

Sir Philip Reckitt Educational Trust

P.O. Box 146, Norwich, NR1 2DS

Tel: 01508-518115 Fax: 01508-518726 E-Mail: jpickering@spretrust.freemove.co.uk

www site: <http://www.spret.org>

Registered Charity Number 529777

January 2003

Dear Headteacher,

IS YOUR SCHOOL PLANNING AN EDUCATIONAL VISIT? **HAVE YOU APPLIED FOR A TRAVEL GRANT?**

The Sir Philip Reckitt Educational Trust had another successful year in 2002 and during the year the Trustees received almost 300 applications. The majority of those who applied received an award and many of these were from students currently attending schools in Norfolk.

Just as a reminder to those who are interested, the aim of the Trust is to encourage individuals resident or in education in the geographic boundary of Norfolk to travel, preferably abroad, to further their interest or education.

Application forms for grants to travel this year can be obtained by either ringing Julie Pickering on 01508 - 518115, by fax, e-mail, by writing to the P.O. Box address above or by accessing our 'SPRET' Website. Applicants must clearly outline on the application form the nature of the project for which a grant is sought. There is no age limit, but applications received after 1st March will not normally be considered unless received at least six weeks prior to departure.

All applications submitted for consideration must have the backing of the Headteacher of the school and **this supporting letter should be forwarded** via post, fax or e-mail **with the application form**.

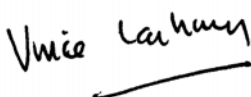
The Trustees require a written report from those who receive grants, at the conclusion of the travel period, and it is considered reasonable to expect this to be forwarded within three months of their arrival back home. The Trustees would underline the obligation falling upon those supporting applications in this respect, as they do wish to avoid the unnecessary expense and inconvenience in 'chasing' these reports. A monetary prize may be awarded each year if an 'outstanding' report is received.

Priority will be given to completed applications received **before 1st March**. Applicants will be advised by the end of April if their application has been successful and the amount of their award.

Yours sincerely,



P. W. Strachan
Trustee



V.G. Lachowycz
Trustee



A.C. Piper
Trustee

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Applications should be addressed to the Trustees of the Sir Philip Reckitt Educational Trust and should be submitted via your Head Teacher, Principal or Employer who is asked to comment upon your application and provide a personal reference in respect of you. This personal reference should accompany your application. Priority will be given to applications received on or before 1st March each year and thereafter will not normally be considered if received less than 6 weeks prior to the date of departure. Awards are only made to individuals.

APPLICATION FORM

Name:	AGE:	
Address:		
Post Code:	E-Mail:	Telephone:
School/College/Place of Business:		
Course/Occupation:		
Name of Head Teacher/Principal/Employer:		
(please attach supporting letter)		

EDUCATIONAL TRAVEL/PROJECT DETAILS

Briefly outline the nature of the project:(please attach supporting information)	
Does this project have any relevance to your present education/employment?	
Date of Travel:	Duration:
Cost of Visit (a) Travel: £	(b) Maintenance: £
Have you applied to any other organisations for assistance?	
(if so, with what result?	

ABOUT THE TRUST

Have you previously received an award from this Trust?
(if so, state year and amount):
How did you hear about the Trust?
Date of Application:
Signature of Applicant:
PLEASE NOTE: 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.

