

CITY OF LONDON CORPORATION



**CITY OF LONDON CORPORATION
COMBINED EDUCATION CHARITY**
(REG CHARITY No: 312836)

GRANTS POLICY & FUNDING CRITERIA
(ADOPTED: 7TH DECEMBER 2013)

CITY OF LONDON CORPORATION

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

Grants Policy and Funding Criteria
(Adopted – 7th December 2013)

The Purposes of the Charity:

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

- (a) To further 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 development 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 :
 - (a) A person attending a further or higher educational institution in the City of London or one of the London boroughs; OR

- (b) A pupil attending one of the three City of London sponsored Academies. The City of London School or The City of London School for Girls; OR
- (c) A current member of staff at one of the City of London Sponsored Academies, 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).

Applications under 3(b) may be made 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. Organisations applying on behalf of groups are not subject to this restriction.

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 the course of study or education.
- (d) Expenses associated excursions and travel organised by the school.
- (e) Activities associated with the individual's education (or expense 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.

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. Normally eligible applications will be considered in December, March and July, and all application documentation will be required **at least 4 (Four) weeks** prior to the meeting.