

Please read and understand the given instructions carefully before submitting your request to the Trust office.

INSTRUCTIONS:

1. Application (handwritten or typewritten) and all requested documents should be submitted to the Trust office as attachments in a single email.
2. Submitting more than one email for a single application is not allowed and will not be considered.
3. One application cannot be submitted through multiple email IDs.
4. If you wish to apply for two children, you must send two separate emails and two separate sets of documentation.

In case of documents, kindly follow the guidelines below:

- A. Please do not submit documents through a drive or link for access/security purposes.
- B. Submit the documents in PDF format as attachments.
- C. Requested documents must be clearly named as follows:
Application, MarksheetSem1, MarksheetSem2, Income Proof-Father, Income Proof-Mother, Fee Receipts, Identity Proof, etc.
- D. In case any false or misleading information/documents are found, the request will not be processed.

PLEASE NOTE: Tata Trusts do not have any intermediaries/agents. Candidates 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, candidates are requested to bring the matter immediately to the notice of the Tata Trusts office at the earlier mentioned email address.

(Please write all the details as requested correctly)

(Please note that it is just a specimen, if you wish to furnish any additional information, kindly mention the same)

To,
Tata Trusts

Subject: Application towards the cost of (name of the student, course of study, name of the school / college)

I (please mention the name of the applicant/ student) 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	
Course of Study (e.g., For School - school studies, For College - Bachelor of commerce, Arts, Science etc.)	
Current year of Study - for school standard (STD I, STDII etc.) - for college year (1 st year, 2 nd year etc.)	
Annual College / School Fees for the Academic Year 2023-24	
College / School fees paid as on date for the Academic Year 2023-24	
College / School fee to be paid as on date for the Academic Year 2023-24	
Family Details - Total number of family members (including student and applicant) - Dependent (non-earning)	
Occupation & Designation of all the earning member/s	
Annual Gross Family Income (Rs.)	
Have you applied to any other Trust/ Government Schemes for financial assistance / grant scholarship for the academic year 2023-24 - Yes, or No? If yes, please furnish the details.	

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

Thank you,

Yours sincerely,

Name & Signature

Contact Details of the applicant & student

Date:

LIST OF MANDATORY DOCUMENTS REQUIRED ALONG WITH THE APPLICATION

1. Mark sheet for the Academic Year 2022-2023
(If a single year comprises two semesters, please submit both semesters' marksheet)
2. Family Income Proof:
 - a) Complete set of Income Tax Return for the assessment year 2023-24. In absence of the same, kindly provide a declaration to that effect.
 - b) Complete set of Form 16 for the assessment year 2023-24. In case, if employer is not issuing form 16 to their employees, submit an employer letter on company's original letterhead stating the same.
 - c) Employer letter on company's original letterhead stating the breakup of the annual gross income and one year pay slips (from April 2022 to March 2023).
 - d) Valid Income Certificate
3. Original fee receipt for the academic year 2023-2024
4. Identity Proof of the student / Applicant – Aadhar card / PAN Card.