

## GRANT MAKING POLICY

### GENERAL INFORMATION ABOUT THE SIBFORD OLD SCHOLARS CHARITY - SOSC

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

SOSC's Funds will primarily be raised via Donations from former scholars of Sibford School and other interested individuals or organisations. A Donor may specify which of the three Aims of SOSC is to be supported or may support all three.

The Aims of SOSC are:

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.

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

### GRANT MAKING POLICY

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

- Simple and accessible
- Fair and consistent
- Transparent and objective, with due regard to donor interests
- Supported and efficient
- 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

You will need to show that:-

- Your bid is for educational purposes.
- You are either a prospective, current or former pupil of Sibford School or are the School itself.
- Reasons why you are unable to pay for the education yourself.

## GRANT APPLICATION CRITERIA

All bids need to demonstrate:

- Beneficial outcomes from the education to be supported.
- SOSOC looks favourably on evidence of some funding being provided by the individual themselves.

The Trustees will consider bids for items such as:

- Support for School Fees
- School Uniform or Equipment
- School Trips and Special Activities
- University or College books
- Re-training
- 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.
- 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 can be accommodated by SOSOC.

## PROCESS

- Applications can be submitted at any time - they will be acknowledged and checked for basic eligibility.
- Full assessment is likely to be undertaken within 1 month.
- The Bid will be considered at the next Quarterly Trustees Meeting following the Full Assessment.
- If there are any queries you will be contacted and may be visited.

- The Trustees will approve applications and the specific funding budget is then agreed.
- You will be advised of the outcome of your bid within two weeks of the Quarterly Trustees Meeting.
- If your Bid is successful a Conditions of Grant Offer Acceptance form will be forwarded for you to sign and return. This form will explain both general and any specific-to-your-bid conditions that the Trustees are applying.
- On receipt back of the Acceptance Form, your cheque will be released, together with a Monitoring Information Sheet and the first monitoring forms that you will need to complete after three months. The information sheet sets out the monitoring and evaluation requirements through the lifetime of your funded activity.
- SOSC views monitoring and evaluation seriously - completed projects will be audited by Trustees and you may receive a visit from one of our Trustees during your project activity.