

## **GRANT MAKING POLICY**

### BACKGROUND TO THE SIBFORD OLD SCHOLARS CHARITY – SOSC

#### **AIMS**

1. For the advancement of Education of Children attending or wishing to attend Sibford School by the provision of Bursaries to Scholars who have need of financial assistance;
2. For the advancement of Education of Former Scholars of Sibford School by the provision of Grants to Former Scholars who have need of financial assistance;
3. For the advancement of Education to Scholars of Sibford School by providing and assisting in the provision of Facilities at Sibford School which would not otherwise be provided by the School.

SOSC is a charity created to support potential, current and former scholars of Sibford School who would not be able to undertake educationally related activities due to their individual financial position. SOSC may also provide support to the School itself in order to help to provide educational activities or facilities that they may not otherwise be able to provided.

SOSC's funds will primarily be raised by donations from former scholars of Sibford School, interested individuals or organisations as well by fund raising activities undertaken by the charity.

A Donor may specify which of the three Aims of SOSC is to be supported or may support all three.

For more information about SOSC see our website: [www.sibfordosc.org](http://www.sibfordosc.org)

#### **GRANT MAKING POLICY**

The trustees make grants where they believe that their contributions will make a real difference.

SOSC aims to make the application process and management of grants awards

- Simple and accessible to all
- Fair and consistent to all
- Transparent and objective, with due regard to donor interests
- Supportive, efficient and value for money
- Accountable, monitored and evaluated.

SOSC has an appeals process and complaints policy available on request, and welcomes constructive feedback from applicants.

Grants will be allocated at quarterly Trustee Meetings.

Bids will be considered for grants of between £50 and £20,000. However, please note that it is only in exceptional circumstances that a grant in excess of £1,000 will be awarded.

#### **BASIC ELEGIBILITY CRITERIA**

Applicants need to show that:-

- Your bid is for educationally related purposes and/or activities

- You are either a prospective, current or former pupil of Sibford School,
- Basic background information as to why you are unable to pay for the activities.

### **GRANT APPLICATION CRITERIA**

All bids need to demonstrate:

- Beneficial outcomes from the education to be supported
- SOSC will look favourably on evidence of match funding provided by the individual, another organisation or individual.

The Trustees will consider bids for items such as:

- Support for school fees
- Support for school uniform or equipment
- School trips and special activities
- University or college text books
- Re-training, professional qualifications
- Provision of school facilities benefitting all pupils

### **EXCEPTIONS**

The Trustees will not consider bids that are:

- For children whose parents are capable of funding School Fees or Costs themselves. The onus is on the applicant to justify their financial position.
- For individuals who are capable of funding re-training or other costs themselves.
- From the School for items that would generally be defined as maintenance

### **ASSESSMENT CRITERIA**

Once an application has been screened for its basic eligibility, it will be assessed using the following criteria:

- A qualitative assessment of the intended outcomes and expected impact of support.
- Value for money.
- Clear and positive benefits that support would achieve.

### **PERIOD OF GRANT SPEND**

If your application were approved, you would have 12 months in which to spend the grant – starting from the date on which you receive your cheque payment. We would expect that you would start your funded activity within six months of the approval – and indeed would be looking for evidence in your application that such a start date is realistic. In extenuating circumstances, a delay in start or completion may be accommodated by SOSC.

### **PROCESS**

1. Application submitted to SOSC
2. Application checked for eligibility

3. Application forwarded to Trustees for discussion at next available Trustees meeting
4. All applications considered at Trustees meeting will be based on eligibility criteria
5. Applicants are notified as to their success or otherwise. If you are successful a Conditions of Grant Offer Acceptance form will be forwarded for you to sign and return.
6. Funds despatched to applicant ready for activity to take place
7. After an agreed period of time SOCS will make contact to monitor and evaluate the grant.

### **MONITORING AND EVALUATION**

SOCS will monitor and evaluate any funds distributed through grants; this will be reported on annually and recipients of grants may be contacted for up-dates.

Policy to be reviewed March 2016