

MICHAEL SIMS MEMORIAL FUND

Dear Potential Applicant

If you're thinking about extending your studies, some foreign travel, or perhaps a gap-year activity, we invite you to apply for a grant from the Michael Sims Memorial Fund to help you meet your expenses. This letter offers you some guidelines on how to apply. It explains who is eligible, which activities qualify, and how you can enhance your chances of receiving a grant.

Who's eligible?

Grants are available to all students of TMHS, and all former students who are under the age of 25 when their activity begins.

Which activities qualify?

As set out by the founders of the Fund, our goals include helping those eligible with the costs of:

- travel for educational purposes,
- activities which promote an awareness of developing countries, and
- medical school or becoming a medical-school student.

If you're not sure if your activity qualifies, the best thing to do is apply; we will then let you know.

How to apply?

All you need to do is write us a letter (hand-written or typed is fine), by post or email. Please be sure the letter comes from you and not someone else (like a parent, friend or co-traveler).

Our postal address is

The Michael Sims Memorial Fund
c/o Mr John Hibberd, MBE
3 Mount Pleasant
Framlingham
Suffolk IP13 9HL

Our email address is [johnhibberdmbe@gmail.com]

What should you include in your letter?

It helps us enormously if you include:

- Your full name and age
- What you are doing currently (your year if you're still at TMHS, when you left if you've gone, where you are and what you're doing if elsewhere)
- The nature and purpose of the activity you're applying for
- How your activity will benefit you and/or others
- The dates of your activity and any deadlines you must meet
- The amount of money you need to raise overall
- An address and telephone number where we can reach you, to include a secure address where we can send any grant you receive (with dates the address is valid)
- Any other information you'd like us to know; for example, what else you are doing to raise money, and any challenges you face in doing so.

We wish you all the best and look forward to receiving your application.

Yours sincerely

Janeena Atkinson (on behalf of the trustees)
Chair of Michael Sims Memorial Fund