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**The Thomas Maconochie KHS Trust**

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*.......................* ***"to advance the education of children at school in Kelso and its environment in such a way as are over and above the statutory requirement of the relevant Education Authority."***

The Thomas Maconochie KHS Trust was established in 2003 by the late Mr Thomas Maconochie, a former pupil of the school. The trust is a recognised Charity, Scottish Charity No: SCO34775.

The purposes of the Trust are ***"to advance the education of children at school in Kelso and its environment in such a way as are over and above the statutory requirement of the relevant Education Authority."***

In practice, this means that this Fund may choose to support educational activities carried out by Kelso High School pupils which are not directly funded by legal requirement by the Education Authority, namely Scottish Borders Council. This may include grants to support:-

* *pupil participation in business and enterprise related activities*
* *pupils taking part in school activities and excursions where, for any reason, lack of finance is a barrier to participation*
* *the start up of new extra-curricular activities, e.g. school shows, drama, etc.*
* *ongoing running costs for extra-curricular activities, e.g. sport, music and drama*
* *extra activities offered in school for classes, groups or year groups,   
   e.g. conferences, education for work initiatives, visits, etc.*
* *individual pupil participation in courses and activities, e.g. Gap Years*

The Fund will be administered by five Trustees. They are Mrs Jill Lothian in her capacity as Head Teacher of Kelso High School, Mrs Fiona Bryson, Cluster Business Manager (Kelso Area), Mr Colin Henderson in his capacity as member of Kelso High School Parent Council, Mr George Young, representing the Kelso Community and Mr Charlie Robertson, former Rector of Kelso High School.

The Trustees will meet twice per annum to discuss bids and the administration of the Fund. These meetings will be scheduled in October and March. Further meetings of the Trustees may be convened from time to time to discuss further bids. A meeting of two or more Trustees shall form a quorum.

Applications to the Fund should be forwarded to the Head Teacher at Kelso High School. The Cluster Business Manager will act as Secretary and Treasurer to the Trustees and will keep minutes of meetings and will administer the fund.

Other donations to the school by other former pupils or well wishers to the school may be deposited in the Trust Fund. The accounts of the Trust Fund are presently in the Bank of Scotland.

The Fund offers an exciting opportunity to the school to support a wide range of activities, initiatives and developments which are, at present, hampered by lack of resources. Copies of the Grant application form are available from the school office.

THE THOMAS MACONOCHIE KHS TRUST

**GRANT APPLICATION FORM**

***If the application is for an individual, please fill in parts A and C***

***If a group application, please fill in parts B and C***

# PART A

|  |  |
| --- | --- |
| **Name of Applicant** |  |
| **Date of Birth** |  |
| **Pastoral Group** |  |
| **Home Address** |  |

|  |
| --- |
| **Nature of the activity in which the applicant is involved** |
|  | |

|  |
| --- |
| **Purpose to which the grant would be put** |
|  | |

|  |
| --- |
| **Please outline how this grant, if awarded, would improve the educational experience of the applicant** |
|  | |

|  |
| --- |
| **Please outline any benefits that would accrue to Kelso High School from this experience** |
|  | |

# PART B

|  |
| --- |
| **Name of Group / Team / Club** |
|  | |

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| --- |
| **Contact Address** |
|  | |

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| --- |
| **Background (Purpose of group, how long in operation, number of members, current activities, etc)** |
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| --- |
| **Outline of purpose for the grant application** |
|  | |

|  |
| --- |
| **Please outline how this grant, if awarded, would improve the operation of the group** |
|  | |

|  |
| --- |
| **How would this improve the educational experience of those involved in the group** |
|  | |

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| --- |
| **Please outline any benefits that would accrue to Kelso High School from this experience** |
|  | |

# PART C

|  |
| --- |
| **Total Cost of Initiative** |
|  | |

|  |
| --- |
| **Amount of Grant requested** |
|  | |

|  |  |
| --- | --- |
| **Signed** |  |

|  |  |
| --- | --- |
| **Date** |  |

**RESPONSE**

# PART D

|  |
| --- |
| **Grant** |
| **Awarded** **Not Awarded** | |

|  |
| --- |
| **Reason** |
|  | |

|  |
| --- |
| **Amount Awarded** |
|  | |

|  |
| --- |
| **Conditions** |
|  | |

|  |  |
| --- | --- |
| **Signed** |  |

|  |  |
| --- | --- |
| **Date** |  |

**RECEIPT**

**PART E**

|  |
| --- |
| **Grant Paid To** |
|  | |

|  |
| --- |
| **Amount** |
|  | |

|  |
| --- |
| **Cheque Number** |
|  | |

***Received by:***

|  |  |
| --- | --- |
| **Signed** |  |

|  |  |
| --- | --- |
| **Date** |  |

***Counter-signed by the Cluster Business Manager :***

|  |  |
| --- | --- |
| **Signed** |  |

|  |  |
| --- | --- |
| **Date** |  |