

BROXBOURNE EDUCATIONAL CHARITY

(Formally Hoddesdon Educational Charity)

Registered Number 310998

Hon. Secretary to the trustees

12 Stafford Drive

Broxbourne

Herts. EN10 7JT

E-mail:broxeducharitsec@gmail.com

To all Head Teachers in the Borough of Broxbourne

April 2018

Grant application [s]

This is to **remind you** of the existence of our charity which may be able to help you.

The charity exists to assist persons under the age of 25 years who are **in need of financial assistance** towards their education (including social and physical training). If you are aware of any such persons in need, you are invited to submit grant applications.

As a guideline, grants are usually made of between £50 and £300 per person. They are not just to assist with the costs of educational trips but may be grants to assist individuals with the cost of such items as musical instruments, sports equipment or kit etc.

The Trustees meet generally three times a year, usually towards the middle of each school term and applications **need to be received at least 14 days prior to a meeting.**

Applications can be submitted at any time but may not be considered until next meeting of the Trustees, although we do communicate via email.

A master copy of a **form of application** is attached together with full details of the grant conditions. **Please retain this as a master copy** for future use and photo copy or retain on your computer. Only signed applications will be considered which may be posted or scanned and e-mailed to me.

I look forward to hearing from you in due course.

Yours faithfully

Mary Bite