

ALDERMAN NEWTON'S EDUCATIONAL FOUNDATION

Grants for educational and training activities

Guidance notes for applications from schools

PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE YOU COMPLETE THE APPLICATION FORM. THEY ARE PROVIDED TO HELP YOU INCLUDE ALL THE NECESSARY INFORMATION WE NEED TO ASSESS YOUR APPLICATION.

Who can apply?

To apply for a grant from this scheme your school must be either:

- a Church of England school (or academy) in the Diocese of Leicester, or substantially serving the Diocese of Leicester, or
- a state funded school (or academy) in the City of Leicester.

A school can only receive one grant per financial year (1st April – 31st March).

What can you apply for?

Grants can be awarded for projects that would not normally be considered part of state education provision.

Examples of the type of project that have been funded in the past include:

- Outdoor and indoor spaces for quiet reflection – e.g. Peace Gardens
- Installations and artworks reflecting the school's moral or spiritual values
- Projects designed to support pupils with particular needs – e.g. Sensory Rooms
- Support to children eligible for Pupil Premium towards the cost of school trips / visits*

*If you are applying for support for a school trip, you must tell us the total number of pupils who will be going on the trip and the number or proportion of these who are eligible for Pupil Premium (or in receipt of free school meals at Key Stage 2 and above).

What is not eligible?

Please note that the Trustees will not fund equipment or costs that would normally be met from your school budget. For example:

- salary costs for core teaching or other core staff employed by your school, in exercising their core duties;
- equipment and resources that are necessary for the delivery of the core curriculum or the core operations of your school;
- the general maintenance and running costs of your school;
- the 10% Governing Body Liability for capital projects in voluntary aided schools (or academies that were previously voluntary aided schools).

continued overleaf/...

How to apply

Please follow these instructions carefully, as the Trustees cannot consider incomplete applications.

1. Please complete the attached application form. If there isn't enough space on the form, please attach additional sheets.
2. Please send us a copy of your school's current budget statement (Section 251 statement). This should include the school's income/expenditure budget for the year.
3. Please enclose any supporting documentation you wish the Trustees to consider.

Please apply **at least 3 months in advance** of your project start date if possible. The Foundation cannot meet any retrospective costs – i.e. things that your school has already paid for.

How we assess your application

Your application will be considered by the Foundation's Education Committee, which normally meets once a month.

We will write to you to let you know if your application has been successful. Grants may be paid by cheque, or by online payment. The decision of the Trustees is final.

Sending in your application

The Education Committee normally meets monthly throughout the year, and the deadline for applications is one week prior to their meeting. If you have not already been advised of the date of the next meeting then please call 0116 222 2200 to ask by when you should submit your application.

Please send your application in writing to:

The Clerk to the Trustees, Alderman Newton's Educational Foundation, 20A Millstone Lane, Leicester LE1 5JN or by email to **trustadmin@charity-link.org**.

Please use the following checklist to ensure that your application is complete:

- Completed application form, signed by: the main contact for the application; the Chair of the Governing body; the Headteacher; and the present incumbent (for C of E/RC schools)
- Your school's budget statement
- Any supporting documentation you wish the Trustees to consider

If you need any help completing the application form, or have any questions about your application, then please telephone 0116 222 2200 or email trustadmin@charity-link.org quoting 'Alderman Newton's Educational Foundation'.

Please call 0116 222 2200 if you require the application form or guidelines in large print.

ALDERMAN NEWTON'S EDUCATIONAL FOUNDATION

GRANT APPLICATION FORM (SCHOOLS)

If there is not enough space on the form, please attach additional sheets.

Section 1. School details

NAME OF SCHOOL:
ADDRESS:
POSTCODE:

<u>MAIN CONTACT DETAILS FOR THIS APPLICATION</u>
TITLE: Mr / Ms / Mrs / Other (please specify)...
FIRST NAME:
SURNAME/FAMILY NAME:
DAYTIME TEL. NO.:
EMAIL:

Section 2. About your school

No. of pupils on roll:	% eligible for Pupil Premium (KS1):
% eligible for free school meals (KS2 & above):	
Relevant indices of deprivation:	
Ofsted rating:	
Please tell us a bit more about your school:	

Type of school (<i>please tick all that apply</i>):				
Church of England school		Roman Catholic school		
LA maintained school		Voluntary aided school		Academy

Section 3. Your application

Please describe the project or activity for which you are seeking financial support.

Please continue on a separate sheet or attach supporting documents as necessary.

Expected start date:	Expected completion date:
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Please describe how this will benefit the school and its pupils.

Please describe why you feel this project falls outside the school's core budget/funding allocation.

Section 4. Financial information

How much would you like to apply for?	
<i>Item:</i>	<i>Cost:</i>
	£
	£
	£
	£
	£
	£
	£
	£
Total applied for:	£

Please tell us about any other charitable trusts or sources of funding to which you have applied for this project, including any contribution the school will make from its own resources.			
Source:	Amount applied for:	Date decision expected (if outcome not yet known):	Amount awarded (if known):

Please enclose a copy of your school's current budget statement (section 251 statement).

Payee details

School bank account name:				
Sort Code:				Account number:

Please ensure that your application form is signed at Section 5 overleaf.

Section 5. Declaration and Signatures

Form completed by:

Name Date

Role within school

I declare that the information given on this form is accurate and complete at the time of submission. I understand that if I knowingly give information that is incorrect or incomplete, you may take action against me.

By submitting this application form and signing this declaration, I agree to the information on the form (and any attachments) being stored in the manual filing system and computer systems maintained by Charity Link (*see Privacy Notice below*) on behalf of Alderman Newton's Educational Foundation, for the sole purpose of grant processing, analysis, monitoring and accounting.

I also agree that relevant details about my application will be divulged to the Board of Trustees of Alderman Newton's Educational Foundation to enable them to make a decision about my grant application, and for audit/monitoring purposes.

I confirm that I have read and understand the Privacy Notice on the next page.

Signed

Additional signatures required:

Chair of the Governing Body	
NAME:	
SIGNATURE:	DATE:
Headteacher	
NAME:	
SIGNATURE:	DATE:
[Church schools only] Incumbent	
NAME:	
SIGNATURE:	DATE:

Privacy Notice – How we use your information:

We take your privacy very seriously, and have a policy that explains why and how we will store, process and secure the information that you give to us. To request a copy of the Privacy Policy for Alderman Newton's Educational Foundation, please email: trustadmin@charity-link.org . Please specify that you are requesting the Policy for **Alderman Newton's Educational Foundation**.

- Alderman Newton's Educational Foundation is a registered charity no.527881. Administrative services, including the administration of grant applications, are provided to the Foundation by Charity Link (registered charity no.1078271).
- Charity Link will need to store and process the information you have provided within this application form and all supporting documents ['your application'] for the purpose of processing your application for grant aid. To request a copy of the Charity Link Privacy Policy, please call 0116 222 2200 or email: info@charity-link.org
- The information within your application will be stored in Charity Link's manual secure filing systems and computer systems for the sole purpose of grant application processing, analysis, monitoring and accounting.
- Your full application will be shared with the Education Committee of Alderman Newton's Educational Foundation, in order for them to make a recommendation about your grant application to the full Board of Trustees. The full Board of Trustees will receive only relevant summary details about your application, as necessary for them to ratify the recommendations made by the Education Committee.
- The information within your application will only be retained for as long as necessary for us to meet our audit, monitoring and statutory requirements.
- The information within your application will not be passed to any other third party, nor used for marketing purposes without your consent.
- We may use your information to notify you from time to time about the grants available from Alderman Newton's Educational Foundation and any changes to the application process, in order to help you to access funding from our charity.

Please return your completed application form to:

**The Clerk to the Trustees
Alderman Newton's Educational Foundation
c/o Charity Link
20a Millstone Lane
Leicester
LE1 5JN**

Email: trustadmin@charity-link.org

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