

Specimen for Application

In order for the Trusts to process your application efficiently, kindly pay attention to the following directions.

INSTRUCTIONS:

1. Application (handwritten or typewritten) and all requested documents should be submitted to the Trusts office as attachments in a single email and from a single email address.
2. Multiple emails for a single application or application from multiple email addresses will not be considered.
3. If you wish to apply for two children, you must send two separate emails (from the same email ID) and two separate sets of documentation.

In case of documents, kindly follow the guidelines below:

- (i) Documents should not be submitted through a drive or link for access/security purposes. Submit the documents in PDF format as attachments.
- (ii) Requested documents must be clearly named as follows:
Application, MarksheetSem1, MarksheetSem2, Income Proof-Father, Income Proof-Mother, FeeReceipts, Identity Proof, Fee Receipts etc.
- (iii) In case any false or misleading information/documents are found to have been received, the request will not be processed.

PLEASE NOTE: Tata Trusts do not have any intermediaries/agents. Applicants are advised to beware of individuals who claim to represent the Trusts and demand a share from the grant, if sanctioned. In case any such demands are made, applicants are requested to bring the matter immediately to the notice of the Tata Trusts at the earlier mentioned email address.

Instructions for submitting an application:

1. Please write all the details as requested correctly and submit a handwritten and typewritten application.
2. The mentioned below is just a specimen, and if you wish to furnish any additional information, please add the same at the end of the application.
3. Write or type the application using the provided format and submit a filled in application.

Specimen

To,
Tata Trusts

I (**please mention the name of the applicant**) would like to apply for Tata Trusts Means Grant scheme.

Details are as follows:

Name of the applicant	
Name of the student	
Name of the college / school	
City & State of the college / school	
Course of Study: For College - Bachelor of Commerce, Junior College of Science, Diploma in computer Engineering etc. For School – School studies	
Current year of Study For college - 1 st year, 2 nd year etc. For School - STD VIII, STDIX etc.	
Annual college / school fee for the Academic Year 2025-26	Rs.
College / school fee paid for the academic Year 2025-26	Rs.
Annual Family Income from all sources	Rs.

I declare that the documents / information submitted by me to the Tata Trusts is true and correct.

Thank you,

Yours sincerely,
Name & Signature of the Applicant
Contact Details of the Applicant
Date