

ALDERMAN NEWTON'S EDUCATIONAL FOUNDATION
Grants for young people for educational and training activities
LUBENHAM

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 Lubenham Parish or substantially serving the residents of Lubenham Parish
- a maintained school (or an academy that was previously a maintained school) in Lubenham Parish

What can you apply for?

- Books or other equipment/materials needed in connection with study promoting the education of young people
- Trustees will consider assisting with a variety of expenses connected with education

If you are applying for support you must tell us the total number of pupils who will benefit 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).

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

A school can only receive one grant per academic year.

What is not eligible?

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;
- daily travel expenses;
- the 10% Governing Body Liability for capital projects in voluntary aided schools (or academies that were previously voluntary aided schools).
- the Foundation cannot meet any retrospective costs, i.e. things that your school has already paid for.
- applications from schools that have not provided receipts for previous grants.

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

Please complete the application form which is available on the Lubenham Parish Council website or can be forwarded on application to The Clerk to the Trustees, Alderman Newton's Educational Foundation, Sue Macdonald, Harborough Anglican Team Administrator, c/o Team Office, St. Dionysius Church, Market Harborough, Leics, LE16 7NB 01858 469330 / 07977 878094 sue@harborough-anglican.org.uk

1. 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.
3. Please enclose any supporting documentation e.g. relevant plans, sketches, and quotations you wish the Governors to consider.

Sending in your application

the deadline for applications is 30th April and 31st October each year.

- Please apply at least 3 months in advance of your project start date.
- Please send applications to The Clerk to the Trustees Sue MacDonald sue@harborough-anglican.org.uk

How we assess your application

Your application will be considered against the criteria set by the trust by the Trustee board. The Trustee Board normally meets twice a year October/November and April/May We will write to you to let you know if your application has been successful. Grants are paid by cheque. Receipts for the total amount will be required.

The decision of the Trustees is final.

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

- Completed application form, signed by 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 Plans, quotations etc
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If you need any help completing the application form, or have any questions about your application, please telephone or email The Clerk to the Trustees, Alderman Newton's Educational Foundation, Sue Macdonald, Harborough Anglican Team Administrator, c/o Team Office, St. Dionysius Church, Market Harborough, Leics, LE16 7NB 01858 469330 / 07977 878094 sue@harborough-anglican.org.uk