

Reference No: \_\_\_\_\_



## **ADULT EDUCATION FUND**

## **GRANTS TO INDIVIDUALS**

<b>Quick Reference Details</b> (For Office Use Only)	
Name of Applicant	
Acknowledgement Sent	
Grant Requested	
Approved by Assessor	
Approved by Section Leader	
Grant to be Awarded	
Date sent to HQ	
Date Cheque Sent	

## LEISURE AND COMMUNITIES

### Adult Education Fund Grants to Individuals

#### Purpose

To support individuals, experiencing disadvantage, to meet costs relating to courses of part-time study which are accredited and have a vocational relevance.

#### Who Can Apply

Residents of Dundee who experience disadvantage.

#### For What Purpose is the Grant Awarded

The fund will help with the cost of part-time courses of study (under 21 hours per week), which are accredited and have a vocational relevance.

Awards may also be granted for the following part-time non-accredited courses:

adult literacy, numeracy, lip reading and English for speakers of other languages.

#### Payments Can Be Made For:

<b>Course Fees</b>	<b>£120</b>	
<b>Childcare</b>	<b>£100 *</b>	<b>up to a maximum of £200</b>
<b>Travel</b>	<b>£100</b>	<b>(in any one financial year</b>
<b>Books &amp; Materials</b>	<b>£ 20</b>	<b>for any one person)</b>

\* Applies only to registered child-minding – (nursery, afterschool care etc)

#### How Do I Apply?

Complete the attached form and send it to the address below. If you would like help to fill out this form please contact:

#### **Your local Community Centre/Library**

- You will need a separate form for each course you wish to do.
- The application will be assessed by a member of Leisure, Arts & Communities Department staff and passed to a senior officer for approval. This should take no longer than a month.
- Payment of fees is usually made directly to the course providers (e.g. college courses). Other costs will be paid to applicants by cheque – if you do not have a bank account please let us know.

#### When you have filled in the form please send it to:

**Patricia McGregor  
Centre Administrator  
Mitchell Street Centre  
Mitchell Street DUNDEE  
DD2 2LJ**

**Application Form**

**Your Course**

Name of Course \_\_\_\_\_

Who is Providing the Course? \_\_\_\_\_  
(e.g. name of college)

Should any grant for fees be paid directly to the course provider? YES  NO

Type of Course \_\_\_\_\_  
(e.g. SQA module, open learning)

Dates of Course \_\_\_\_\_

Course Fees \_\_\_\_\_

Is the course under the Passport to Learning Scheme YES  NO

**Total £** \_\_\_\_\_

**Childcare**

Please describe your arrangements, e.g. nursery, registered childminder

\_\_\_\_\_  
\_\_\_\_\_

**Total £** \_\_\_\_\_

**Travel Expenses** (NB travel expenses will only be paid when attendance is required)

How much is a daily return journey? \_\_\_\_\_  
(from your home to college/place of study)

How many times per week? \_\_\_\_\_

How many weeks per year? \_\_\_\_\_

**Total £** \_\_\_\_\_

**Books & Materials**

Please describe and cost.

\_\_\_\_\_  
\_\_\_\_\_

**Total £** \_\_\_\_\_

**About You**

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel No: Day \_\_\_\_\_ Tel: Evening: \_\_\_\_\_

Do You Have Your Own Bank/Building Society Account **YES**  **NO**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GRANT ASSESSMENT (for office use only)**

**Recommendation by Assessor**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Confirmation of Eligibility**

\_\_\_\_\_  
\_\_\_\_\_

Course fees £ \_\_\_\_\_

Childcare £ \_\_\_\_\_

Travel Costs £ \_\_\_\_\_

Confirmed \_\_\_\_\_

Books & Materials £ \_\_\_\_\_

Total £ \_\_\_\_\_

Payable to: \_\_\_\_\_

**Bank Account**

**YES NO**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Award Approved by Adult Learning Manager**

Signature \_\_\_\_\_ Date \_\_\_\_\_