

**SIR PHILIP RECKITT EDUCATIONAL TRUST**  
**Registered Charity Number: 529777**

The Incorporated Trustees, Sir Philip Reckitt Educational Trust,  
Clare Stones, c/o Rollits LLP, Forsyth House, Alpha Court, Monks Cross, York YO32

Email applications to: [clare.stones@rollits.com](mailto:clare.stones@rollits.com) website [www.spret.org](http://www.spret.org)

**APPLICATION FORM**

**PERSONAL DETAILS**

Name:		Date of Birth:
Telephone Number(s):	Email Address:	
Address:	Term Address (if applicable):	
Post Code:	Post Code:	
School/College/Place of Business:	Name of Principal/Employer:	

**PERSONAL REFERENCE**

(please indicate below how your reference from your Head Teacher, Principal or Employer etc. will be submitted)

*Please note:*

**Applicants must arrange to forward an appropriate reference and without such a reference the application will not be considered by the Trustees.**

By Post

By e-mail attachment

By Direct e-mail message

Please indicate by placing an X in the appropriate box

<b>EDUCATIONAL TRAVEL/PROJECT DETAILS</b>		
Briefly outline the nature of your project:		
Does the project have any relevance to your present education?		
<b>TRAVEL DETAILS</b>		
Date of Travel:	Destination	Duration:
Cost of Visit	(a) Travel: £	
	(b) Maintenance: £	
Income	(c) Income to be received as a result of this activity £	
Have you applied to any other organisations for assistance? YES/NO		
If so with what result?:		
<b>ABOUT THE TRUST</b>		
Have you previously received an award from the Trust? YES/NO		
If so state year and amount:		
How did you hear about the Trust?		
<p><b>By submitting your application to us you are:</b></p> <ul style="list-style-type: none"> <li>• providing us with your consent for us to use the information contained within the application and any subsequent related correspondence with you for the purposes of processing and considering your application and discussing your application with you where necessary. For further information on how we process your personal data, including information in relation to your rights, please refer to our Privacy and Cookies Policy which is available on our website (<a href="http://www.spret.org">www.spret.org</a>);</li> <li>• confirming that you have read and agree with the Trust's Terms and Conditions as set out below.</li> </ul>		
Signature of applicant:		
Date:		

## **SIR PHILIP RECKITT EDUCATIONAL TRUST EDUCATIONAL TRAVEL GRANTS**

The Trust was established in 1944 by the late Sir Philip Reckitt. Sir Philip was a former chairman of Reckitt and Sons Limited and he had always taken a great interest in educational matters particularly for the benefit of the Company's employees. The Trust is a registered charity (Registered Number 529777).

### **TERMS & CONDITIONS**

#### **1. OBJECTS OF THE TRUST**

The object of the Trust is to assist with education in the languages, business methods, social services and customs of any country or in any other subject by contributing towards the cost of travel, (excluding regular commuter type travel), residence and attendance at conferences, lectures and educational courses. As the Trustees want the charity to continue to grow and provide funding support to applicants well into the future, their current policy is to award reasonably sized grants to as many applicants as possible. This is primarily aimed at contributing towards the applicant's travel costs to take part in projects or research, attend educational conferences, lectures and courses held in the UK or overseas.

#### **2. DO YOU QUALIFY?**

Awards will only be made for educational activities and events that qualify as charitable and for the public benefit under the laws of England & Wales to applicants who are for the time being resident in Hull & East Riding of Yorkshire or the County of Norfolk (as shown on the map on the SPRET Website [http://www.spret.org/new\\_qualify.html](http://www.spret.org/new_qualify.html)).

#### **3. PROCEDURE FOR APPLICATION**

Applications must be made on the official forms. Applicants must clearly outline the nature of the project for which a grant is being sought (if necessary, Applicants should attach a single sheet of A4 giving such further details as they consider appropriate). All applications must be supported by the Applicant's school, college or university. Other Applicants need the support of their employer or a suitable referee with whom the Trustees can communicate. Applications by individuals, or by a person on behalf of a group of named individuals, will be considered, but any grants awarded will be treated by the charity as made to or on behalf of the individuals concerned. General applications from other organisations, societies, expeditions or charities will be rejected.

- (a) All applications must have the support of Head Teacher, Principal, or Employer, who should comment upon the application and provide a personal reference. If connected with the University of Hull or the University of East Anglia application should be accompanied by a letter of recommendation from the appropriate Head of Department or Vice Chancellor.
- (b) Applications received less than six weeks prior to the proposed date of departure will not normally be considered.
- (c) Repeat applications for identical activities are not normally considered.

#### **4. CONDITIONS OF GRANT**

The following Conditions apply:

- Applicants must clearly outline on the application form the nature of the project for which a grant is being sought and the costs of travel for attending the event.

- Applications from students must be supported by the Principal of the student's school, college or university. Non-student Applicants need the support of their employer or suitable referee with whom the Trustees can communicate.
- Awards will be made on a strictly individual basis and not direct to groups, exploration societies or expeditions.
- It is the policy of the Trustees to contribute primarily towards the travel expenses of the Applicant. We do not sponsor events.
- In the event that a grant beneficiary is unable to take part in the trip for which a grant has been provided then that individual's grant award must be returned in full. If the event is postponed and the grant beneficiary's intention is to attend the re-arranged event then the charity may allow the grant to be retained. However, if the postponed event is subsequently cancelled or the grant beneficiary does not attend it for any other reason the grant must be returned. Full repayment of the grant is required, irrespective of whether or not the grant recipient has incurred any costs themselves relating to the event for which the grant was awarded that they cannot recover.
- It is a condition of any award made by the Trustees that, within three months of the conclusion of the project for which the grant was awarded, Applicants must provide a report to the Trustees. The Trustees wish to underline this obligation to Applicants and those supporting the application in order to avoid the unnecessary expense and inconvenience of "chasing" these reports.
- There is no set format for the reports - sometimes they take the form of a diary - but more normally it is a summary of the Applicant's activities. The principal object is to satisfy the Trustees that the grant has been appropriately used. Where a number of individuals take part in the same project the Trustees will accept a joint report provided that each individual contributes to it.

## 5. WHERE TO SEND APPLICATIONS AND REPORTS

Applications and other correspondence should be addressed to the Trustees as follows:-

### (a) Hull & East Riding of Yorkshire applicants:

The Incorporated Trustees, Sir Philip Reckitt Educational Trust, Clare Stones c/o Rollits LLP, Forsyth House, Alpha Court, Monks Cross, York YO32 9WN  
Email applications to: [clare.stones@rollits.com](mailto:clare.stones@rollits.com)

### (b) County of Norfolk Applicants:

The Incorporated Trustees, Sir Philip Reckitt Educational Trust, c/o Mrs J Pickering, Crossways Bungalow, Church Road, Ellingham, Bungay, NR35 2PZ  
Email applications to: [spretrust@googlemail.com](mailto:spretrust@googlemail.com)

## 6. APPROPRIATE INSURANCE COVER

The Trust accepts no responsibility for any loss, damage or injuries which arise directly or indirectly from activities undertaken by you as a result of a grant given by the Trust. All recipients of grants are strongly recommended to ensure they have appropriate insurance cover for activities covered by the grant and to take professional advice as to cover they should obtain.

We also recommend that applicants consider taking out insurance cover in case you need to repay the full amount of the grant for whatever reason.