



# THE TOTTENHAM GRAMMAR SCHOOL FOUNDATION

## NOTES FOR APPLICANTS OF SPECIAL SOMERSET AWARDS

- (i) Please use the application form overleaf – if you would like to also send a covering letter, please feel free to do so, although it is not essential.
- (ii) Where the intended beneficiary has special educational needs, the application should be accompanied by a supporting letter or report from the Healthcare/Education professional working with the child and/or a supporting letter or report from their school and/or a copy of relevant extract(s) from the child's Statement – but please also see note (iii) below.
- (iii) If an Award is being sought for the cost of a particular piece of equipment (e.g. a computer), the Foundation **requires the application to be accompanied** by the following two items:
  - 1 a letter from the child's school which explicitly confirms that there is no school budget provision and no local or central government funding for this equipment;
  - 2 a letter from the healthcare professional working with the child which explicitly confirms that their personal and exclusive access to this equipment is essential for their education.

Applications not accompanied by these two items will be rejected.

- (iv) If an Award is being sought for the cost of a particular piece of equipment, the application should be accompanied by a copy of a quotation or estimate of costs – this should itemise any essential additional associated costs (e.g. specialist computer software or communication aids).
- (v) If the intended beneficiary has not attended a school in the London Borough of Haringey, the application should be accompanied by evidence of their date of birth and Haringey residence (*types of acceptable documentary evidence include: Birth Certificate; Passport; Home Office ID Card; Driving Licence; Medical Card; Utility Bill. Applicants often find that a Medical Card is a convenient solution as it can usually be used as evidence of date of birth and address. You are reminded that, when sending valuable documents through the post, you have a choice of methods. The Foundation will normally return your documents using the same method that you used to send them, e.g. Special Delivery, Recorded Delivery, 1st Class Post*).

*continued from overleaf:*

The address to use when posting your application is:

**Tottenham Grammar School Foundation  
PO Box 34098  
London  
N13 5XU**

*[IF YOU HAVE A WINDOW ENVELOPE – FOLD YOUR  
FORM SO THAT THIS ADDRESS SHOWS]*