



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

## Grants Policy and Funding Eligibility Criteria

### *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 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, either –

(a) attending a further or higher educational institution in the City of London or one of the London boroughs; OR

(b) attending one of the Academies sponsored by the City of London Corporation, The City of London School or The City of London School for Girls; OR

2. 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.

Applications under 1(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.

## **1. 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.

## **2. 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.

### **3. 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.

### **4. 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.

### **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. 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 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.

### **7. 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.



# The City of London Corporation City Educational Trust Fund (290840)

## Charitable Purposes

The purposes of this 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; OR
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.

## Guidelines

The following guidelines will be observed when assessing applications:

- (a) Grants will be given to organisations rather than individuals;
- (b) Under the second object, assistance will be given to organisations having education as an objective or which seek to sponsor the pursuit of further and higher education;
- (c) The applicant must demonstrate **either**:
  - a sufficiently strong connection with the City of London; for example, that the applicant's beneficiaries are City residents or workers; **or that**
  - the funding will support charitable activity having special nationwide significance or impact.
- (d) Preference will be given to applications for grants to actively further the organisation's objects through its activities, rather than for core costs such as employee salaries etc.; and
- (e) It is unlikely that grants would be made to organisations –
  - already in receipt of financial support through the London Councils' London-wide Grants Scheme and/or the local grants to voluntary organisations scheme,
  - which have historically received a large proportion of their funding from central government or other local government sources, and
  - that have received a grant for similar activities from the City Bridge Trust, the grant-giving arm of the City of London Corporation's charity, Bridge House Estates [1035628] .

NB: The above are 'guidelines' only and the CoLC retains total discretion as to whether an



application falling outside the guidelines but within the charity's objects is supported.

## **Application Procedures**

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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 your organisation at any one time.

All application forms should be completed through the online CoLC Central Grants web portal. Application forms in large print, Braille or audio tape are available to applicants by special request.

### **9. 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.

A Grants Officer may also arrange to visit you or your organisation as part of the assessment process. Once a full assessment 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 assess your application within 12 weeks of the closing date. You should take account of this when planning your project.

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

If we award a grant to your organisation we will need you 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.

We may also visit you to check how the grant has been spent.

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



### **11. 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.

### **12. 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.

### **13. 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.

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

New applications will not normally be considered from a recipient of a grant within a three year period.