



Education Charity Sub (Education Board) Committee

Date: TUESDAY, 17 JULY 2018
Time: 1.00 pm
Venue: COMMITTEE ROOMS, WEST WING, GUILDHALL

Members: Henry Colthurst (Chairman)
Ann Holmes (Deputy Chairman)
Tim Campbell
Ruby Sayed
Veronica Wadley
Deputy Philip Woodhouse

Enquiries: Alistair MacLellan
alistair.maclellan@cityoflondon.gov.uk

NB: Part of this meeting could be the subject of audio or video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS**

3. **TERMS OF REFERENCE**

To receive the sub-committee's terms of reference for 2018/19 as set by the Education Board at its meeting on 17 May 2018.

For Information
(Pages 1 - 2)

4. **MINUTES**

To agree the public minutes of the meeting held on 21 November 2017.

For Decision
(Pages 3 - 6)

5. **GRANT RECOMMENDATIONS - CITY EDUCATIONAL TRUST FUND (290840) & CITY OF LONDON CORPORATION COMBINED EDUCATION CHARITY (312836)**
Report of the Chief Grants Officer.

For Decision
(Pages 7 - 10)

- a) Appendix 1 - Eligibility Criteria - The City of London Corporation Combined Education Charity and the City Educational Trust Fund (Pages 11 - 16)
- b) Appendix 2 - The City Educational Trust Fund - Grant Recommendations (Pages 17 - 40)
- c) Appendix 3a - The City Educational Trust - Recommendation for Rejection - for Discussion (Pages 41 - 42)
- d) Appendix 3b - The City Educational Trust - Recommendations for Rejection and Withdrawals (Pages 43 - 44)
- e) Appendix 4 - The City of London Corporation Combined Education Charity - Grant Recommendations (Pages 45 - 50)

6. **GRANT MONITORING REPORTS - REPORTING BACK ON PROJECTS SUPPORTED BY THE EDUCATION CHARITY SUB-COMMITTEE**
Report of the Chief Grants Officer.

For Information
(Pages 51 - 52)

- a) Appendix 1 - Conservator Internship Funding Report (Pages 53 - 56)
- b) Appendix 2 - Queen Mary University Funding Report (Pages 57 - 58)

7. **QUESTIONS**
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

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Education Charity Sub (Education Board) Committee Terms of Reference

Constitution

- Chairman and Deputy Chairman of the Education Board, and two further Members of the Education Board.
- Four Members appointed by the Community and Children's Services Committee.

Quorum

- Any three Members.

Terms of Reference

- To be responsible for the application of funds from the City of London Combined Education Charity (registered charity no. 312836) and the City Educational Trust Fund (registered charity no. 290840), in line with any policy set by the Education Board governing the management of those charities.
- To review the eligibility criteria of those charities ahead and make any recommendations on proposed amendments to the Education Board.
- To make recommendations to the Education Board on any policy governing the management of the City of London Combined Education Charity (registered charity no. 312836) and the City Educational Trust Fund (registered charity no. 290840).

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EDUCATION CHARITY SUB (EDUCATION BOARD) COMMITTEE

Tuesday, 21 November 2017

**Minutes of the meeting of the Education Charity Sub (Education Board)
Committee held at the Guildhall EC2 at 4.00 pm**

Present

Members:

Henry Colthurst (Chairman)	Rehana Ameer
Ann Holmes (Deputy Chairman)	Randall Anderson
Veronica Wadley	Susan Pearson
Deputy Philip Woodhouse	

Officers:

Alistair MacLellan	-	Town Clerk's Department
Paige Upchurch	-	Town Clerk's Department
Anne Pietsch	-	Comptroller and City Solicitor's Department
Jack Joslin	-	Central Grants Unit, Town Clerk's Department

1. APOLOGIES

There were no apologies.

2. DECLARATIONS

Susan Pearson declared a general non-pecuniary interest as a Governor of Richard Cloudesley School, Islington.

3. TERMS OF REFERENCE

Members received the sub-committee's terms of reference.

RESOLVED – that the terms of reference be noted.

4. MINUTES

RESOLVED – that the minutes of the meeting held on 14 February 2017 be approved.

5. GRANT RECOMMENDATIONS - CITY EDUCATIONAL TRUST FUND (290840) & CITY OF LONDON CORPORATION COMBINED EDUCATION CHARITY (312836)

Members considered a report of the Chief Grants Officer regarding grant recommendations for the City Educational Trust Fund (290840) and the City of London Corporation Combined Education Charity (312836).

5.1 Eligibility Criteria - The City of London Corporation Combined Education Charity and the City Educational Trust Fund

Members noted that the eligibility criteria for the two charities would be discussed further elsewhere on the agenda.

RESOLVED – that the current Central Grants Programme assessment process, eligibility criteria and budget be noted.

5.2 Due Diligence Checklist for Combined Education Charity and City Educational Trust

Members considered the due diligence checklist for the Combined Education Charity and the City Educational Trust and the following points were made.

- In response to a question, the Chief Grants Officer confirmed that there were separate checklists for individual applicants and for organisational applicants to complete, and that the existing forms could be amended to make the distinction clearer.
- In response to a question, the Chief Grants Officer noted that together with the Chamberlain's Department organisational applicants' financial accounts were reviewed, which was distinct from, but contributed to, the due diligence process.

RESOLVED – that the due diligence checklist for the Combined Education Charity and the City Educational Trust be noted.

5.3 The City of London Corporation Combined Education Charity - Grant Recommendations

Members considered the recommendations of the Chief Grants Officer regarding applications for grants from the Combined Education Charity and the following points were made.

- The Chief Grants Officer noted that the eligibility criteria governing the Combined Education Charity adopted by the Education Board in early 2017 meant that no current applications could be recommended for approval. Whilst the four applications by individuals before Members could be considered eligible under the objects of the charity, they were ineligible under the current eligibility criteria which had been adopted as a policy to guide the application of the charity's limited funds.
- Members noted that the intention of the current eligibility criteria had been to encourage applications from organisational applicants, with individual applications only being considered in truly exceptional circumstances.
- The Deputy Chairman expressed caution in recommending the four applications for approval to the Education Board as exceptional cases which supported a departure from the existing eligibility criteria. Instead, the existing eligibility criteria should be revised in line with the charity's objects to allow for grants to individuals where their individual circumstances were considered to be exceptional.
- The Deputy Chairman commented that, in her view, only individuals who otherwise would not qualify for mainstream funding should be eligible for consideration for funding from the charity. An example would be a

working parent who wished to continue their education having already completed a part-time course.

- Following further discussion, Members requested that the Chief Grants Officer redraft the existing eligibility criteria in line with comments made by Members, namely reducing the overall grant range from £25,000 to between £2,500-£10,000 reflecting the funds available for distribution each year, making clearer the exceptional circumstances for which grants would be considered for individuals to allow them to continue their education, and that grants would only be provided to organisations or individuals operating in secondary, further or higher educational settings.
- In response to a question, the Chief Grants Officer replied that the available grants were advertised through the City of London Corporation Education Unit networks, and websites utilised by the City of London Corporation's Central Grants Team but that work was on-going to seek to attract eligible applications from wider sources. Prospective applicants were encouraged to contact the Central Grant Team prior to making an application, which ensured only potentially viable applications were submitted.

RESOLVED, that Members

- Note that no applications are recommended for funding from the City of London Corporation Combined Education Charity;
- Request that the existing Grants Policy and Funding Eligibility Criteria governing the City of London Corporation Combined Education Charity (312826) be amended in line with comments made by Members, and submitted to the Community and Children's Services Committee for consultation, and the Education Board for approval.

5.4 The City Educational Trust Fund - Grant Recommendations

Members considered the recommendations of the Chief Grants Officer regarding applications for grants from the City Educational Trust Fund. In response to a request from Members, the Chief Grants Officer agreed to amend the eligibility criteria to make clear that grants of up to £25,000 would be considered.

RESOLVED, that Members,

- Approve a £17,000 grant to The Friends of the Guildhall Art Gallery (1115269).
- Approve a £10,900 grant to Inspire! New Hackney Education Business Partnership Ltd (1111037).
- Approve a £10,825 grant to Queen Mary University of London (exempt charity).

- Approve a £25,000 grant to Raines Foundation School (14294).
- Note the applications recommended for rejection,
 - Willow Brook Primary
 - Greenleaf Primary School.
- Request that the existing Grants Policy and Funding Eligibility Criteria governing the City of London Corporation City Educational Trust Fund (290840) be amended in line with comments made by Members, and submitted to the Community and Children's Services Committee for consultation, and the Education Board for approval.

6. **QUESTIONS**

Applications from the City Family of Schools

In response to a question from a Member, the Comptroller and City Solicitor noted that any application to the two charities by the City Family of Schools would need to be considered on its merits but also having regard to the City Corporation's duty as a charity trustee to avoid any self-benefit to the City of London Corporation in administering the two charities. There may be more scope to support applications from the academies sponsored by the City Corporation, and it may be more difficult where applications came from the City's independent schools as they were already directly funded by the City of London Corporation. A lot would depend upon the nature of the application and who was to directly benefit, i.e. the school or individuals attending the relevant school.

7. **ANY OTHER BUSINESS**

Spitalfields Music Trust

The Chairman noted that the Spitalfields Music Trust, which was in receipt of a historic grant from City Educational Trust on the decision of the City of London Corporation's Finance Committee (which Committee previously had delegated authority to administer the charity), would likely seek to make another grant application once its current grant funding expired. Members noted that any application would need to be considered against the current eligibility criteria. It was further noted that the current eligibility criteria prevented organisations in receipt of funding from the two charities to make further applications within five years of an original grant.

The meeting closed at 4.50 pm

Chairman

Contact Officer: Alistair MacLellan
alistair.maclellan@cityoflondon.gov.uk

Committee Education Charity Sub (Education Board) Committee	Dated: 17th July 2018
Subject Grant Recommendations – City Educational Trust Fund (290840) & City of London Corporation Combined Education Charity (312836)	Public
Report of: Chief Grants Officer	For Decision
Report author: Jack Joslin, Senior Grants Officer, Central Grants Programme	

Summary

The City of London Corporation is the sole corporate trustee of the following two small charities which operate to further education for the public benefit: the City Educational Trust Fund (290840) and the City of London Corporation Combined Education Charity (312836).

Following a review of the City Corporation's grant-making activities, the City Corporation, as charity trustee of each charity, has resolved that it is expedient and in the best interests of those small charities for their funds to be applied within the administrative framework of the City Corporation's new Central Grants Programme (CGP) which last opened to applications in March 2018. Operating within the charitable objects of each charity, a policy has been set to guide the application of those funds under an 'Education and Employment' funding theme and this Sub-committee has been given delegated authority to make grants in accordance with the agreed eligibility criteria. Those policies remain under review. **(Appendix 1)**

The second closing date for the 'Education and Employment' theme grant applications under the Central Grants Programme was on 25th May 2018. These applications have been assessed and this report makes recommendations in respect of funding awards from both charities **(Appendices 2, 3A, 3B & 4)**.

Recommendations

- To note the Central Grants Programme eligibility criteria and budget.
- To review the recommendations for grant funding from the City Educational Trust Fund at **Appendices 2, 3A & 3B** and to make funding decisions.
- To review the recommendations for the grant funding from the Combined Education Charity **Appendix 4** and to make funding decisions.

Main Report

Background

1. Following the corporate cross-cutting review of grant-making by the City Corporation in 2015/16, responsibility for the management of the City of London Corporation Combined Education Charity (Combined Education Charity) (312836) and the City Educational Trust Fund (290840) has been delegated to the Education Board, subject to consulting with the Community and Children's Services Committee as to any policy to be adopted for the application of each charity's funds, it being considered to be expedient and in the best interests of each charity that they be administered by the City Corporation as trustee through a centrally managed grant-making programme. The City Corporation, as trustee of each charity, in delegating the exercise of these functions also resolved that this sub-committee should be established with membership drawn from both Grand Committees and which takes grants decisions for each charity.
2. At the Education Charity Sub-Committee meeting on 21 November 2017, Members met to make decisions on applications received by the City of London Corporation Combined Education Charity and the City Educational Trust Fund. At the meeting, Members decided that the criteria were too restrictive and provided input to officers on how amendments could be made.
3. Officers drafted revised eligibility criteria for the two charities to incorporate the comments made by members of the Sub-Committee who were subsequently consulted on the revised wording. These were noted by the Community and Children's Services Committee on the 9th February 2018 and approved on the 8th March 2018 by the Education Board.
4. The current eligibility criteria for both charities, together with the charitable purposes of each, are provided at **Appendix 1**. These policies remain under review to ensure that they remains effective in supporting the relevant charity's objectives.

Central Grants Assessment Process

5. The Central Grants Unit (CGU) grant assessment process draws on City Bridge Trust's expertise in the field of charitable grant-making and demonstrates good practice in the sector. Due diligence checks are undertaken by the CGU to ensure any application recommended for approval meets the proposed funding charity's objects and complies with the agreed eligibility criteria.
6. Recommendations to this Sub-Committee are based on an assessment of how well applicants have demonstrated that their application aligns with the relevant charity's criteria, the required evidence to support the application having been provided, and a satisfactory financial assessment by the Head of Charity and Social Investment Finance in the Chamberlain's Department.
7. All individual applicants to the Combined Education Charity are requested to provide proportionate information regarding their personal circumstances to evidence need. The criteria provide that exceptional applications from individuals may be considered on provision of proof that the applicant has made determined

efforts to access sufficient funds from elsewhere (“the exceptional circumstances” criteria). The information provided in support of the application is then assessed, in addition to the matters noted above, in line with the Joseph Rowntree Minimum Income Standards.¹

8. The deadline for applications received under the ‘Education and Employment’ theme of the CGP (second funding round) was 25th May 2018. All were assessed by the Senior Grants Officer overseeing the CGP in the four week period following the closing date. Additional benchmarking of applications has taken place in consultation with Officers in the Education Team in the Community and Children’s Services Department.

Combined Education Charity

9. The Combined Education Charity received a total of 5 applications. One application has been received from a Charity and 4 applications from individuals. An overview of all applications recommended for approval, rejection or which were withdrawn is provided as **Appendix 4**.
10. The Combined Education Charity received applications totalling £23,800. The current cash available at the Charity for distribution is £48,563, an additional £37,386 income is expected in the financial year giving the Charity a total income available for the financial year of £85,949. Members should note that these figures are based on the returns from last financial year. Taking into account the maximum 12%² £10,314 management fee it is recommended that this Sub-Committee allocate no more than £75,635 in this financial year.
11. Following assessment by the Senior Grants Officer, it is recommended that this Sub-Committee approve three funding applications totalling £19,600.

City Educational Trust Fund

12. The City Educational Trust Fund received a total of 16 applications for funding. The Senior Grants Officer assessment report for the recommended applications are provided at **Appendix 2**. At **Appendix 3A** the Senior Grants Officer has provided a report outlining a grant recommended for rejection that requires discussion from members. **Appendix 3B** outlines the applications that are recommended for rejection and have been withdrawn.
13. The City Educational Trust Fund received applications totalling £298,239. The current cash available at the Charity for distribution is £132,576, an additional £125,837 income is expected in the financial year giving the Charity a total income available for the financial year of £258,413. Members should note that these figures are based on the returns from last financial year. Taking into

¹ The Minimum Income Standard for the UK shows how much money people need, so that they can buy things that members of the public think that everyone in the UK should be able to afford.

² Once the full extent of time spent by the Central Grants Unit is known, should the fee be less than the 12% stated, both the Combined Education Charity and City Education Trust Fund will be reimbursed, and the funds made available for the 2019/2020 funding cycle.

account the maximum 12%³ (£31,009) management fee it is recommended that this Sub-Committee allocate no more than £227,404 in this financial year.

14. Following assessment by the Senior Grants Officer, it is recommend that this Sub-Committee approve eight funding applications totalling **£161,600**.

Conclusion

15. This report asks Members responsible for discharging the City Corporation's grant-making functions as charity trustee of the Combined Education Charity and the City Educational Trust Fund, to consider the funding applications which have been assessed and which are now recommended for approval.

Jack Joslin

Senior Grants Officer

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Appendices

Appendix 1	Eligibility Criteria – The City of London Corporation Combined Education Charity and the City Educational Trust Fund.
Appendix 2	The City Educational Trust Fund – Grant Recommendations
Appendix 3A	The City Educational Trust - Recommendation for Rejection for Discussion
Appendix 3B	The City Educational Trust – Recommendations for Rejection and Withdrawals
Appendix 4	The City of London Corporation Combined Education Charity – Grant Recommendations

Background Papers

- Report and Minute of the Community and Children's Services Committee, 09 February 2018.
- Report and Minute of the Education Board, 08 March 2017.

³ Once the full extent of time spent by the Central Grants Unit is known, should the fee be less than the 12% stated, both the Combined Education Charity and City Education Trust Fund will be reimbursed, and the funds made available for the 2019/2020 funding cycle.



The City of London Corporation Combined Education Charity (312836)

Grants Policy and Funding Eligibility Criteria

Charitable objects

The objects of the Charity are for the public benefit:

1. To further the education of persons (including persons born or resident in the City of London and those attending educational institutions in the City of London or the other London Boroughs) attending or proposing to attend secondary, further or higher educational institutions by the provision of grants or financial assistance and by arranging or supporting education and training to extend or complement courses provided by such institutions.
2. To provide grants for staff at maintained schools and Academies in the City of London and the other boroughs of London to undertake studies either at educational institutions or at other establishments provided that such study furthers their development as teachers.

The City of London Corporation Combined Education Charity is a small charity and operates by making grants. In normal years approximately £30,000 is available for distribution. Grants will be made twice a year. The charity makes grants ranging between £2,500 and £10,000 per grant as per the following criteria:

Smaller grants (up to £5,000) will need to be spent within 1 year of being awarded. Larger grants (from £5,000 to £10,000) will need to be spent within 2 years of being awarded.

Eligibility

Grants will be given to organisations. Grants may also be given directly to individuals in exceptional circumstances.

Organisations include, but are not limited to, the following:

- Education Charity
- Education Establishment

Beneficiaries must be (1) resident and studying at secondary, further or higher educational institutions in the City of London or London Boroughs or (2) teaching at a maintained or academy school in the City of London or London Boroughs.

Grants will be primarily given to organisations, and organisations applying on behalf of individuals or groups of individuals. Applicants will need to provide proof of financial need, and to demonstrate how the grant, if awarded, will achieve the desired educational outcomes for the beneficiary/ies.

In exceptional circumstances applications from individuals may also be considered at the trustee's discretion and such applications should be supported by proof that the individual applicant has unsuccessfully made determined efforts to access sufficient funds from elsewhere to enable them to attend or continue to attend secondary, further or higher educational institutions to further their education.

Applications that benefit groups of individuals will be given priority over applications that benefit one individual.

The trustee always retains the discretion to award funding outside the policy criteria in accordance with the charity's objects where it is considered to be in the best interests of the charity.

Funded activities

The Charity will fund:

- Applications that deliver education in Cultural Arts and Science and Technology subjects to the first group of beneficiaries or enable the first group of beneficiaries to access education and training opportunities in cultural arts and Science and Technology subjects which extend or complement courses provided by secondary, further or higher educational institutions. This may include course costs and necessary expenses such as travel, equipment, material and maintenance costs.
- Applications for courses and study for the purposes of professional development of the second group of beneficiaries.

Application Guidelines

1. How do you apply for a grant?

To apply for a City of London Corporation ("CoLC") grant, applicants need to complete an online application form by the corresponding deadline and submit this electronically with supporting documents to the Central Grants Unit. Applications should be sent to the Central Grants unit ahead of the stated deadline to allow applications to be processed in time. Only one application from an organisation or individual (in exceptional circumstances) will be considered at any one time. All application forms should be completed through the online CoLC Grants web portal. Application forms in large print, Braille or audio tape are available to applicants by special request.

2. How are applications assessed?

All completed applications will be assessed by one of the CoLC's Grant Officers. As part of this process, applicants may be contacted for more information. Receipt of applications will be acknowledged within 10 working days of it being received. Incomplete applications will be returned, and applicants will have a further 10 working days to send the missing information to the CoLC. After being assessed, applications are referred to the decision-making



Committee. The timescale to process applications will vary; however, The CoLC endeavours to ensure applications are assessed within 12 weeks of the closing date.

3. How do we monitor and evaluate grant recipients once an award has been made?

Grant recipients will be requested to complete an end of grant online monitoring report to confirm how the grant has been spent and what was achieved. Please make sure receipts are kept for all the items or services bought with the grant as we may ask for them to be provided. Please keep The CoLC up to date if contact details change at any stage during the period of the grant.

4. If your grant application is successful

Successful applicants will be sent an initial offer letter detailing the level of grant awarded. This may contain special conditions relating to the grant award or pre-agreement grant conditions. Grant acceptance terms and conditions will be subsequently issued which should be signed and returned within 20 working days. Once all documentation has been received and approved you would be asked to formally request payment of your grant award.

5. If your grant application is unsuccessful

Unfortunately, due to the limited budget available and the number of applications for funding we receive, the CoLC cannot provide funding to every applicant that applies for a grant and no further correspondence will be entered into in respect of unsuccessful grants. Grants are therefore awarded on a discretionary basis, there is no appeal process and the decision of the CoLC is final.

6. Support with your application

We urge all applicants that are unsure about whether to submit an application to read all available eligibility criteria on the CoLC website and attend one of our Grant Officer led workshops; dates for which will be publicised on our website throughout the year. If you have an enquiry that is not covered within the online guidance, please contact the Grants Unit directly, who will be able provide answers to general queries regarding the application process.

7. Can you reapply for funding?

Individuals who are awarded a grant from the Charity (which may be directly or through an organisation) will not be eligible for further funding within 5 (five) years of the decision to award the grant. Organisations applying on behalf of groups, individuals and groups of individuals are not subject to this restriction, although these organisations should note that the individuals benefiting from the grant are.

8. Further information

If you have questions about how to apply or about the status of an application, you can contact us on 020 7332 3712, email us at grants@cityoflondon.gov.uk, or visit our website www.cityoflondon.gov.uk/centralgrantsprogramme to find out more.

City Educational Trust Fund (290840)

Charitable Purposes

The purposes of the charity are for the advancement of education for the public benefit by:

1. The advancement of the objects of The City University or for other educational purposes connected with or related to the University; and
2. The advancement of: -
 - (i) education in science and technology, business management and commerce by the promotion of research, study, teaching and training in any of them; or
 - (ii) the study and teaching of biology and ecology; or
 - (iii) research, study and teaching in the cultural arts¹.

The City Educational Trust Fund is a small charity and operates by making grants. In normal years approximately £130,000 is available for distribution. Grants will be made twice a year. The charity makes grants up to £25,000 per grant which must be spent within 2 years of the grant being awarded.

Eligibility

Grants will be given to organisations rather than individuals (however, please note organisations can apply on behalf of individuals, or groups of individuals).

Organisations include, but are not limited to, the following:

- Educational Charities
- Educational Establishments

Beneficiaries must be resident and studying in the City of London or London Boroughs.

Applicants will need to provide proof of financial need, and to demonstrate how the grant, if awarded, will achieve the desired educational outcomes for the beneficiary/ies.

Applications that benefit groups of individuals will be given priority over applications that benefit one individual.

The trustee always retains the discretion to award funding outside the policy criteria in accordance with the charity's objects where it is considered to be in the best interests of the charity.

Funded activities

¹ In the absence of an authoritative legal definition of the cultural arts and consistent with usual interpretive practice, when assessing applications, we will consider the natural meaning of the words and note that the cultural arts may be interpreted as encompassing human creativity and social life (languages, literature and history, etc).

The Charity will fund:

Applications that advance education in the cultural arts or Science and Technology subjects. This may include course costs and necessary expenses such as travel, equipment, material and maintenance costs.

Application Guidelines

1. How do you apply for a grant?

To apply for a City of London Corporation ("CoLC") grant, applicants need to complete an online application form by the corresponding deadline and submit this electronically with supporting documents to the Central Grants Unit. Applications should be sent to the Central Grants Unit ahead of the stated deadline to allow applications to be processed in time. Only one application from an organisation or individual (in exceptional circumstances will be considered at any one time. All application forms should be completed through the online CoLC Grants web portal. Application forms in large print, Braille or audio tape are available to applicants by special request.

2. How are applications assessed?

All completed applications will be assessed by one of the CoLC's Grant Officers. As part of this process, applicants may be contacted for more information. Receipt of applications will be acknowledged within 10 working days of it being received. Incomplete applications will be returned, and applicants will have a further 10 working days to send the missing information to the CoLC. After being assessed, applications are referred to the decision-making Committee. The timescale to process applications will vary; however, The CoLC endeavours to ensure applications are assessed within 12 weeks of the closing date.

3. How do we monitor and evaluate grant recipients once an award has been made?

Grant recipients will be requested to complete an end of grant monitoring report to confirm how the grant has been spent and what was achieved. Please make sure receipts are kept for all the items or services bought with the grant as we may ask for them to be provided. Please keep The CoLC up to date if contact details change at any stage during the period of the grant.

4. If your grant application is successful

Successful applicants will be sent an initial offer letter detailing the level of grant awarded. This may contain special conditions relating to the grant award or pre-agreement grant conditions. Grant acceptance terms and conditions will be subsequently issued which should be signed and returned within 20 working days. Once all documentation has been received and approved you would be asked to formally request payment of your grant award.

5. If your grant application is unsuccessful

Unfortunately, due to the limited budget available and the number of applications for funding we receive, the CoLC cannot provide funding to every applicant that applies for a grant and no further correspondence will be entered into in respect of unsuccessful grants. Grants are therefore awarded on a discretionary basis, there is no appeal process and the decision of the CoLC is final.

6. Support with your application

We urge all applicants that are unsure about whether to submit an application to read all available eligibility criteria on the CoLC website and attend one of our Grant Officer led workshops; dates for which will be publicised on our website throughout the year. If you have an enquiry that is not covered within the online guidance, please contact the Grants Unit directly, who will be able provide answers to general queries regarding the application process.

7. Can you reapply for funding?

Those who are awarded a grant from the Charity will be required to take a one-year break after a maximum two years of consecutive funding. Further applications for support will be considered after one year from the date the Trust receives a satisfactory monitoring report.

Further information

If you have questions about how to apply or about the status of an application, you can contact us on 020 7332 3712, email us at grants@cityoflondon.gov.uk, or visit our website www.cityoflondon.gov.uk/centralgrantsprogramme to find out more.

APPENDIX 2 – RECOMMENDATIONS – CITY EDUCATIONAL TRUST

CENTRAL GRANTS PROGRAMME CITY EDUCATIONAL TRUST

ASSESSMENT CATEGORY – Education & Employment

Ark (Ref: 14825)

Amount requested: £25,000

Amount recommended: £25,000

Purpose of grant request: Professional Pathways an education and skill development programme to bridge the gap between school, higher education and employment.

The Applicant

Ark is an education charity (1095322) that exists to make sure that children regardless of their background, have access to great education and real-life choices. Ark started in 2006 working with one school, the Charity has since grown into and overseas a network of 36 schools in the UK and its subsidiary Ark Schools is considered a high achieving academy group. The Charity also work Internationally and manage a group of schools in India while providing consultancy support to International Governments on Education. The Charity has established several subsidiary charities and companies to deliver and implement its key programmes. The companies are either wholly owned by Ark or Ark is the sole member. These include: Ark Schools, Ark UK Programmes, Ark (South Africa), Ark Zimbabwe Trust and Ark India.

Background and detail of proposal

Despite the number of students taking Level 3 vocational qualifications rising by 37%, studies suggest that the current approach to BTEC teaching may not enhance a student's subject knowledge or properly prepare them for their next step. Professional Pathways is a programme for sixth form students undertaking Level 3 BTEC qualifications in Applied Science, Business or IT across 6 Ark schools in London. The project aims to enhance the BTEC curriculum by giving students rigorous in-school teaching alongside real-life project work, delivered with the support of corporate and university partners. Partners host a series of experience days where multiple projects/activities are offered, all of which are directly relatable to the curriculum of study being undertaken by the students'. Examples include understanding how commercial science labs work, pitching new business ideas to partner volunteers or learning about a business's in-house systems and processes.

The project delivery will begin in September 2018. The Charity is requesting funding for two academic years 2018/19 and 2019/20 with the project delivery ending in July 2020 at the close of the academic year. The project will continue to run after this point, and the above only reflects the timescale connected to the two-year funding

request. The project delivery for each academic year will align with the three school terms, with students receiving weekly teaching and guidance from their teachers, monthly insight sessions and termly engagement with business or university partners. The programme will develop the student's work readiness skillset through a specially designed curriculum.

The programme will deliver subject specific training to teachers, giving them the knowledge they need to be an excellent educator and teach the BTEC curriculum. Teachers will be given the skills and resources they need to improve their standard of teaching and ultimately secure the best outcomes for their students. By developing a programme for Level 3 vocational qualifications, the Charity aim to influence the national conversations and policies regarding sixth form qualifications and their pathways to careers.

Funding of £12,500 each year is being requested to support the cost of the design and development of curriculum resources for this specific programme. Additional funding is being sought to support the travel costs of 125 students to attend programme days at businesses and universities. This equates to £60 per student that will be managed by teachers through pre-paid oyster cards.

Financial Information

Ark have provided a budget for year ending August 31 2018 which shows a deficit, this is before net investment losses/gains are taken into consideration which will be known at the end of the financial year. Ark has substantial financial commitments for the different subsidiaries that it runs and therefore holds large reserves to cover these.

Year end as at 31 August	2017	2018
	Audited Accounts	Budget
	£	£
Income & expenditure:		
Income	19,805,000	10,854,000
Expenditure	(23,813,000)	(12,301,000)
Net loss/ gains	1,807,000	
Total surplus/(deficit)	(2,201,000)	(1,447,000)
Split between:		
- Restricted surplus/(deficit)	123,000	(1,447,000)
- Unrestricted surplus/(deficit)	(2,699,000)	0
	(2,576,000)	(1,447,000)
Cost of Raising Funds	743,000	743,000
- % of income	3.8%	6.8%
Operating expenditure (unrestricted funds)	2,130,000	2,294,000
Free unrestricted reserves:		
Free unrestricted reserves held at year end	5,306,000	5,306,000
No of months of operating expenditure	29.9	27.8
Reserves policy target	1,065,000	1,147,000
No of months of operating expenditure	6.0	6.0
Free reserves over/(under) target	4,241,000	4,159,000

Recommendation

Ark is a well-established Educational provider that oversees a 36-school network through its subsidiary Ark Schools across the UK. This project is based on research and a pilot programme that was run in 2015 that highlighted the need for more vocational training for students. This project will focus on the subjects of applied science and technology and therefore meets the objects of the City Educational Trust. Not only will the project have outcomes for the young people involved it will also develop curriculum resources that would be used not just across the Ark network of schools but offered to other providers of BTEC courses in these subjects. Although the majority of Ark Schools are in London, this project would also benefit pupils who attend Ark Schools in other parts of the UK. Under the funding criteria for the City Education Trust Fund, beneficiaries must be resident and studying in the City of London or London Boroughs. However, the City Corporation as trustee does retain discretion to award funding outside the policy criteria in accordance with the charity's objects where it is considered to be in the best interests of the charity. Members may therefore depart from the eligibility criteria if they are satisfied this would be justified in this case. Alternatively, funding could be made conditional to ensure that funds are applied within the relevant area of benefit. Funding is recommended as follows:

£25,000 over 2 years (£12,500; £12,500) towards the design and development of curriculum resources and to support the travel costs of 125 students to access programme days at partner business offices and universities for the purposes of supporting BTEC qualifications in Applied Science, Business or IT.

CENTRAL GRANTS PROGRAMME
CITY EDUCATIONAL TRUST

ASSESSMENT CATEGORY – Education & Employment

Career Ready (Ref: 14824)

Amount requested: £7,769

Amount recommended: £7,800

Purpose of grant request: To deliver a series of employability masterclasses with a STEM focus to young people aged 11-16 in the London Boroughs of Camden, Islington, Westminster and Hounslow.

The Applicant

In 2002, at the request of Sanford Weill, Chairman and Chief Executive of Citigroup worldwide, Sir Winfried Bischoff gathered a group of senior colleagues in multinational companies to meet education leaders from the UK and the US. The challenge was: would they commit to supporting a new education initiative for disadvantaged young people in the UK, inspired by the work of the National Academy Foundation in the US. From that meeting Career Ready was established. The programme began with three schools in London and was focussed on Business & Finance. Thirteen years later the Charity has more than 200 schools and colleges in all parts of the UK, specialising in additional sectors like STEM and Logistics. Many of the companies which helped to found Career Ready are still supporting them today with funding and internships. They include Citigroup, McGraw Hill, AstraZeneca, BP, Canary Wharf Group and Freshfields Bruckhaus Deringer. Today the Charity works with employers, colleges and young people creating meaningful links to ensure that businesses get the workforces they need, and young people understand the pathways to future careers.

Background and detail of proposal

Career Ready runs a Core Programme for young people aged 16-19 providing them with skills, knowledge, networks and confidence needed to fulfil their potential, built around four pillars: Mentoring, Masterclasses, Internships and Work place visits. In 2016, funded by The Careers and Enterprise Company, the Charity piloted a programme for 11-16 year olds, delivering a series of junior masterclasses, enterprise activities, work place visits and group mentoring looking at pathways to different careers.

Your funding is being sought to expand the scope of the piloted programme and deliver specific STEM Masterclasses for 11-16 year olds in four London boroughs. The project will enable students to develop the skills, knowledge and confidence needed to progress into higher education or apprenticeships within the STEM industry. The masterclasses provide a platform for employers, schools and colleges to work together, using robust programme of materials and working towards defined student outcomes for employability and careers.

The masterclasses will focus on the key STEM subject areas and will give students an introduction to how the study of science, technology, engineering and maths can

be applied in real life situations. The outcome of this work will lead to the students engaging in the study of these subjects with a better understanding of the connection between education and knowledge and how it can be applied in the world of work. The focus of this project is to advance education in STEM subjects with a secondary outcome being that it will improve access to careers in the STEM sector.

The project will start in September 2018 and will take place over a 12 month period. Career Ready will work with schools in Camden, Islington, Westminster and Hounslow. Project staff will organise masterclasses and workshops within schools providing 4 sessions across the academic year. The masterclasses will be carried out with partner businesses providing young people with an insight how different STEM subjects can be applied. Funding is being requested to contribute to the salary cost of the Regional Manager to deliver STEM Masterclasses to 300 students, materials and associated running costs of the project. Additional funding has been secured for this project from Ernest Cook Trust and IMECHE.

Financial Information

The Charity has had a consistent income and anticipates an increase in 2019. They have a mixed blend of funding and are not over-reliant on any specific source. Reserves are held below the target but they anticipate to close this gap in the budgeted figures for 2019. Cost of Generating funds has not been listed in the budget for 2019.

Year end as at 31 March	2017	2018	2019
	Audited Accounts	Draft	Budget
	£	£	£
Income & expenditure:			
Income	2,333,689	2,198,944	2,539,974
Expenditure	(2,299,025)	(2,179,327)	(2,425,513)
Total surplus/(deficit)	34,664	19,617	114,461
Cost of Raising Funds	80,365	24,390	0
- % of income	3.4%	1.1%	0.0%
Operating expenditure (unrestricted funds)	920,078	1,890,491	1,900,000
Free unrestricted reserves:			
Free unrestricted reserves held at year end	376,473	396,090	510,551
No of months of operating expenditure	4.9	2.5	3.2
Reserves policy target	561,869	630,030	633,333
No of months of operating expenditure	7.3	4.0	4.0
Free reserves over/(under) target	(185,396)	(233,940)	(122,782)

Recommendation

Career Ready have 16 years of experience running programmes with schools, colleges, young people and businesses. The ethos of the Charity is to prepare young people for their future careers. This project will allow for the Charity to run specific STEM masterclasses across 4 London Boroughs for 11-16 year olds. By working with young people at this age it will open their horizons to the possibilities of where the subjects they are studying could lead and therefore enhance and advance their study in those subjects. This project fits well with the criteria for the City Educational Trust as it will advance education in Science and Technology by providing insights into the future career possibilities that studying STEM subjects can have. Funding is recommended as follows:

£7,800 over 12 months to contribute to the Salary of the Regional Manager to deliver STEM Masterclasses for 11-16 year olds, and associated project costs, to be delivered across 4 London Boroughs.

CENTRAL GRANTS PROGRAMME
CITY EDUCATIONAL TRUST

ASSESSMENT CATEGORY – Education & Employment

City of London Academy Islington (Ref: 14823)

Amount requested: £25,000

Amount recommended: £25,000

Purpose of grant request: To develop the City of London Academy Islington's Drama department provision, experiences and facilities.

The Applicant

The City of London Academy Islington (COLA-I) is a company limited by guarantee that was incorporated in November 2007 to develop a new school in Islington. The Academy Trust registered as a Charity in August 2011. The City of London Corporation in its general corporate capacity (City's Cash) co-sponsors the academy with the City University London, and appoints elected Members to serve as both company members and Directors/Trustees. The Education Board retains strategic oversight of the City's sponsorship of COLA-I. Whilst the City as co-sponsor has no direct financial obligation to the academy trust, it is expected to offer on-going assistance and support to those academy schools to engender success. The assistance may be financial or in-kind. The City Corporation does provide financial and in-kind support to the academy trusts which it sponsors (from City's Cash), through a structured application process under the control of the Education Board.

Background and detail of proposal

The Drama department at COLA-I is experiencing a resurgence after 2 years of poor uptake to GCSE and Level 3 courses. In September 2018 the school anticipates a healthy year GCSE cohort. To ensure that the department are offering the most engaging, diverse and creative curriculum the department would like to purchase quality lighting and sound equipment to enhance the classroom atmosphere, offer wider exam options at GCSE and equip the Academy with more resources to support events like the Academy annual musical. As part of the course the department would like to offer students the opportunity to visit Ypres to see a play performed in the trenches which can be linked to the devising Component of their course and give them an opportunity that would not normally be open to them.

The Drama Studio at COLA-I is currently not equipped to create the appropriate atmosphere for high quality performance. Adding lighting rigs and sound equipment would encourage students to create better performances and improve the standard of assessments and exam performances. By improving the equipment at the school it will not only improve performances but will open up the Drama and performing opportunities to a wider audience. Not all students studying Drama at GCSE wish to be involved with a performance on stage but may wish to gain a better understanding of the technical requirements for putting on a performance. By having this equipment the school will be able to widen the Drama curriculum on offer to

include the study of the technical elements of theatre production. This will improve the schools offer in Drama and advance Education in the cultural arts.

Funding is also being sought for a trip to Ypres in October 2018. The opportunity will be offered to GCSE students to visit Belgium to see a performance of Journey's End in a trench. The trip will allow students to experience immersive theatre which will assist with their studies and provide an opportunity to learn about the 1st World War. Funding is being sought to contribute to the £250 cost per person for the trip, the school would like to offer this to the 50 students doing the drama course.

Financial Information

COLA-I is majority funded by the Department of Education. The Academy Trust holds reserves to target necessary improvements to its estate and operational and organisational structure to improve the teaching facilities and environment throughout the Academy Trust. Ofsted deem the overall effectiveness of the school as good.

Year end as at 31 August	2017	2018	2018
	Audited Accounts	Draft	Budget
	£	£	£
Income & expenditure:			
Income	6,144,137	6,231,147	6,618,677
Expenditure	(7,033,956)	(6,658,085)	(6,649,885)
Total surplus/(deficit)	(889,819)	(426,938)	(31,208)
Operating expenditure (unrestricted funds)	5,660,706	5,446,704	5,220,549
Free unrestricted reserves:			
Free unrestricted reserves held at year end	193,206	193,206	190,000
No of months of operating expenditure	0.4	0.4	0.4
Reserves policy target	0	0	
No of months of operating expenditure	0.0	0.0	0.0
Free reserves over/(under) target	193,206	193,206	190,000

Recommendation

COLA-I is co-sponsored by the City of London Corporation in its general corporate capacity (City's Cash) and this has been considered during assessment of this project. This sub-committee in collectively discharging the City Corporation's duties as trustee of the City Educational Trust Fund and in considering the application from COLA-I must take a decision which is only in the best interests of this charity. It is considered that there is no overriding conflict of interest for the City Corporation which would prevent the application being considered, as the City Corporation as co-sponsor will not receive any direct or indirect financial benefit as a consequence of any funding award from the City Educational Trust Fund and as the application has been submitted through an open, public application process and assessed on its merits against the published criteria. Further, it is considered that any conflicts of loyalty which may arise in members of this Sub-Committee also serving as company member or trustee of COLP-I can be managed through the transparent processes adopted by the City Corporation under the Members Code of Conduct and any conflict declared.

At assessment it was clear that the items being requested would provide additionality to the Drama course already being delivered at the school. Buying theatre lighting and sound equipment will certainly advance and enhance education in the cultural arts for current Drama students at the school but will also provide new elements that could attract a wider range of students to take up Drama. The trip to Ypres will also very much be an additional project that would add great value to the students' education, and funding would support participation of all the school's Drama students in this learning and educational experience. This project will clearly enhance the curriculum at the school and provide additionality the school's existing education offer which is why I will therefore recommend funding as follows:

£25,000 over one year to cover the cost of the trip to Ypres (£12,300) and the costs of Lighting, Sound Equipment, Theatre Tips and Workshops throughout the year.

**CENTRAL GRANTS PROGRAMME
CITY EDUCATIONAL TRUST**

ASSESSMENT CATEGORY – Education & Employment

Dr Johnson's House Trust Ltd (Ref:14817)

Amount requested: £8,794

Amount recommended: £8,800

Purpose of grant request: To support and further develop the year-round cultural education workshops that take place at Dr Johnsons House.

The Applicant

Dr Johnson's House (DJH) is a Grade 1 listed small historic town house in the City of London. An independent, fully accredited museum and a registered charity (no. 1122396). DJH was built in 1690 and lived in by Samuel Johnson, the writer and wit, in the middle to late eighteenth century. Today the House is open to the public with a collection relating to Johnson, a research library and restored interiors. The house has two members of staff and a dedicated team of volunteers who together run a vibrant programme of education workshops, exhibitions and events.

Background and detail of proposal

Your funding is being sought to support and further develop the cultural education programme that takes place at Dr Johnson's House each year. Through-out the year the Charity runs around 75 workshops with primary and secondary school groups as well as university students. The year-round programme is free and accessible to all and the Charity wishes to be able to continue to offer it on this basis. Much of the educational programme focuses on literacy, etymology and linguistics and how these have been approached through the ages. The collections at the House are used during school sessions to give pupils an experience of handling cultural artefacts, appreciate and understand how decoration has developed over time and how they can associate this with literature from the period. At assessment DJH made the case for the work meeting the criteria as they felt that the work they deliver at the Museum furthers the wider understanding of and education in the cultural arts, encompassing human creativity and social life (languages, literature, history, etc).

DJH work with schools from in and around the City including the City of London Boys School (in respect of which the City Corporation is proprietor) and St Clement Danes Primary. which are both local to the House. They also offer programmes of work to students from Kings College, UCL and LSE giving them access to the extensive archives they hold while providing placements for History and Museum studies students. Each year DJH take on 2 PGCE placements from the London School of Teaching to learn about how to use Museums when teaching to add value to curriculum study and learning.

Financial Information

The Charity holds high free reserves due to being left a legacy of £1 million in 2003 to fund the curatorial roles at the Charity in perpetuity. The Charity has never designated these funds which makes the free-reserves held look very high. The draft accounts for the year ending March 2018 have addressed this. Additional funds are kept by the Charity in reserve to cover the maintenance cost of the building which was built in 1690 and can often require major works.

Year end as at 31 March	2017	2018	2019
	Examined Accounts	Draft Accounts	Budget
	£	£	£
Income & expenditure:			
Income	146,642	145,536	148,920
Expenditure	(125,012)	(140,483)	(145,000)
Net loss/ gain	170,638	(46,116)	
Total surplus/(deficit)	192,268	(41,063)	3,920
Cost of Raising Funds	7,143	7,780	7,600
- % of income	4.9%	5.3%	5.1%
Operating expenditure (unrestricted funds)	123,612	89,074	134,400
Free unrestricted reserves:			
Free unrestricted reserves held at year end	1,104,599	363,748	367,668
No of months of operating expenditure	107.2	49.0	32.8
Reserves policy target	123,612	89,074	134,400
No of months of operating expenditure	12.0	12.0	12.0
Free reserves over/(under) target	980,987	274,674	233,268

Recommendation

DJH runs an extensive Educational Programme throughout the year which focus on the cultural impact of language and literature through history. The Charity run around 75 workshops each year for Primary and Secondary schools from the surrounding area. They also host several placements for University students to learn about the House's archive and understand the benefits of using Museums to enhance study and teaching. The Charity have received funding from the City Educational Trust for several years to deliver the Education Programme. The DJH is seeking one further year of funding to its overall education programme and will be match funding the rest of the programme from reserves. This Charity have made a strong and compelling case for how the education work meets the criteria of the City Educational Trust as it will advance the research, study and teaching in the cultural arts, which is considered to encompass both human creativity and social life. It is therefore recommended funding as follows:

£8,800 contribution over 12 months to the overall costs of delivering the Education programme at Doctor Johnson's House.

CENTRAL GRANTS PROGRAMME – CITY EDUCATIONAL TRUST

ASSESSMENT CATEGORY – Education & Employment

in2scienceUK (Ref: 14816)

Amount requested: £25,000

Amount recommended: £25,000

Purpose of grant request: in2scienceUK wishes to expand its work with students from disadvantaged backgrounds to improve social mobility and increase diversity within the science, technology, engineering and maths (STEM) sector.

The Charity

In2scienceUK was founded as a Charity (1164821) in 2010 with the aim to provide young people from low income backgrounds an opportunity to gain practical insight into the STEM sector as well as knowledge and confidence to progress to University. Each year in2scienceUK receives over 1000 student applications and aims to expand across the UK in the next 5 years. To date, 75% of participants progress onto STEM degrees.

Background and detail of proposal

in2scienceuk works with students from disadvantaged backgrounds, offering them an intensive programme of skills days, workshops and work placements to broaden their horizons and to consider STEM professions and the associated skill sets as viable and achievable career options. The Charity works mainly with students that are above the age of 16 and about to finish year 12. Students are initially selected based on several factors. The Charity look for students who access free school meals or who are on pupil premium and who have parents who have not accessed higher education.

The project will take place over a year and is part of a larger programme of expansion of In2scienceUK's work. They recently secured a large grant from NESTA and core funding from the Fore Foundation to expand this work in London, South East and South West of England. The project anticipates working with 500 young people across London and the Charity are seeking your support towards some of the staffing costs to coordinate the work and toward 200 bursaries for the students involved. Each student selected will be paired with either a research or professional placement relating to the student's STEM subject of interest. The Charity has a range of university partners that offer placements in their state of the art research facilities, or they have an expanding network of businesses including Google where young people will spend a 2-week placement understanding how the subjects they are learning at school translate into career or further study in the STEM sector. Each student is given a pre-paid oyster card for travel and subsistence during their placement which equates to £70 per student per 2-week placement. In2scienceUK put on a series of workshops throughout the project around subject interests, CV writing and careers with an option to take on an accredited Diploma. The project

starts in January 2019 and is concluded with a celebration event in September where all students, hosts and other partners are brought together.

The two-week placements will focus on specific areas of study with the majority of the placements taking place at universities across London. The students involved will have the opportunity to spend time in state of the art facilities, work alongside academics and PhD students and develop an understanding of where their study and certain subjects can lead them. Students will feel motivated to study STEM subjects further as a result, with insight and understanding of how those subjects could translate to further study or a career later down the line.

Financial Information

The 2018 Budget contains a deficit of £69,711 representing the funding not secured to date. However, the Charity reassured your officer that the pipeline of applications was full, with many decisions pending for July, this should not affect their reserves position. Cost of Generating Funds is not listed in the accounts - this was raised at assessment and will be included in future figures.

Year end as at 30 November	2016	2017	2018
	Examined Accounts	Draft	Budget
	£	£	£
Income & expenditure:			
Income	107,633	139,443	162,963
- % of Income confirmed as at 24/05/2018	n/a	n/a	61%
Expenditure	(80,428)	(135,607)	(232,674)
Total surplus/(deficit)	27,205	3,836	(69,711)
Split between:			
- Restricted surplus/(deficit)	(104)		69,711
- Unrestricted surplus/(deficit)	104	3,836	
	0	3,836	69,711
Cost of Raising Funds			
- % of income	0.0%	0.0%	0.0%
Operating expenditure (unrestricted funds)	70,424	117,320	205,471
Free unrestricted reserves:			
Free unrestricted reserves held at year end	32,542	36,378	36,378
No of months of operating expenditure	5.5	3.7	2.1
Reserves policy target	17,606	29,330	51,368
No of months of operating expenditure	3.0	3.0	3.0
Free reserves over/(under) target	14,936	7,048	(14,990)

Recommendation

In2ScienceUK although a relatively young Charity has established itself in the Education sector with a successful model for getting more young people from disadvantaged backgrounds into the STEM sector. It has a very specific intervention model that has shown real success and with support from NESTA this work will expand to other parts of the UK. This application is seeking your support to top up the funding of some of the work in London. The £25,000 contribution over one year will provide travel and subsistence for 200 students taking on work placements and contribute to the salary of the Regional Programme Officer who will coordinate the work in London. This project meets the criteria of the City Educational Trust as it will give the students direct experience of further study in STEM subjects and increase their knowledge and understanding of how the study of STEM subjects can be

applied in real life experience. It is clear how it will advance the Education of Science and Technology to 200 disadvantaged young people in London. Funding is recommended as follows:

£25,000 over 12 months to fund 200 Bursary placements for students in London and a contribution to the salary costs of the Regional Programme Manager.

**CENTRAL GRANTS PROGRAMME
CITY EDUCATIONAL TRUST**

ASSESSMENT CATEGORY – Education and Employment

Roundhouse Trust (Ref: 14811)

Amount requested: £20,000

Amount recommended: £20,000

Purpose of grant request: To support the Roundhouse Education Programme that works with schools, pupil referral units and colleges to advance education in the cultural arts.

The Applicant

The Roundhouse Trust (RT) is a registered Charity (1071487) is a world renowned live performance space where some of the biggest names in music, theatre, circus and spoken work take to the stage every day. A former railway engine repair shed, the Grade II* listed building was transformed into a performance venue over 50 years ago. RT is a hub where artists and emerging talent create extraordinary work and where young people can grow creatively as individuals. Each year RT give thousands of 11-25-year olds the chance to develop their skills and confidence through creativity in music, media and performing arts.

Background and detail of proposal

Across Camden, the Roundhouse Education Programme works directly with schools, colleges and pupil referral units to deliver cultural arts education to 11-18-year-olds who struggle to engage with mainstream education or suffer from social, emotional and mental health difficulties, special educational needs and/or disadvantaged personal lives. 75% of the young people in the programme in the last academic year came from areas of high deprivation and 50-70% of students at the Charity's main partner schools are eligible for pupil premium (compared to a national average of 29.1%).

RT is seeking a contribution towards its overall Education programme over the next two academic years. The overall programme will work with three Camden based educational institutions on specific projects and will work with 13 other schools in Camden to offer a range of "Taster" creative artistic educational programmes. The total project cost over 2 years will be £64,580 with RT looking for a £10,000 contribution each year to the overall project costs each year. Funding will cover the Artist-tutor, youth support worker and the salary of the Education Programme Manager to deliver education programmes in the cultural arts across the London Borough of Camden. The rest of the costs will be made up through contributions from the schools and funding from the Haberdashers' Livery Company, Runciman Charitable Trust, the Red Hill Trust and the Leatherseller's Livery Company. All funding has been agreed to date apart from the Leatherseller's grant which will be confirmed in July. Any shortfall in funding will be supplied by RT from its reserves.

The programme of work is very varied, but all has a focus on enhancing teaching and learning opportunities for disadvantaged young people. The offering in each setting will be different but will include workshops in spoken word, lyric writing, music production, film, drama or bespoke arts projects. At assessment the RT supplied further detail of each programme which can be seen at Appendix A.

Financial Information

RT has a blended income and is not over reliant on one source. They receive income from tickets and space hire alongside grants, Arts Council funding and corporate support. Cost of generating funds looks reduced in 2018 & 2019 as this has not included the cost of ticket sales.

Year end as at 31 March	2017	2018	2019
	Audited Accounts	Draft	Budget
	£	£	£
Income & expenditure:			
Income	12,403,223	11,767,039	11,707,154
Expenditure	(12,525,343)	(11,635,055)	(11,682,154)
Net gains/ losses	933,888		
Total surplus/(deficit)	811,768	131,984	25,000
Cost of Raising Funds	3,909,872	767,942	802,724
- % of income	31.5%	6.5%	6.9%
Operating expenditure (unrestricted funds)	11,853,919	9,638,628	9,453,799
Free unrestricted reserves:			
Free unrestricted reserves held at year end	890,160	1,021,984	915,000
No of months of operating expenditure	0.9	1.3	1.2
Reserves policy target	1,100,000	1,100,000	1,100,000
No of months of operating expenditure	1.1	1.4	1.4
Free reserves over/(under) target	(209,840)	(78,016)	(185,000)

Recommendation

RT is a very well-established Charity that has been delivering world class concerts and performances for many years. The Charity has an excellent reputation for the work it does with young people and it was clear from assessment that your funding would be contributing to a well planned education programme that will advance education in the cultural arts. This project will specifically target young people who are less likely to engage in RT's mainstream programme so will therefore be targeting the most disadvantaged. All of the costs listed in the budget are for the direct delivery and coordination costs. Funding is recommended as follows:

£20,000 over 2 years (£10,000; £10,000) to contribute to the overall costs of the Roundhouse Education Programme in London.

Appendix A

The Roundhouse Education Programme

Camden Centre for Learning (CCfL)

CCfL is Camden's provision for those pupils whose primary development need is their social, emotional or mental health. All students at CCfL have been excluded from mainstream education (or are at severe risk of being so) and experience has shown us that these pupils typically also suffer from social, emotional and mental health difficulties or have special educational needs.

From September, we will run two year-round projects for CCfL students. The first project will work with Key Stage 3 students, offering the school various art forms to choose from each term, including spoken word, lyric writing, music production, film and drama or a bespoke arts project. The second project will work with Key Stage 4 students, focusing on performing arts project that will include devising, performing and directing. Both projects will aim to be responsive to the needs and interests of participants and have therefore been designed to be flexible in terms of art form and delivery.

We have run projects with CCfL since 2012, providing creative learning opportunities which develop students' artistic and technical skills while developing the core life skills such as confidence, teamwork and communication which allow them to re-engage with their education. On all of our projects with CCfL, participants are encouraged to work towards a recognised arts qualification. Based on previous years of our partnership, we anticipate working with 55 students at CCfL, facilitating the achievement of 15 AQA Units Awards and five NCFE level 2 qualifications in each year of the project.

Due to the complex needs of the young people on the project, pastoral support is incredibly important. At least one Roundhouse Youth Support Worker attends each session (as they do with all core projects on the Education Programme) so they are able to assist with wellbeing, personal development and safeguarding matters.

"The impact on the lives of some of the young people has been immeasurable; many of who are socially disadvantaged find the Roundhouse a safe haven to explore their talents and attune their skills" – **Ashley Summercorn, Arts Curriculum Lead, Camden Centre for Learning**

Hampstead A Level Music Video Project

We have worked with Hampstead School since 2013 and will continue an existing Digital Media project in the next two years, equipping A2 Media students with the knowledge and skills needed to produce a high-quality music video for their coursework. Students will attend eight weekly workshops, with topics including: editing software Premier Pro; camera equipment including focus lenses, cameras and tripods; and, creating visual effects. Last year, 20 students attended the project, of which, 93% thought they would not have been able to create a music video of the same quality without the support of the project. All students received an A* or A grade in their coursework.

Haverstock Band Project

Sitting adjacent to the Roundhouse, we have worked with Haverstock School since we reopened in 2006. The school's diverse student population includes 70 countries of origin and 50 home languages, of whom, 35% are refugees and 40% are entitled to free school meals. Haverstock contributed the full costs of delivery until July 2016 when funding cuts meant the vast majority of their extra-curricular activities had to be cancelled. The Roundhouse decided to continue the projects by fundraising to cover delivery costs so students were still able to access these opportunities.

The Haverstock Band is a termly eight-week music project for Year 7 and 8 students, supporting technical, artistic and social skills development and allowing students to perform in a showcase held at the Roundhouse. This project will continue in the next two years, each year offering up to 50 young people the chance to participate in the project.

"The band project has enabled students to participate in extended curriculum music sessions that the school cannot offer because of reductions in staff and time restrictions for staff" The t– **Nikki Haydon, Community Partnerships Coordinator, Haverstock School**

Haverstock Headway Circus

The Haverstock Headway Circus project uses a range of circus skills including acrobatics, parkour, juggling, plate spinning and diablo to engage with Year 7 students who have been identified as at risk of permanent exclusion or social isolation. This project will run over one term in each academic year, offering up to 12 young people the chance to take part in the project each year.

Tasters, Developers and Career Insight Sessions

Taster and Developer Sessions are one-off workshops and sessions, allowing us to work with a greater number of schools and students, support the delivery of creative subjects and raise awareness of the opportunities on offer at the Roundhouse. Last year, we worked with 13 schools, engaging in excess of 200 young people across 19 sessions. These included DJ taster sessions and workshops in music production and spoken word.

Last year, we held eight career insight sessions for 171 local students, comprised of talks, tours and workshops on creative industries careers, and attended seven external career and employment events at venues around London.

CENTRAL GRANTS PROGRAMME
CITY EDUCATIONAL TRUST

ASSESSMENT CATEGORY – Education & Employment

Sadler's Wells (Ref: 14813)

Amount requested: £25,000

Amount recommended: £25,000

Purpose of grant request: To support the costs over two years of the Associate School Programme that will work with 12 schools across 4 London boroughs delivering dance workshops and continuing professional development opportunities for Teaching staff.

The Applicant

Sadler's Wells is a world-leading creative organisation dedicated to dance in all its forms. With over three centuries of theatrical heritage and a year-round programme of performances and learning activities, it is a place where artists come together to create dance, and where the Charity welcome everyone to experience dance – to take part, learn, experiment and be inspired. The venue attracts audiences of over half a million each year, with more people accessing touring performances and online digital content. Sadler's Wells' learning and engagement activities reach over 25,000 annually through programmes that take dance out into the community and invite communities into the theatre

Background and detail of proposal

Funding is being sought over two years to contribute to the Associate Schools Programme which is delivered with 12 schools across Islington, Haringey, Hackney and Tower Hamlets. The programme aims to improve the health and well-being of young people by embedding cultural participation into the school day. Sadler's Wells works with schools in each borough and matches them with dance practitioners and companies. The practitioners work with teachers and students to improve the dance provision within the schools and use the workshop sessions to enhance the syllabus being delivered within the school. Each school receives a package of practitioner workshops and teacher development, tickets to see a performance at Sadler's Wells including a Q&A with the dancers and a celebration and performance at the end of each year.

The project focuses on schools with less funding and Sadler's Wells are interested in expanding the associate schools programme into East London to tie in with the opening of a second centre in Stratford. Alongside the expert teaching provided within each school the dance teachers are given additional professional development and are given access to the Sadler's Well practitioner network.

Funding is being sought over two years and will contribute to the costs of the workshops, curriculum support, showcase and the professional development of the

teachers. The total project cost per year is £45,445 and the Charity will make this up through agreed Corporate Support and a contribution from core funding through trading activity.

Financial Information

The principal source of funding for the charity is the income generated from ticket sales and other show related income. This is underpinned by annual funding from the Arts Council England. The unrestricted reserve of £1,000,000 is maintained to protect the Charity against any failure of a show at the box office, or against fluctuations in fundraising revenue.

Year end as at 31 March	2017	2018	2019
	Audited Accounts	Draft Accounts	Forecast
	£	£	£
Income & expenditure:			
Income	26,570,000	18,276,000	18,716,000
Expenditure	(26,651,000)	(18,276,000)	(18,716,000)
Net gains/ loss	232,000		
Total surplus/(deficit)	151,000	0	0
Cost of Raising Funds	2,337,000	1,913,000	1,987,000
- % of income	8.8%	10.5%	10.6%
Operating expenditure (unrestricted funds)	25,398,000	18,276,000	18,716,000
Free unrestricted reserves:			
Free unrestricted reserves held at year end	1,028,000	1,028,000	1,028,000
No of months of operating expenditure	0.5	0.7	0.7
Reserves policy target	1,000,000	1,000,000	1,000,000
No of months of operating expenditure	0.5	0.7	0.6
Free reserves over/(under) target	28,000	28,000	28,000

Recommendation

Sadler's Wells is a world renowned creative organisation dedicated to dance. They have been running the Associated Schools Programme for several years and have seen the success of providing expert support to teachers and students to improve the delivery of dance in schools. This project aligns well to the objects of the Charity as it will advance the study and teaching in the cultural arts. The intervention goes further than workshops with students and provides continued professional development to Teachers to ensure the work is established within the school to enhance the provision of dance to future years. Funding is recommended as follows:

£25,000 over two years (£12,500; £12,500) towards the costs of the workshops, curriculum support, showcase and professional development of the teachers, all within London.

CENTRAL GRANTS PROGRAMME
CITY EDUCATIONAL TRUST

ASSESSMENT CATEGORY – Education and Employment

Stratford Circus Arts Centre (Ref: 14812)

Amount requested: £25,000

Amount recommended: £25,000

Purpose of grant request: To deliver a creative schools brokerage programme working collaboratively with networks of primary schools across East London to improve the practice in delivering curriculum relevant creative learning activities.

The Applicant

Stratford Circus Arts Centre (SCAC) is a performing arts centre dedicated to bringing high quality arts experiences and participatory opportunities to local audiences. Built in 2001, the fully accessible venue includes 2 theatres, a dance studio and meeting rooms. Last year it ran 470 shows and welcomed 180,000 people through its doors, including 60,000 for professional performances. The charity is proud that its audiences are largely comprised of local families and include people who have little experience or knowledge of the arts.

Background and detail of proposal

From 2015 -2018 SCAC piloted the Creative Schools Brokerage programme to enable schools to embed creative education holistically and attain an Artsmark award. The Charity want to continue to develop and roll out this model across East London. An evaluation of the pilot has shown that it has been effective in embedding a commitment to, and a plan for a creative education for students within each schools improvement plan. This has helped to combat the de-prioritisation of cultural arts and learning in education by engaging 5,000 children, 99 schools and 178 cultural organisations to date.

Funding is being requested over two years to contribute to the overall Creative Schools programme. Over the course of two years the Creative learning team will work with schools to assess their needs and identify improvement priorities. They will also meet with cultural organisations to see what they could offer schools. They will use this information and establish a brokerage database to match cultural organisations with schools to help deliver on their improvement plans. The Charity will host a number of networking events throughout the year for schools and cultural organisations and will deliver an annual symposium to boost networks.

Schools involved in the brokerage will outline areas that they require assistance with as part of their school improvement plans. Cultural organisations will then be matched with the school to deliver creative learning projects with students and teachers. Some examples of the types of creative programmes that will be delivered as part of this project are supplied at Appendix B.

The overall project cost is £82,070 over the two years. An application to Esme Fairbairn foundation is currently pending and the outcome will be known by the time

this committee meet in July. Additional funding is provided by the schools and cultural organisations who pay a membership of £350 per school and £100 per cultural organisation to be part of the programme.

Financial Information

The Charity had deficits in years ending March 2017 and 2018 which has put them in a precarious financial position given the level of reserves that they hold. The Charity is aware of its position and is doing concerted fundraising to ensure that they increase the level of unrestricted reserves that it holds. If funding is agreed it can be paid quarterly to mitigate against any risk.

Year end as at 31 March	2017	2018	2019
	Audited Accounts	Draft	Budget
	£	£	£
Income & expenditure:			
Income	1,309,529	1,324,367	1,438,554
Expenditure	(1,390,100)	(1,376,292)	(1,438,010)
Total surplus/(deficit)	(80,571)	(51,925)	544
Operating expenditure (unrestricted funds)	1,142,334	906,510	953,931
Free unrestricted reserves:			
Free unrestricted reserves held at year end	30,310	(21,615)	(21,071)
No of months of operating expenditure	0.3	-0.3	-0.3
Reserves policy target	285,583	226,627	238,482
No of months of operating expenditure	3.0	3.0	3.0
Free reserves over/(under) target	(255,273)	(248,242)	(259,553)

Recommendation

SCAC is an Arts Council National Portfolio Organisation that has been delivering creative projects in Stratford to a high standard since 2001. The Creative Education programme meets the outcomes of the City Educational Trust as it will advance education in the creative arts across 100 schools in East London. The brokerage service will cater to the needs of each individual school which will have a positive outcome on the children and young people and their education. With arts and culture being de-prioritised due to funding cuts, high staff turnover and the emphasis on core subjects many schools do not have the skills to embed cultural learning keeping them at a disadvantage. This project will make it easier for schools to engage in cultural learning while providing wider benefits to the cultural organisations involved. This project is second tier and will not be involved in the direct delivery, however at assessment a case was made as to how this work would advance education within the cultural arts. If committee agree that this work has sufficiently met the criteria then funding is recommended as follows:

£25,000 over two years (£12,500; £12,500) towards the overall project costs of the Creative Schools brokerage programme in East London. Funding is conditional on the balance being raised for the total cost of the project. Funding will be released quarterly.

Appendix B

Examples of Creative Schools Projects

- **Central Park, Roman Road and Brampton Primary Schools** in Newham wanted to inspire their Y5 student to explore literacy creatively, whilst strengthening links across their cluster. Collaborating with head teachers and arts coordinators the brokerage team collectively planned a half term scheme of work across the three schools which will lead to a multi-art form celebration in the summer term. Using the teacher's expertise the project included a joint planning session across all three schools, as well as CPD sessions for teachers, exploring poetry and story-telling, supported by The Centre for Literacy in Primary Education. During the summer term, pupils from all three schools co-curated their own professional poetry show with Poet in the City and ten Y5 classes had opportunity to see an immersive show with individual headphone sets and projections at Stratford Circus Arts Centre performed by Fuel Theatre.
- **Sarah Bonnell School** in Newham is embedding Arts Award in the school to accredit the arts and reach out to local primary schools with the help of consultant Fran Gkotsi. They are also took part Barbican Box, developing an exciting *Young Producers* course with Sound Connections to plan a youth-led celebration of arts activity.
- **Canonbury Primary School** in Islington is planned a bespoke digital art project with SDNA to celebrate visual oracy in mixed ability classes where English is often a second language. Pupil collages formed the basis of animated underwater creatures that will come alive in cabinets at The Bomb Factory.
- **Mossford Green Primary School** in Redbridge worked closely with Salmagundi Films to use stop gap animation in the classroom using iPads to up skill their teaching staff and improve the confidence and self-worth of pupils taking part.
- **Laycock Primary School** will be worked with Candoco, a contemporary dance company of disabled and non-disabled dancers to bring their architecture topic to life.
- Little Angel Theatre planned a 9 day takeover at **St Mary's CofE Primary School** in Islington, working with every child in the school to curate immersive environments for a promenade performance.
- Redbridge Drama Centre in partnership with Discover Children's Story Centre worked with **Churchfields Juniors, Churchfields Infants and Highlands Primary Schools** in Redbridge to deliver a Story Builders project to encourage boys to write.
- Output Arts was commissioned to create an interactive installation at **Grove Primary School** to inspire creativity and literacy in boys. The project explored the intimacy of letter writing through a talking post-box.

Impacts

- Taking part in Creative Schools impacted positively on schools' knowledge, confidence and activity, with 85% of schools saying their knowledge of east London arts organisations increased, 70% that their confidence in working with arts partners increased a lot/somewhat, and 71% reporting that the types of arts projects they are involved in have changed.
- A majority of schools consider their commitment to providing arts opportunities has changed positively since taking part in the programme. Reflecting on the ongoing squeeze on school budgets, this commitment is often less easily matched by resources. The challenge for the future is to further establish models of generating and pooling investment into creative projects across schools, cultural organisations and funders. For Creative Schools, developing a needs led model enabled schools to better understand the value of creative activities in relation to their core priorities, which goes some way to generating financial investment.
- Opportunities to network and share learning, particularly through the Creative Schools Symposia provided a highly valued opportunity for a broad range of east London schools to learn more about and connect with cultural organisations in east London. 96% of teachers attending the 2017 event described the Creative Schools Symposium as 'Useful' or 'Very useful'.

"Really helpful and a good way for schools to see what projects are available all in one go, and then pick what would be most helpful to their school. All without having to send a million emails." – Teacher

"The Creative Schools network has not only inspired us to broaden the Arts activities that we participate in at Churchfields Junior but extended opportunities for our students to work with others across East London in a creative way, providing unique experiences for them all. Joining the network is well worth the additional expenditure and something that we would highly recommend to colleagues." – Headteacher

"The Symposium was absolutely amazing and me and my colleagues were blown away. We had such good fun and it really ignited the spark for us and reminded me why I was so keen to be part of Creative Schools." – Teacher

Appendix 3A – Recommended for Rejection – City Educational Trust

CENTRAL GRANTS PROGRAMME CITY EDUCATIONAL TRUST

ASSESSMENT CATEGORY – Education & Employment

Achievement for All (3As) Ltd (Ref: 14826)

Amount requested: £24,958

Amount recommended: £0

The Applicant

Achievement for All (3AS) Limited is a registered Charity (1142154) that was founded in 2011. The Charity's mission is to close the gaps at every level of the education system by working in partnership with early years settings, schools and colleges to improve outcomes for children and young people vulnerable to underachievement. The Charity delivers a range of core programmes across the country. Achievement for All strives to improve the lives and futures of children and young people. Last year, in 2016, the Charity recorded a positive impact on 45,582 children and young people, 43,244 parents and carers, 56,647 teaching professionals and over 1,279 schools and settings across England and Wales.

Background and detail of proposal

Achievement for All are proposing to run a programme called Counterpoint that provides a delivery and research framework for current and new activity that focuses on partnerships between independent and maintained schools aimed at improving academic, social, economic and cultural outcomes for children. Counterpoint focuses on developing and embedding real partnerships for change between independent and maintained schools. The programme works as a hub model where one independent school is matched with 4 maintained schools in an area. Achievement for All has a dedicated team of staff to deliver Counterpoint and will work with schools providing a framework of how to engage with the programme. Each participating school will appoint a senior member of staff as a school champion, who will be responsible for partnership liaison with Counterpoint coaches. The project is set to start in September 2018 when a coach will visit partner schools to begin a needs analysis based on current academic, social and cultural activities, and work in partnership with each School Champion to determine the focus of each school and hub. The main aim of the project is to develop and improve inclusive, mutual practice that improves the outcomes for all children and increase social mobility. The Coaches working with the schools will collaborate with participating schools to enhance the goals and outcomes of their pupils by:

- Supporting effective leadership
- Co-creating bespoke approaches to teaching and learning
- Deepening engagement with adults including parents and carers
- Widening experiences and opportunities available to all children and young people

- Establishing links with the local community, third sector and businesses to increase opportunities to develop skills and employability
- Expanding the evidence base for the partnership to include outreach activity and improvement measures including leasers and teachers, parents and carers, children and young people, and the wider business and civil communities

This application is seeking funding to support the research project that will run in parallel to the Counterpoint project and will establish the nature, drivers and challenges to real partnership between independent and maintained schools. The research will uncover and test real-life examples of effective partnership practice that can be scaled and shared across London. This project will be a deep-dive over one year looking at specific hubs in Merton, Southwark and Newham. The costs being requested are all allocated to the specific research project monitoring the success of the three borough hubs.

At assessment your officer probed how this project met the outcomes of the City Educational Trust as this was not clear from the application. From the assessment there will be elements of the research that will advance education in Science and Technology subjects. One element of the research will look at how the Counterpoint project and coaches can improve the number of girls or disadvantaged and vulnerable young people studying STEM subjects. Part of the Counterpoint project will improve industry links in schools, provide mentors for young people and improve work experience placements to focus on more relevant career pathways. Other aspects of the Counterpoint project will look at improving and developing access to cultural activities. However, the main thrust of the research is to analyse the effectiveness of the Counterpoint model overall. The research project will monitor how this improves performance within each hub which could be replicated elsewhere.

While the Research project does have a discreet emphasis on the advancement of education in the Cultural Arts, Science and Technology subjects the main outcome of the research will be to demonstrate the impact and value of the Counterpoint model and how it has improved the performance of the schools and hubs in its network. Your funding should only be awarded based on a project meeting the objects of the City Educational Trust and this project has not gone far enough to demonstrate how it meets the objects of the Charity. The advancement of education in these subjects is secondary to the main emphasis of the research. For this reason, funding will not be recommended with advice provided to the Charity on how they may be able to apply for a more appropriate project in the future.

Appendix 3B – Recommended for Rejection and Withdrawn Applications – City Educational Trust

ID	Organisation Name	Status	Project Description
14814	Redriff Primary School, City of London Academy	Recommended for Rejection	This application is looking for the City Educational Trust to provide funding to allow the primary school to offer high quality of music lessons to their pupils from September 2018 onwards. At assessment it was clear that this would be directly delivering the curriculum. The application is seeking to pay Southwark Music Hub to deliver weekly music lessons within each class from Nursery to year 6. This application has not been recommended on the basis that if the City Educational Trust supports this school it will open itself up to a multitude of applications from schools across London. A very similar policy decision was made on an application considered by this committee in November 2017. For this reason, I am not recommending funding.
14828	Vivify Hub	Recommended for Rejection	This project is looking to deliver an after-school programme that will work with girls from disadvantaged backgrounds in Barking and Dagenham to consider careers in STEM subjects. However, at assessment it was clear that this organisation had been dormant for a year and could not provide sufficient financial projections to fully assess the organisations financial position. Your officer also was not re-assured by the track record of the staff involved and was not convinced by the Educational impact of the work. Feedback will be provided to the organisation that a further application in a year once the work has established itself could be considered.

14810	City Year UK	Recommended for Rejection	This application is to support the costs of 4 volunteer mentor placements in a London school for a whole academic year. The volunteers will work with students that require additional support to improve their educational achievement. In the application it was stated that this project would focus on STEM subjects however at assessment the focus was on broad educational improvement and not specifically focused on Science or Technology subjects. This project therefore does not meet the outcomes for the Education and Employment programme.
14808	Empower Learning Academy Trust T/A Bower Park Academy	Recommended for Rejection	This project is looking to expand an Equality and Diversity programme at the Bower Park academy in Romford. The application does not outline how it meets the objects of the City Educational Trust and the application was incredibly brief making it difficult to assess the difference the project would make.

Withdrawn Requests

14807	MOLA (Museum of London Archaeology)	Withdrawn	MAST withdrew the application as they have received full funding from this project from Heritage Lottery Fund. They will look to submit a further application at a later date.
14818	City of London Academy Islington	Withdrawn	Application withdrawn as two applications were submitted from the same organisation.

APPENDIX 4 – RECOMMENDATIONS & REJECTIONS – COMBINED EDUCATION CHARITY

CENTRAL GRANTS PROGRAMME Combined Education charity

ASSESSMENT CATEGORY – Education & Employment

A New Direction London Limited (14827)

Amount requested: £4,800

Amount recommended: £9,600

Purpose of grant request: A Cultural Leadership Programme

The Applicant

A New Direction London Limited (ANDLL) is a registered charity (1126216) whose main object is the advancement of education by promoting and developing creative learning and access to creative and cultural resources in schools and communities. The Charity works to ensure that all children and young people get the most out of London's creative and cultural offer. They do this by supporting schools to achieve an Artsmark Award, deliver an employment programme, run a place based cultural initiative as well as providing and publishing a range of research and resources.

Background and detail of proposal

ANDLL is seeking funding to deliver cultural leadership training. During a 10 month programme starting in October, participants will grow their leadership skills, knowledge and networks required to strengthen their school's cultural offer and be in a stronger position to take advantage of opportunities within the City.

ANDLL has a decade of experience improving cultural outcomes for teachers. The Cultural Leadership Community (CLC) programme was developed three years ago in response to requests from schools for teacher CPD that develops cultural leadership skills. Comprising expert-led workshops, coaching, peer-learning and Artsmark support, the programme builds a community of 20 teachers who become well networked and confident leading and advocating for cultural education within their workplace. For the three teachers involved, it will culminate in a teacher-led roundtable that will develop partnership working skills and facilitate engagement with key cultural stakeholders.

Across the academic year the teachers will engage in five workshops that will equip them with leadership skills, knowledge and tools to plan for and effect change within their schools. The teachers will also pursue individual training alongside the workshops that will help them develop an action plan linked to their school's improvement plan. The outcome of the project will be teachers that are equipped to improve their schools cultural leadership and teaching, promote access to the City

and London's cultural offer and provide an excellent development opportunity for the teachers involved.

Financial Information

Unrestricted reserves held by the organisation equate to three months of salary and closure costs. As most of the Charity's income and expenditure is restricted this makes the operating expenditure look very low and therefore the reserves look high. However, once you take the turnover into account the Charity hold reserves in line with its policy. A budget for 2019 was not deemed necessary for the financial assessment due to the size of the funding request.

Year end as at 31 March	2017	2018
	Audited Accounts	Draft Accounts
	£	£
Income & expenditure:		
Income	2,589,751	2,327,459
Expenditure	(2,575,060)	(2,048,990)
Total surplus/(deficit)	14,691	278,469
Cost of Raising Funds	13,540	10,343
- % of income	0.5%	0.4%
Operating expenditure (unrestricted funds)	68,922	229,736
Free unrestricted reserves:		
Free unrestricted reserves held at year end	207,612	207,612
No of months of operating expenditure	36.1	10.8
Reserves policy target	203,829	203,829
No of months of operating expenditure	35.5	10.6
Free reserves over/(under) target	3,783	3,783

Recommendation

ANDLL have been working in the creative learning sphere for many years across London and have established links to the cultural sector. This project meets the objects of the Combined Education Charity as it will be providing funding towards the course costs and roundtable sessions for London school teachers.

It is noted that three City of London Academies Trust teachers will be granted places on the programme this year. The cost of the training is approximately £1,600 per person. The applicant has requested a grant of £4,800. A greater award is recommended to extend the beneficiary class and allow more teachers to benefit. Funding is recommended as follows:

£9,600 over 12 months towards the cost of workshops, coaching and roundtable events as part of the Cultural Leadership Programme conditional on the grant only being applied to benefit London school teachers from maintained schools and academies.

Combined Education Charity – Recommendations

14806	Applicant 1	<p>The applicant will start a 1-year MA /PG Dip in Performance (Acting) Course at Mountview Academy of Theatre Arts in September 2018. Funding is being requested to contribute to course fees for the 1-year course. The total course fees for the course are £16,325 and your support would go a long way to helping the applicant reach their funding target. The course is intensive with students expected to receive 36 contact hours a week making it difficult to work part-time. At assessment the applicant provided evidence of their income which is well under the Minimum Income Standard. They also outlined how they had sought funds from 9 other Trusts without success. The applicant has outlined how this grant will allow them to access education and training opportunities in the Cultural Arts which meets the criteria of the Combined Education Charity. From assessment this application has met the criteria of the Combined Education Charity and met the exceptional circumstances criteria as they have demonstrated how they have made determined efforts to access sufficient funds from elsewhere. A positive reference was received from the Mountview Academy on request. Funding is recommended as follows:</p> <p>£5,000 contribution to the course fees for a MA/ PG Dip in Performance (Acting) at Mountview Academy of Theatre Arts.</p>
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14815	Applicant 2	<p>The applicant is currently studying a BA in Journalism and Communication at Middlesex University. As part of their third year of study they are seeking funding towards the purchase of a computer, film-equipment, software and a contribution to travel costs to enhance their study. The applicant has traumatic stress disorder and provided a lot of detail at assessment about their situation. Additional information will be available at committee if required. The applicant has never received grant funding to help with their study and this application is for the equipment to help them work remotely on days that they require to be at home. The applicant outlined how they have requested funding from several Livery companies but have not been successful in receiving support, due to their age or because of the course being studied. They currently receive a £11,000 a year student loan, £180 a month Employment Support Allowance and receive approximately £400 a month working at the Middlesex Student Union. This brings them well below the minimum income standard. Your officer has received a positive reference from the course tutor. As the policy for the Combined Education Charity outlines that it is interested in assisting individuals that study subjects in the Cultural Arts, Science and Technology subjects then this application falls outside of policy. However, this application fits with and will advance the objects of the Combined Education Charity. Funding is recommended if the Trustees are happy to award funding outside the policy criteria in accordance with the objects of the Charity.</p> <p>£5,000 bursary toward the purchase of a computer, film equipment and travel costs for the final year of study of a BA in Journalism and Communication at Middlesex University. Funding is conditional on the University distributing the funding to and purchasing equipment on behalf of the applicant.</p>
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Rejections

14805	Applicant 3	The applicant has been offered a place to attend The Italia Conti Academy of Theatre Arts to study a 3-year Musical Theatre Diploma Course. The applicant currently lives and is studying in St Neots and is therefore not a resident of the City of London or London Boroughs. They have also provided evidence that they have received a Drama and Dance Award from Italia Conte Academy to assist with course fees for the first year of study. The application has not broken-down travel and course costs required as the applicant is not yet a London resident. This application has not demonstrated how it meets the policy of the Combined Education Charity. Feedback will be provided to the applicant that they would be eligible to apply in a year once a London resident.
14809	Applicant 4	The applicant has accepted a place to study an MSc in Econometrics and Mathematical Economics at the London School of Economics. The applicant is a London resident and has demonstrated how this course will help them to access further post graduate study in the subject. The application received outlined how the applicant had been successful in receiving a variety of grants, loans and scholarships to support them during their study. This application is looking to assist with the shortfall required to complete funding for the course. The application was submitted with no additional information or proof of situation and when requested your officer received no additional information to make a full assessment. This application is not recommended for funding as the applicant has not demonstrated how they meet the exceptional circumstances criteria or provided supporting information to make a full assessment.

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Committee Education Charity Sub (Education Board) Committee	Dated: 17th July 2018
Subject Grant Monitoring Reports – Reporting back on projects supported by the Education Charity Sub-Committee	Public
Report of: Chief Grants Officer	For Information

Summary

The City of London Corporation is the sole corporate trustee of the City Educational Trust Fund (290840) which operates to further education for the public benefit.

Following a review of the City Corporation's grant-making activities, the City Corporation, as charity trustee, has resolved that it is expedient and in the best interests of the charity for its funds to be applied within the administrative framework of the City Corporation's new Central Grants Programme (CGP). Alongside the assessment and management of these grants the Central Grants Unit (CGU) record and assess how projects have been delivered.

Recommendations

- To note the update and feedback on grants awarded by the Education Charity Sub-Committee from the City Educational Trust Fund

Main Report

Background

1. The Central Grants Unit (CGU) grant assessment process draws on City Bridge Trust's expertise in the field of charitable grant-making and demonstrates good practice in the sector. Due diligence checks are undertaken by the CGU to ensure any application recommended for approval meets the proposed funding charity's objects and complies with the agreed eligibility criteria.
2. Additional to the due diligence at assessment the CGU oversee the management of grants, ensuring projects are delivered within agreed timeframes and that appropriate monitoring feedback is provided on completion of the grant.
3. Each grantee is required to send an online monitoring form on completion of a project outlining how funding was spent, how the project met the agreed outcomes and to outline learning from the project.

Feedback from completed Grants

4. The CGP has been running since October 2016. Your committee has approved 6 grants from the City Educational Trust Fund in that time. 2 grants awarded in December 2016 have now completed projects and provided feedback.
5. Friends of Guildhall Art Gallery (FOGAG) were awarded £6,000 towards the bursary cost of the Conservators Internship at the Guildhall Art Gallery for the September 2017 intake. A report from the Conservator Intern has been provided at Appendix 1.
6. Queen Mary University were awarded £8,500 to support the running costs of two STEM summer schools in 2017 for 30 year 10 students. An overview of the monitoring report is supplied at Appendix 2.
7. Both projects were delivered within budget and outlined positive outcomes for education in the cultural arts or STEM subjects. Both projects have since received additional support from the City Educational Trust Fund which was approved by your committee in December 2017.

Conclusion

8. This report asks Members to note the progress reports for grants awarded from the City Educational Trust Fund.

Jack Joslin

Senior Grants Officer

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Appendices

Appendix 1 – Conservator Internship Funding Report

Appendix 2 – Queen Mary University Funding Report

Michaela Straub Internship Report October 2017 to March 2018

After completing a Fine Art and History of Art degree, I trained as a paintings conservator at the Hamilton Kerr Institute from 2014 to 2017. I completed the six month placement at the Guildhall Art Gallery directly after my studies.

My placement at the Guildhall Art Gallery's conservation studio has provided me with the basic skill set that is necessary to become a well-rounded conservator with museum experience. The Guildhall Art Gallery is one very few institutions in Great Britain that offers an early career internship in a museum environment. This is a unique opportunity for recent graduates to experience the day to day work of a museum conservator. With a permanent collection to care for, the role of a museum conservator differs greatly from one in a commercial setting which makes this placement unusual. I would like to thank the City of London's Education Trust, The Art Society and The Radcliffe Trust for their generous and vital support, which has allowed the Guildhall Art Gallery to offer such an internship and enabled me to benefit from this remarkable placement. I am also grateful to everyone at the Guildhall Art Gallery, especially Senior Paintings Conservator Alex Walker, Paintings Conservator Nancy Wade and Frame Conservator Mark Searle (funding alumni), from whom I have learnt invaluable over the past months.



Figure 1 Borrowdale by William Collins during retouching.

Throughout my internship I have been involved in a variety of tasks concerning the Guildhall's conservation work. Some of my duties included conservation treatment for paintings prior to exhibition, condition checking and preparing paintings for in-coming and outgoing loans, assisting with an exhibition installation and the general monitoring of the permanent collection.

Treatment projects

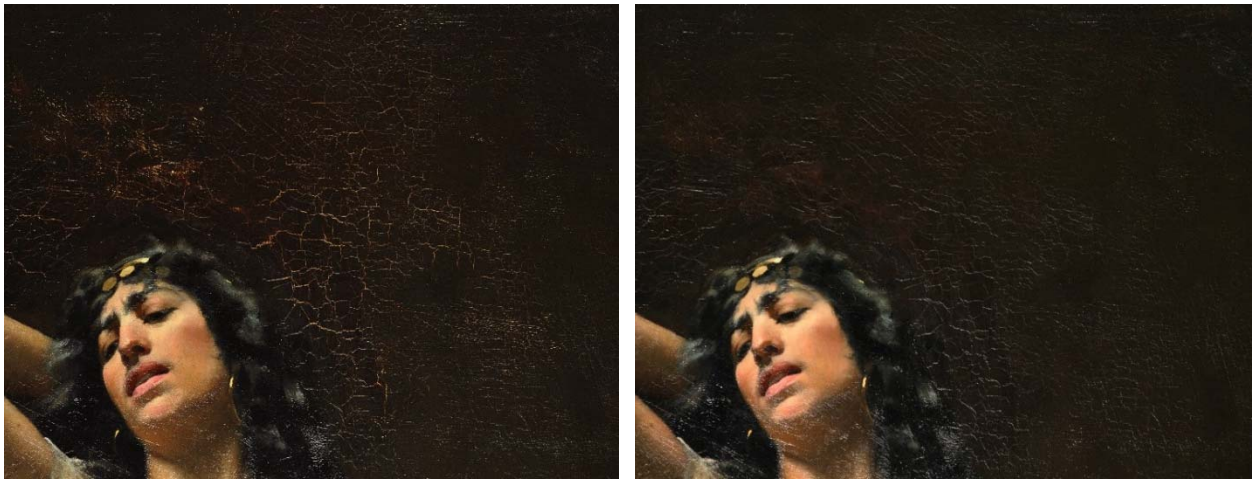


Figure 2 *The wife of Jeroboam and the blind prophet*, by Manton before and after retouching.

During the past six months my main project was the full treatment of a Victorian painting by George Henry Grenville Manton. *The wife of Jeroboam and the blind Prophet* was painted in 1888 and was given to the City's art collection in 1891, but it has not been on display to the public since the 1960s and has not received any restoration treatment since 1950. A reason for not displaying the painting was in part its condition with discoloured old retouchings, uneven surface gloss and considerably darkened varnish layers. Manton's painting was identified as replacement painting for a number of smaller paintings from the permanent hang in the Main Gallery, that will go on loan to another institution.

Although I found the painting structurally stable, the aesthetic value of the painting required much needed attention. Treatment involved the removal of the varnish and overpaint, removal of old fills, flattening of undulations in the canvas, re-varnishing, filling and retouching to visually reintegrate damaged areas into the composition. The painting's large size, measuring approximately 2 by 1.5 meters, posed a variety of issues, such as planning ahead and adjusting existing techniques to a larger format. Equally the large area of loss along the left side of the painting was an opportunity to learn new ways of filling and texturing. The opportunity to discuss such treatment difficulties and approaches with the guidance of the Guildhall paintings conservators was invaluable.



Figure 3 *Triassic Cliffs* by Cooke during varnish removal.

One of the tasks during my internship was to examine the condition of the paintings for the *Landscape*, and *Children in Art* exhibitions in 2018 before they went on display and determine the necessity for treatment. *Triassic cliffs* by Edward William Cooke, painted in 1866 stood out to me because it had an uneven layer of old discoloured varnish present that made the sky look grimy. The same was the case for two paintings by William Collins, *Borrowdale* (1821) and *The Kitten*

Deceived (1816), which received remedial treatment including varnish removal, filling, re-varnishing and retouching. The final stages of treatment on *Borrowdale* will be continued by the Guildhall Art Gallery's conservators after I complete my placement.

Collections Care

Environmental monitoring of the Gallery and studio spaces, together with regular condition checks of the artworks on display, formed an important part of learning how to care for a consistent body of work. This included minor treatments and condition checks of paintings on display and the full condition survey of loaned objects for a temporary exhibition, with regular checks to monitor their condition during the exhibition period.

I was also preparing paintings for loan, which involved condition checks before paintings leave and return, and preparation of paintings for travel. This also included a courier trip and installation of a large painting by Cuneo to the Brynmore Jones Library in Hull, for which I had sole responsibility

Additionally, I was responsible for monitoring changes and damages of works that were on loan to us from other institutions in a temporary exhibition. This is an essential component of the museum conservator role, which I was able to learn and practice.

I have also been fortunate to learn from the frames conservator Mark Searle, who works in the adjacent studio, about conservation framing, micro climate enclosures, and general preventive care of frames.



Figure 4 Mark and Michaela reframing Manton's painting.



Figure 5 During consolidation of a large scale in-situ treatment.

Equally I had to respond quickly to an unforeseen environmental emergency, when the Air Conditioning in the Gallery malfunctioned. This is an example of the daily changing priorities in a museum required constant reassessing of the situation. Although I found this challenging to begin with, I was able to improve my time management and efficiently prioritise tasks.

The breadth of experiences I have had during this internship reflect the balance between practical conservation treatments and day-to-day routines of museum conservation work. The placement has been ideal in preparing me for my career as a paintings conservator in a museum environment. The funding of this internship by The Art Society, The Radcliffe Trust and the City of London Education Trust has been essential to the early stage of my career in this specialised field, and I am grateful for their generous support.

Michaela Straub 2018

Appendix 2 – Queen Mary University Funding Report

Queen Mary University of London (Ref: 13689)

Purpose of the grant: £8,500 to support the running costs of two Science, Technology, Engineering and Maths (STEM) Summer Schools in 2017 for 30 year 10 students from across London.

Activities carried out

Over two weeks in July our staff hosted a cohort of 57 school students on campus who selected to attend our inaugural STEM Summer School. The Year 10 students were split in to small groups of about 4-5 people and offered an array of exciting opportunities to experience and understand real-world applications of STEM subjects. Each group was assigned a volunteer Maths Student Ambassador and a PhD student who were available to help and guide the groups through the week.

The school students took part in academic workshops and research projects on topics such as relativity and Archimedean solids. A programme of non-academic activities, including a campus tour and sessions on student budgeting, writing university applications and interview techniques were on offer; and student enriching activities such as a scavenger hunt and bowling, which were run by our Widening Participation team. Your gift also paid for attendees to travel for free to and from the Summer School and provided them with lunch each day.

At the end of each week, the school students presented the results of their research projects in a poster which was displayed & judged by the academic staff, PhD students and Student Ambassadors. Prizes were awarded for the best work & student contributions at a closing ceremony.

The Difference the project made

The main objective of the Summer School was to create opportunities to inspire and encourage disadvantaged students to apply to university and study a STEM subject, by highlighting what degree courses, and ultimately the career paths are available in STEM industries.

The week's activities and workshops were well organised and kept the school students engaged and interested. Feedback from all participants has been extremely positive.

The results from our post-event questionnaire has highlighted that all the school students enjoyed the workshops and research projects as it helped them to gain a greater understanding of complex topics. They found the participation of the PhD students instrumental to their overall learning and experience because they often acted as a bridge between the school students and academics and gave them an invaluable insight to university-style maths and sciences. Students enhanced their personal skills such as communication skills and teamwork by working in small groups; and the enrichment activities gave them the opportunity to meet new people

and socialise outside the academic environment.

The Summer School has had an invaluable impact on our PhD students too. They have strengthened their own skills and become more confident, leading and directing the small groups of students and communicating the scientific principles underlying complex experiments in a new, simpler language is essential to learn as they develop their career in scientific research.

The STEM Summer School has been an extremely positive experience for the school students and has achieved its objective of inspiring and encouraging disadvantaged school students to consider applying to university to study STEM subjects. According to our post-event questionnaire, 88% of participating students said that they plan to apply to university, and over half of them plan to study Maths. We aim to stay connected to the cohort and to continue to help them make informed choices about higher education.

Feedback from participants

Feedback from all participants in the STEM Summer School have been extremely positive and uplifting. Here are some of the things students said about it:

‘The student ambassadors and coordinators were very friendly and made the experience more enjoyable.’

‘It felt as though we were actual PhDs, doing full-time research.’

‘It has been a very valuable learning experience, something you can’t learn in a book.’

‘It was amazing. I met a lot of people and learned so many new things about maths.’

Key Challenges

Outreach work in the School of Mathematical Sciences is still a relatively new offering and we faced some challenges around generating effective and creative means to market the programmes to teachers, schools and students. We ensured we utilised the expertise of other departments at QMUL who regularly engage with schools and in the main, were able to use these contacts to reach out to key school staff whose influence we know is crucial to attracting students to these initiatives.

Interaction with the City of London Corporation

We have found the City of London Corporation to be very approachable, helpful, informative and responsive during this process.