



Hutton Community Fellowship Educational and Training Grant Scheme Conditions & Guidance Form

Hutton Community Fellowship is committed to encouraging and supporting people who wish to study at University/College or undertake a short course which can provide them with new skillsets and increased job prospects.

By investing in educational opportunities the Fellowship seeks to encourage people in the Fellowship area to develop new skills and to seek new opportunities.

The Scheme allows for any individual resident in Hutton Community Fellowship area to apply for a one-off grant to support them with a full time university/college course or with an accredited short training course.

The aim of this document is to inform the applicant about the Scheme and how to apply for it. The form is divided into sections for ease of use.

1. Eligibility
2. Award allocations
3. Criteria
4. Application process
5. Fraud
6. What happens next?

1 Eligibility

1.1 The scheme is open to anyone who is living permanently within the Hutton Community Fellowship (HCF) area who is wanting to undertake the following

- University Course – must be full time and completed in full by the applicant
- HNC/HND Course – must be full time and completed in full by the applicant

- Training course/Open university course – Short course must be of at least one day's duration and completed in full by the applicant. Open University course must be completed in full by the applicant
- Practical course such as chainsaw course, first aid course etc. The course must be completed in full by the applicant and be approved by the Scottish Qualifications Authority (SQA) or similar.

1.2 Please note that HCF will not fund a course which is normally provided by an employer to provide as part of any employment.

2 Award Allocations

Course	Award
Full time University Course	£ 1000
Full time HNC/HND Course	£ 1000
Short Course/ Open University Course/Practical course	One course up to £1000

Please note that only one application can be made per person. Once you have received a grant through this scheme for a course, you will become unable to apply to the education scheme again.

3 Criteria

3.1 To receive a grant through the Educational Grant Scheme you must –

- Be a permanent resident living within HCF area
- Be able to show written evidence of acceptance on the course.
- Any short course must be by an accredited provider approved by Scottish Qualifications Authority (SQA) or similar authority.

4 Application Process

4.1 HCF reserves the right to only consider applications which are fully completed and submitted on the formal application form found on the HCF website.

4.2 The Application form must be signed together with a copy of this guidance form.

4.3 Written evidence of course acceptance from the University/College/Course provider must be provided with your application form.

4.4 Applicants should note that it can take up to six weeks for a decision on funding through the Educational Grant Scheme to be made.

4.5 Applicants must inform the HCF of their successful completion of their chosen course within 30 days of completion and must provide written evidence of this, from their course provider/College/University.

4.6 if you receive a grant but find yourself unable to finish the course then you must inform HCF as soon as possible. HCF reserves the right to ask the applicant to pay back any monies received through this scheme if you do not complete the course.

5 Fraud

HCF takes fraud very seriously and any attempts of this will be reported to Police Scotland. If any evidence of fraud is found the person will be disqualified from making any applications for any funding from the HCF in future.

6 What happens next?

6.1 Once you have read and signed this form, please fill in the Application form and send it to HCF together with written evidence of Course acceptance.

6.2 Once HCF receives an application from you we will check your application form and ensure all the details are correct. We will then check your application is eligible for HCF funding, which might include contacting your course provider for verification.

6.3 If the funding is granted we will contact you to organise payment of the funding to you. This can be done either via cheque or by BACS.

6.4 If your application is not granted we will inform you about this within six weeks of receiving your application.

6.5 Please note the application handling time is up to six weeks.

Need more help?

If you require help with your application or have any further enquiries please contact HCF at info@huttoncf.co.uk

Forms can be posted to one of the committee members see [Hutton Community Fellowship | Administering Grants to Community Projects \(huttoncf.co.uk\)](#)

Declaration

I have read and understood the Educational Grant Scheme conditions & Guideline form and accept the terms and conditions as set out in this document.

Full name

Signed