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| <b>Committee(s)</b>   | <b>Dated:</b>       |
| Education Charity Sub-Committee   | 14 February 2017    |
| <b>Subject:</b><br>Revised eligibility criteria for the City Educational Trust Fund and the City of London Corporation Combined Education Charity | <b>Public</b>       |
| <b>Report of:</b><br>Director of Community and Children's Services  | <b>For Decision</b> |
| <b>Report author:</b><br>Jeanne Barnard, Education Policy Officer   |                     |

### Summary

Officers were instructed to prepare revised eligibility criteria for the City Educational Trust Fund (Charity Number 290840) and the City of London Corporation Combined Education Charity (Charity Number 312836) (the Charities) following Members' discussion of the criteria at the last meeting. The revised eligibility criteria for the two Charities are attached at Appendices 1 and 2. The proposed eligibility criteria for the Charities aim to streamline the assessment process, reduce costs of charity administration and maximise expenditure of funds to further the Charities' aims. The revised eligibility criteria need to be approved before the 2017/18 funding round.

### Recommendations

Members are asked to:

- Note the policies and eligibility criteria need to be amended and approved in time for the 2017/18 funding round.
- Recommend the eligibility criteria of the Charities as proposed in Appendices 1 and 2 to the Community & Children's Services Committee and, subject to that Committee's consideration, to the Education Board for approval.

### Main Report

#### Background

1. At this sub-committee's meeting on 12 December 2016, Members received a report of the Chief Grants Officer, Town Clerk's Department regarding the review of eligibility criteria for the City of London Corporation Combined Education Charity (Charity Number 312836) and the City Educational Trust Fund (Charity Number 290840) and the possibility for alignment with the City of London Corporation's Education Strategy 2016-2019.
2. Members discussed the report in detail and considered the following points: -
  - The eligibility criteria should focus on the impact of any grants and the level of need of the beneficiary.
  - The same eligibility criteria should be used for both charities.

- The cost of administration was proportionately higher for individual grants, but nevertheless there was still value in them and they should not be excluded. As such, priority should be given to groups but exceptional applications from individuals should also be considered.
  - Flexibility was needed; instead of limiting the types of applicants who can apply, focus should be on the outcome and need.
  - The eligibility criteria should have enduring relevance but not become outdated; criteria and priorities should therefore be reviewed on a regular basis.
  - The criteria should not prioritise the City Corporation or the City's Schools and the City as trustee of these charities must remain mindful that any grant cannot give rise to a "self-benefit" to the City acting in a separate capacity in breach of trust. Grants may be offered to benefit pupils at a City School, rather than the schools of the City itself as proprietor.
  - The starting point for grant thresholds be set at up to £5000 for small grants and larger grants of around £25,000 and reviewed in due course.
3. Officers were asked to prepare a revised policy and eligibility criteria taking these points into account.

### **Proposal**

4. Officers have drafted revised eligibility criteria for the two Charities to incorporate the comments made at the last sub-committee meeting in December 2016. These are now attached at Appendices 1 and 2 for your sub-committee's consideration and recommendation to the Community & Children's Services Committee and, subject to that Committee's consideration, to the Education Board for approval.
5. As the Charities have different charitable objectives, the eligibility criteria for the two Charities are slightly different. The criteria have been made the same where possible.
6. To reduce the additional administration costs associated with undertaking due diligence on applications from individuals, grants will only be made to organisations. Individuals will still be able to benefit as an organisation can apply on a particular individual's behalf, as well as on behalf of groups of individuals.
7. Members noted at the meeting in 12 December 2016 that alignment of the eligibility criteria with the City's Education Strategy could allow the Charities' limited funds to have a greater impact. It is proposed that the criteria be aligned with the City's Education Strategy to leverage more impact from the Charities' funds and reduce costs of charity administration. This is considered in the best interests of each charity.

### **Strategic implications**

8. Once new eligibility criteria are in place, it will be important to review how effectively they operate, and whether savings are being made in administration and management of the grants.

9. The criteria will be reviewed after one full round of grant-making and on a regular basis thereafter.

## **Conclusion**

10. This report asks that Members recommend the revised eligibility criteria for the City Educational Trust Fund and the City of London Corporation Combined Education Charity attached at Appendices 1 and 2 to the Community & Children's Services Committee and, following that, to the Education Board for approval. These revised eligibility criteria aim to streamline the assessment process, reduce costs of charity administration and maximise expenditure of funds to further the Charities' aims.

## **Appendices**

- Appendix 1 – Proposed eligibility criteria for the City of London Corporation Combined Education Charity
- Appendix 2 – Proposed eligibility criteria for the City Educational Trust Fund

## **Background Papers**

- Education Charity Sub-Committee Report and Minutes: Development of Policy to Guide Application of Charitable Funds – City Educational Trust Fund, Combined Education Charity – 12 December 2016 (Item 6)

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

### **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 £25,000 is available for distribution. The charity makes small grants up to a maximum of £5,000 per grant as follows:

### **Eligibility**

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

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 other London Boroughs or (2) teaching in the City of London or other London Boroughs.

### **Criteria**

Applications that benefit groups will be given priority over applications that benefit one individual (as exceptional applications for individuals may be considered).

Preference will be given to applications that demonstrate both need for financial support and the educational outcomes that would be achieved for the beneficiaries should the grant be awarded.

Small grants (up to a maximum of £5,000) will need to be spent within 1 year of being awarded.

## **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**

### ***How do you apply for a grant?***

To apply for a City of London Corporation (“CoLC”) grant you will need to complete an online application form by the corresponding deadline and submit this electronically with your supporting documents to the Central Grants Unit. You should send your application to us well before the stated deadline to allow us to process your application in time. We will only consider one application from you or your organisation 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.

### ***How are applications assessed?***

Once the CoLC has received your online application and all supporting documents it will be passed to one of the Grant Officers for assessment. As part of this process a Grants Officer may contact you for more information.

We will acknowledge receipt of your application within 10 working days of it being received. If your application is not complete it will be returned to you and you will have a further 10 working days to send us the missing information.

Once a full assessment of your application has been completed your request will be referred to the decision-making Committee.

The timescale to process your application will vary; however, we will endeavour to ensure your application is assessed within 12 weeks of the closing date.

### ***How do we monitor and evaluate grant recipients once an award has been made?***

If we award a grant to you, you will be requested to complete an end of grant monitoring report to confirm how the grant has been spent and what you achieved. Please make sure that you keep receipts for all the items or services you buy with the grant and that you keep them somewhere safe as we may ask you to provide them.

Please keep us up to date if any of your contact details change at any stage during the period of your grant.

### ***If your grant application is successful***

If your application is successful, an initial offer letter detailing the level of grant awarded will be issued. 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.

### ***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. Grants are therefore awarded on a discretionary basis, there is no appeal process and the decision of the CoLC is final.

### ***Support with your application***

We urge all applicants that are unsure about whether to submit an application to read all available eligibility criteria on our 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.

### ***Can you reapply for funding?***

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. Organisations applying on behalf of groups are not subject to this restriction.

### ***Further information***

If you have questions about how to apply or about the status of an application, you can contact us on 020 7332 3722, email us at [grants@cityoflondon.gov.uk](mailto:grants@cityoflondon.gov.uk), or visit our website [www.cityoflondon.gov.uk/centralgrantsprogramme](http://www.cityoflondon.gov.uk/centralgrantsprogramme) to find out more.

## **City Educational Trust Fund (290840)**

### **Charitable objects**

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 arts.

The City Educational Trust Fund is a small charity and operates by making grants. In normal years approximately £82,000 is available for distribution. The charity makes small grants up to a maximum of £5,000 and larger grants of around £25,000 as follows:

### **Eligibility**

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

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

- Educational Charity
- Educational Establishment

### **Criteria**

Applications that benefit groups will be given priority over applications that benefit one individual (as exceptional applications for individuals may be considered).

Preference will be given to applications that demonstrate both need for financial support and the educational outcomes that would be achieved for the beneficiaries should the grant be awarded.

Small grants (up to a maximum of £5,000) will need to be spent within 1 year of being awarded. Large grants (of around £25,000) will need to be spent within 2 years of being awarded.

### **Funded activities**

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**

### ***How do you apply for a grant?***

To apply for a City of London Corporation (“CoLC”) grant you will need to complete an online application form by the corresponding deadline and submit this electronically with your supporting documents to the Central Grants Unit. You should send your application to us well before the stated deadline to allow us to process your application in time. We will only consider one application from you or your organisation 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.

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