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**Driving Lessons Grant Guidance sheet**

This fund supports our residents to gain their first driving licence or regain their driving licence if removed for medical reasons (evidence must be provided).

* Applications must be submitted before starting the lessons and before the funding is required. Applications must be submitted and approved and an offer letter from REWDT must have been received by the applicant before any expenditure is made.
* The fund is open for individual residents of Rousay, Egilsay and Wyre of legal driving age.
* Maximum £750 per resident.
* Up to 100% of the cost of driving lessons can be paid out, up to the maximum grant award of £750. Should you need additional lessons, the remaining cost will need to be paid by the applicant.
* For those participating in intensive driving lesson courses outside of Orkney, a travel/transport grant of a maximum of £100 and an accommodation grant of a maximum of £100 is also available. Proof of enrolment on the intensive course must be supplied.
* Our primary contact method will usually be by email so please ensure you print your email address clearly and correctly on the application form. If this method of contact doesn’t suit you, please let us know.

**What to expect once your application has been submitted**

* Once you have submitted your application you will receive confirmation within 5 days from a member of REWDT staff. We may also request some more information from you at this stage, before being able to approve the grant funding. You will then receive notification of whether your application has been successful.
* If your application is successful and the grant is approved, you will receive an offer letter from REWDT including Terms and Conditions relating to the grant award, within 7 days. Please read through this paperwork carefully and if happy to proceed with the grant award you will be asked to sign and return an acceptance form. If you need to discuss any of the offer letter or terms and conditions in further detail our Grants Administrator will be happy to talk this through with you.
* Once the acceptance form has been returned to the Trust office driving lessons can be booked, and relevant expenditure can be made. On production of an Invoice or receipt, REWDT will reimburse the funds to your bank account details, as indicated on your acceptance form. In some cases, we can pay the driving lesson instructor directly but please discuss this with us beforehand if you will need for the payment to be made in this way.

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Description automatically generated**ROUSAY, EGILSAY & WYRE DEVELOPMENT TRUST**

**DRIVING LESSONS APPLICATION FORM**

The Driving Lessons Grant Scheme is open to applications from individuals who are resident on Rousay, Egilsay or Wyre.

**Driving Lesson Grants** will help with the costs of driving lessons for applicants to gain their first full driving licence or if an applicant needs a retest due to medical reasons for cancellation of licence (evidence would need to be provided).

* Applications must be submitted and approved before expenditure is made.
* On presentation of receipts, grant awards will be paid directly into the applicant’s bank account, please provide details below.
* Grant awards will be paid on presentation of receipts and 100% of the costs identified on the receipts will be paid, up to a maximum of £750.
* For those participating in intensive driving lesson courses outside of Orkney, a travel/transport grant of a maximum of £100 and an accommodation grant of a maximum of £100 is also available. Proof of enrolment on the intensive course must be supplied.
* This is a one-time only award so, once granted, it cannot be applied for again.
* Should the applicant move from the islands of Rousay, Egilsay or Wyre within 12 months of the bursary award date, the full amount of the bursary paid out must be reimbursed to REWDT.

PLEASE PRINT YOUR ANSWERS CLEARLY:

|  |  |
| --- | --- |
| **Applicant Name**: |  |
| **Address:** |  |
| **Postcode:** |  |
| **Tel No:** |  |
| **Email:** |  |

|  |
| --- |
| **Please tick below which grants you are applying for:** |
| **Driving Lessons**  **Travel Grant**  **Accommodation Grant** |

|  |  |
| --- | --- |
| **Cost of transport (if applicable, only for those completing intensive driving lessons outside Orkney):** | **£** |
| **Cost of accommodation (if applicable, only available for those completing intensive driving lessons outside Orkney):** | **£** |

If your application is successful, you will receive an offer letter, terms and conditions and an acceptance form, which should be signed and returned to the office at the address below. Expenditure for the course, accommodation and travel should only be made once the grant has been accepted.

Grant awards can be made directly to the training provider or into the applicant’s bank account on production of an invoice or receipt. Travel and accommodation only grants will require proof of course enrolment.

Applications must be made at least 14 days before course payment is due.

**Declaration by applicant**

**I confirm that the information I have given on this form is true and complete, that I am a permanent resident on Rousay, Egilsay, or Wyre and that no expenditure has been made in relation to this application prior to it being submitted.**

|  |  |
| --- | --- |
| **Signature:** | |
| **Name:** |  |
| **Signed:** | **Date:** |

Please return the completed form to: REWDT, Pier Cabin, Rousay, KW17 2PU or [grants@rewdt.org](mailto:grants@rewdt.org)

By completing this form and submitting it to REWDT you are consenting to this form and the data within, to be held, processed and stored by REWDT in order for REWDT to fulfil its functions as a community development trust Any personal data will be used by the REWDT for the administration of the grant scheme. Your personal data shall be retained for the period necessary for REWDT to administer the grant scheme and to ensure compliance with its terms. You will have the right to request access to and rectification/erasure of any personal data relating to you which is held by REWDT.