

[14] What is the timescale for receipt of the funds (e.g. does the project involve an event(s) that has a particular date(s) that has already been set)?

[15] Full description of project / event / purchase, etc (if the request is for equipment, please include a description of the School's current provision – including quantities):

[16] Full breakdown of all the costs associated with this application (where appropriate, copies of suppliers' quotes / estimates should be attached):

[17] What are your **OBJECTIVES** for this project? Please state concisely one or more objective(s) that your School is planning to achieve through this project. Please note – this information may be used by the Foundation during any subsequent post-grant follow-up that it may decide to conduct:

[18] If the Tottenham Grammar School Foundation is unable to approve the full amount you have requested at point [10] overleaf, what alternative plans would be followed?

[19] Head Teacher's Signature:

Date:

Please note: It is the Foundation's policy to send all correspondence to the Head Teacher

Completed applications should be sent to the address at the top right-hand corner overleaf.

THE TOTTENHAM GRAMMAR SCHOOL FOUNDATION

ADVICE TO SCHOOLS WHEN SUBMITTING REQUESTS FOR GRANTS

Please Note: INFORMATION ON PUPIL PREMIUM FUNDING
(see paragraph 2 overleaf)
IS NOW A REQUIREMENT

The Foundation cannot fund: Clause 32 of the Scheme for the regulation of the Foundation says: “THE CHARITY NOT TO RELIEVE PUBLIC FUNDS. The Trustees shall not apply income of the Charity directly in relief of rates, taxes or other public funds but may apply income in supplementing relief or assistance provided out of public funds”.

This is interpreted as the Foundation cannot fund:

- the direct delivery of the National Curriculum
- the employment of staff
- the construction, adaptation, repair and maintenance of buildings
- the repair and maintenance of equipment
- the provision of computers and other ITC equipment

Clause 22 of the Scheme for the regulation of the Foundation says: “APPLICATION OF INCOME. (1) Subject to payment of the expenses aforesaid the Trustees shall apply the income of the Charity in one or more of the following ways:- (i) in promoting the education (including social and physical training) of persons under the age of 25 years....”

Therefore the Foundation cannot fund:

- the training of staff
- resources exclusively for parents
- the cost of adults attending school trips
- any grants for people aged 25 years or over
- the purchase of vehicles

The Foundation can help fund: Clause 22 of the Scheme for the regulation of the Foundation also says: “.... (ii) in providing such special benefits at any maintained school or college in the said London borough as are not normally provided by the local education authority or the governing body;”

This is interpreted as the Foundation can fund (or help fund):

- school journeys (usually limited to supporting pupils in financial hardship)
- visiting theatre/arts groups’ performances and workshops
- equipment for extra-curricular activities, e.g. for outdoor play, indoor play
- enrichment activities

The Foundation prefers:

- all applications to be made or endorsed by the Head Teacher (in any event, return correspondence will always be addressed to the Head)
- applications for specialist equipment or resources to be accompanied by the endorsement of the relevant Borough Specialist Advisor, e.g. Music, Books, etc
- not to be the sole provider of funds for a project: applications should try and show that other contributions are being / have been sought, e.g. PTA, other Trusts, school / Borough budgets, etc
- to be asked to contribute towards specific events, projects or purchases rather than to provide a grant as a general subsidy for a particular budget or fund within a school
- applications to be clear and concise, signed and, where appropriate, accompanied by copies of suppliers’ quotes / estimates (more than one for large amounts – to demonstrate best value)
- that where coach hire is part of an application, details of costs and vehicle capacities should be provided to demonstrate best value
- to receive reports of how grants have been used, especially when repeat applications are submitted

Other Points:

- 1: Use of the Foundation's "Somerset Grant (Schools)" application form **is a requirement**. It will often enable a quicker response time for a decision to be issued because it usually minimises the need to refer back to the School for missing information.
- 2: It is essential that information on Pupil Premium Funding, as requested in sections [3], [8] and [9] of the application form is provided. Forms will be returned if this data is missing. Whilst the Trustees will make reference to a school's website for its published statement on how it uses / has used its allocation of Pupil Premium Funding, the detail of how it relates to a particular application for a Somerset Grant will be relevant to the Foundation's decision.
- 3: Where items purchased with granted funds could be regarded as a capital asset (e.g. a musical instrument), they should not be sold or ownership transferred without the permission of the Foundation. Furthermore, the Trustees will expect that, if the potential recipient is a charity or an educational institution, they should also be based or active in the London Borough of Haringey and the item should be donated without charge.
- 4: Colleagues responsible for preparing and submitting bids should be aware that the Foundation only meets every 8-10 weeks (but see note 4 below). You are strongly recommended to contact the Clerk of the Foundation to find out the date of the next meeting to avoid delays that may cause problems for your school. Dates of meetings and other information can also be viewed on the Foundation's website www.tgsf.info, together with the latest versions of the application form and this Advice Sheet which can be downloaded.
- 5: In between meetings, the Chairman of the Foundation may agree to approve applications valued at £1,000 or less. Where this happens, the timescale mentioned in note 3 above does not apply.
- 6: The Committee or the Chairman's decisions are usually notified to applicants within 7 to 10 days. However, notifications may take longer during the Autumn Term because of the Foundation's extensive activity processing Undergraduate and college Awards for individual students. Schools may find it easier to check the status of their application by sending an email to the Clerk (see below).
- 7: The Clerk can be contacted by telephoning 020 8882 2999 or by emailing schools@tgsf.info. Applications/bids should be sent to:

Tottenham Grammar School Foundation
PO Box 34098
London
N13 5XU

If you choose to email your application/bid, you are asked to also send a signed original by post so that the Foundation's audit trail can be maintained.

You are reminded to ensure that you use the correct value postage when sending your application form – the Foundation will not pay Underpaid Item fees and the Post Office will eventually destroy your envelope and its contents. Please note – the Foundation's PO Box address is not a freepost address.