed, will your employer contribute to your costs? If so, how much?

£ \_\_\_\_\_

Will you be able to contribute to the cost of the project from your own funds? If so, how much?

£ \_\_\_\_\_

***In the space below (or on an additional sheet of paper) please supply any additional information which you consider relevant to your application and which might assist the Trustees in making their decision.***

Please submit an academic reference in support of your application.

**Applicant's signature**

**Date** \_\_\_\_\_

When you have completed this form, please send six copies to:

Joan Holland, The Clerk, The Bromsgrove Institute Trust,  
Thomas Horton & Sons, Strand House, 70 The Strand, Bromsgrove, Worcs. B61 8DQ  
Email: [jh@thomashorton.co.uk](mailto:jh@thomashorton.co.uk)  
Website address: [www.the-bromsgrove-institute-trust.co.uk](http://www.the-bromsgrove-institute-trust.co.uk)

*May 2006*