

CITY OF LONDON CORPORATION



CITY OF LONDON CORPORATION COMBINED EDUCATION CHARITY

(REG CHARITY NO: 312836)

GRANTS POLICY & FUNDING CRITERIA

(Adopted: 7th November 2013)

CITY OF LONDON CORPORATION

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The City of London Corporation Combined Education Charity **(312836)**

Grants Policy and Funding Criteria

(Adopted – 11th October 2013)

The Purposes of the Charity:

The purposes of the charity are to benefit the public by:

- (a) furthering the education of persons attending or proposing to attend secondary, further or higher educational institutions through grants or financial assistance, and by arranging or supporting education and training to extend or complement courses provided by such institutions; and
- (b) providing grants to staff of maintained schools and Academies in the City of London and the London boroughs to undertake study which furthers their develop as teachers.

Grants Policy and Eligibility for Funding

In order to target the charity's limited funds to most effectively and efficiently achieve the charity's broad purposes to further education, as noted above, the following grants policy and criteria have been adopted when considering all current applications for funding.

Persons Eligible for Funding

1. Persons who are of secondary school age or above and who also meet the eligibility criteria set out at paragraphs 2 and 3 below.
2. Persons who are resident in the City of London or one of the London Boroughs.
3. Those who are **either**:
 - (a) A person currently attending, or enrolled to attend, a further or higher educational institution in the City of London or one of the London boroughs.
 - (b) A pupil attending one of the three City of London sponsored Academies located in the London boroughs of Southwark, Hackney and Islington, or attending The City of London School or The City of London School for Girls.
 - (c) A current member of staff at one of the three City of London Sponsor Academies located in the London boroughs of Southwark, Hackney and Islington, The City of London School or the City of London School for Girls.

Preference will be given to those persons eligible under paragraphs 3(a) and (b), above i.e. students, and includes applications made on behalf of a group of eligible secondary school pupils (per paragraph 5 below).

Any of the three City of London sponsored Academies, The City of London School or The City of London School for Girls may apply for funding on behalf of an individual pupil or on behalf a group of pupils attending the relevant school. Where an application is submitted on behalf of more than one pupil the school must identify the individual pupils who are intended to benefit from the grant and provide sufficient information to support the application being made on behalf of each of them. This must include evidence of financial need and details of the educational merit and value which would be achieved for those individual pupils should the grant be awarded.

Individuals who are awarded a grant from the charity will not be eligible for further funding within **5 (five) years** of the decision to award the grant.

Activities which will be funded

For Students, these include:

- (a) Course fees.
- (b) Equipment and or resources necessary to undertake a course of study e.g. specialist recording equipment, specialist technical equipment, purchase of books and reference materials.
- (c) Travel and associated expenses directly relevant to your course of study or education.
- (d) Expenses associated with school sponsored excursions and travel.
- (e) Activities associated with the individual's education (or expenses related directly thereto) where the educational merit or value of that activity has been demonstrated in the application.

For Teachers these include courses and study for the purposes of professional development as a teacher.

All those who benefit from a grant will be required to provide a written update to the charity of the outcomes and benefits experienced by those individuals in undertaking the course or activity funded by the grant.

Maximum Grant

The maximum funding which will be awarded to an individual is: **£3,000**.

Where an application for funding is submitted on behalf of more than one person, the grant may exceed this amount but will not exceed £3,000 per individual.

Evidence and Supporting Documentation

The charity will only consider applications which have been properly completed in a timely manner and which have been submitted with all relevant supporting documentation. Please refer to the Application Form and Guidance Notes for Applicants for further information.

Timings of Decisions

Applicants will be informed of the dates for final submission of application documentation and the dates of the meetings at which eligible applications will be considered by the trustees for funding, upon request. Normally eligible applications will be considered in January, July and October, and all application documentation will be required **at least 8 (eight) weeks** prior to the meeting.