



THE CLIVE & SYLVIA RICHARDS CHARITY (CSRC)

Charity No 327155

GUIDANCE FOR APPLICANTS FOR INDIVIDUAL EDUCATIONAL GRANTS "STUDENTS"

BACKGROUND

The Charity was established in May 1986 and has evolved since then. It currently donates between £500,000 and £1.5million per annum. The broad division of donations can be seen to be allocated to Education (35%), Medical including hospitals and hospices (35%), Heritage (15%) and Arts (15%). These percentages are not carved in stone and the Trustees can vary the percentage from year to year.

EDUCATIONAL GRANTS

WHO MAY APPLY?

- The Grant is primarily aimed at students taking further/higher education.
- There is a geographic limit of within 100 miles of the centre of Hereford.
- The applicant must either reside within this area or the Educational establishment they are attending must be within this limit.
- Overseas – We are unable to support individual overseas students for educational support in the UK or overseas. We also do not support education for UK individuals who will be studying overseas.
- We do not support online educational courses.

WHEN MAY APPLICATIONS BE SUBMITTED?

- Individual Educational applications may be submitted between 1 April and 31 May each year. All applications will be discussed by the Trustees and applicants will be notified of the result during July. Generally, the maximum amount awarded as a grant to an individual is £2,500. The Trustees expect 3 termly reports from all students awarded a grant.
- Students we have supported previously are welcome to apply again for further funding.

- All applications must be submitted using the 2 page document found on our website. No other forms, extra pages, CVs etc must be sent. The application forms will be printed for discussion so it is important that you do not type outside of the boxes as this information will not be visible in the printed version.
- Information regarding your current living situation, costs including rent, bills, travel costs, expenditure, savings etc are required.
- We will need details of other charities and grant making bodies to which you have already applied showing any Grants/support received or promised.
- Evidence of the costs to be involved in your studies, course, training, project information etc such as quotations or confirmation letters from educational establishments may later be requested.
- Your application will be acknowledged and each will be allocated a unique reference number which should be used on all correspondence. **Please do not telephone or send emails** to find out the progress of your application.
- After the closing date of 31 May all applications will be collated and discussed by the Trustees.
- If the Trustees wish to receive further information, they will request it from you by email.
- Should an applicant show previous education with an establishment with whom we have a very good relationship, we may use our contacts there to enquire as to your history.

The Trustees' decision is final and they do not give reasons for refusing or reducing a grant request. Please do not telephone for an update after the Trustee meeting.

Stage 1 Application forms should be emailed to Caren via admin@csrcharity.com or posted to:-

The Clive & Sylvia Richards Charity
The Lower Hope Estate
Ullingswick
HEREFORD
Herefordshire HR1 3JF

Tel: 01432 820557

If you are having any problems downloading the application form please contact Caren and she will email a form to you direct within the 1 April – 31 May open dates.