

The Alexander Duckham Memorial Schools Trust

Please read these notes carefully before you complete the application form.

The Alexander Duckham Memorial Schools Trust (ADMST) makes grants to assist with the education and welfare of children of members, or former members, of the RAF, including the Reserves, Auxiliaries and Dominion air forces, who are in need of financial help. 'RAF children' are defined as those who have/ had a parent who is serving/ has served in the RAF. There is no upper age limit. The definition includes adopted children and any child for whose upbringing a member of the RAF has taken financial responsibility. Most grants are in the region of £1,000 to £3,000.

Applications will be considered for means tested assistance with the costs of:

- Private school fees where the needs of the child cannot be fulfilled in the state system, for example due to the child's physical or mental health, or the child's particular sporting or artistic talents
- Coaching/lessons for children with particular sporting or artistic talents
- Lessons/treatment or equipment for children with physical or learning disabilities who would benefit from more support than the state provides
- School uniform, books, school trips, IT equipment, musical instruments, sports or other equipment
- Daycare and pre-school education
- Tertiary education.

Supporting Documentation

All applications need to be supported in writing (**on headed paper**) by an **independent third party**, who can confirm the need for the help you are requesting. What you are seeking help with will determine whom you should ask to provide this support. See below for a list of common requests. If you are not sure whom you should ask to support your application please contact us so we can confirm what is required. Letters of support can also come from SSAFA caseworkers or, in the case of serving personnel, the Commanding Officer or Welfare Officer.

- **Private School Fees** – the letter should come from the child's current Head Teacher and state why the child's needs cannot be met fully in the state system.
- **Coaching/lessons in sport or the arts** – the letter should come from the child's current Head Teacher, or the School's relevant Head of Department for Sports, Music, Art, Dance, etc, and give details of the child's ability and potential.
- **Lessons/treatment or equipment for children with physical or learning disabilities** – the letter should come from a medical professional who knows the child well and can confirm the need for the lessons, treatment or equipment.
- **School uniform, books, school trips, musical instruments, sports or other equipment** –the letter should come from the child's current Head Teacher and confirm the need for the assistance requested.
- **Tertiary education** – the letter should come from the educational institute and confirm that the applicant has been offered a place.

Proof of Income and Expenditure

We ask about your household income and expenditure so we can ensure that ADMST's Awards are given to those in greatest need. All information supplied will be treated in strictest confidence and processed and stored in compliance with the General Data Protection Regulations and the Data Protection Act. To confirm your household income and expenditure please supply copies of your bank statements (current and savings accounts) or Post Office Account and credit card statements for the last three months. If you have any other savings please supply copies of your most recent statement.

Filling in the form

Please complete all the sections on the form that apply to you in as much detail as you can, paying particular attention to the following sections.

Eligibility

Please supply proof that a parent is serving/has served in the RAF by enclosing a current or old pay or pension statement. If these are not available we will have to get the Service details verified.

Reason for application

Please provide us with as much information as possible about your circumstances and the assistance required. It would be helpful if you could outline how the assistance would improve the education or welfare of the person for whom assistance is requested.

When applying for assistance with tertiary education, details of both the student's and their parents' income and expenditure must be provided, together with supporting financial statements. Students must provide details of their intentions or progress on securing a student grant, bursary or loan for tuition fees and living costs.

Grants

In most circumstances the grant awarded will be paid directly to the School, tutor, coach or supplier of the equipment. In the case of uniform/equipment/musical instruments please enclose quotes with your application.

Declaration statement

Please read this section of the form carefully, then [sign and date it](#). Please keep a copy for your own records.

If you have any difficulty completing the form e-mail admin@admst.org.uk describing your difficulty and giving a contact telephone number.

Completed forms should be returned to:

The Clerk to the Trustees of ADMST
124 City Rd London
EC1V 2NX
or admin@admst.org.uk