



## **Small Grant Support for Schools - Pilot Project**

November 2012

### **Introduction**

From time to time and in various schools the Trust is aware of children who, because of a lack of finance, have not been able to enjoy the same benefits as other children. Educational visits are an obvious example, where parents were unable to meet the relatively minor cost of the trip. Other examples might include an inability to meet the cost of musical instruments or lessons, or transport to sports events: small items that will make a real difference to the quality of life and education for children of limited means.

Head Teachers are often in a unique position to know individual needs and therefore how best to apply limited funds to maximise equality of opportunity for children.

For this reason, and without wishing in any way to create more work for already hard-pressed head teachers, the Scrivener Trust is piloting a scheme that would make available to head teachers a small charitable discretionary fund that can be used to enable such children to enjoy equality of opportunity with their peers. It would operate with only the bare minimum of administration, would maintain strict anonymity for those it helps, and could be used at the absolute discretion of the head.

The Scrivener Trust does not have unlimited funds, and in order to sustain such a scheme, the Trust would hope that a participating school might adopt the Trust as one of its charities. If requested, the Trust will make available to the school a gift-aid scheme for recovery of tax on charitable gifts, and a limited amount of fundraising media. However, this would be done in such a way that both the fact and the anonymity of grants is strictly maintained. We will seek feedback from the pilot group on the best way of doing this.

Whilst the scheme will rely to a large extent on trust, there would need to be a small amount of accountability and administration, not only to safeguard the charity's funds but also to protect the head. But our aim is to keep the administration to the absolute minimum and to maximize the flexibility of the fund's use by head teachers.

## **The purpose of the scheme**

The purpose of the scheme is to provide support for individual children who, because of a lack of funds, are unable to participate fully in extra-curricular activities that will be of benefit to them. To this end, a sum of money will be provided to participating schools each year for the Head to use at his or her sole discretion.

These funds are not to be used to fund a deficit in a general budget. They are intended for use by the Head to support specific individuals. Examples of their use might include Educational visits, Music Lessons, hire of musical instruments, transport to sports events, etc.

The reason for giving a lump sum allocation is so that head teachers don't have to keep applying for funds every time there is individual need.

Parents or Guardians will be encouraged to make some contribution to the cost, even if it is a token sum.

Funding is annual, and any funds that remain unused will either be rolled over into the following year's budget, or, if the school ceases to be a participating school, returned to the trust.

## **Draft Operating Guidelines**

*We would be looking to the Pilot Project to help us develop, amend and refine the following guidelines so that the scheme has maximum effectiveness.*

1. A school would apply to the trust to become a participating school with the agreement of the governors and the head teacher.
2. With the agreement of the governing body, an application will be made by the head teacher. An application form and guidance is appended.
3. One of the governors would be asked to manage the scheme with the head teacher. This governor will be known to the trust as 'the managing governor'.
4. A third person, who could be another Governor, or a member of staff (possibly the SENCO) would assist in the oversight of the scheme. The reason for having three people involved is (a) to provide the right level of accountability and protection for the school and the trust, and (b) to enable individual grants to be made with the agreement of any two of three people.
5. Participation would initially be for one year, with opportunity for renewal on a year by year basis.
6. On acceptance by the trust, an initial sum would be allocated to the school for use by the head teacher.
7. Disbursements from this sum can be made by the head teacher at his or her absolute discretion, provided only that either the managing governor or the third person agrees. It is a condition of the trust that anonymity is maintained both for the recipient and his or her family.
8. Where possible, parents and/or guardians will be invited to make a small contribution towards the cost, even if this is a token amount.
9. The head will keep a record of disbursements, and will keep the managing governor and the third person informed of the amount of each grant disbursed and its purpose, maintaining anonymity for the recipient and his or her family. A suggested reporting form to be maintained in either paper or electronic form by the head teacher is appended.
10. At the end of each school term, the head teacher will send a return of grants made to the trust countersigned by both the managing governor and the third person, each acting individually.
11. The managing governor will report to the annual meeting of governors on the operation of the scheme, grants made, and any donations to the trust, but will maintain strict anonymity for individuals and their families.

12. Where specific needs are identified above the level of funding allocated, additional funds can be requested, and may be allocated if there is sufficient funding within the project budget.

13. Where individual support is likely to be required for longer than the annual funding period (for example, the provision of music lessons where a commitment is likely to last until the child leaves the school or gives up the instrument) prior approval should be sought from the trust so that sufficient funds can be set aside in the budget.

14. A participating school can increase its potential funding allocation by adopting the Scrivener Trust as one of its charities. The charity will then seek gift aid to increase the return on donations, but the charity reserves the right to allocate funds across all of the participating schools as it sees fit.

## **Piloting the Project**

Trustees have allocated an initial budget and are seeking up to four schools to take part in the first year of the pilot project.

Pilot project head teachers would need to be willing to provide detailed and critical feedback on their perception of the project on acceptance, and on its operation at the end of each school term, and at any point during the pilot where they feel it necessary.

The project will be peer-reviewed by other head teachers at its inception and at the end of one year's operation.

## **About the Trust**

The Scrivener Trust is a registered Charity no. 1145288, and is registered with HM Revenue and Customs for reclaiming Gift Aid. It was established in January 2012 to make a real difference to the lives of ordinary people who, for whatever reason, face extra-ordinary difficulties or setbacks and for whom a little help will go a long way.

Rather than support established 'causes', many of which are already well funded and resourced, we are aware of individuals in real but often short-term need who are not able to access the help they need.

We are concerned that the growing commercialisation of charity in the UK sometimes has an unwanted consequence of marginalising those whose need doesn't fit a particular 'cause'.

We believe one answer lies in working alongside individuals who are already 'in touch' with ordinary people, and we are already actively exploring some exciting new projects.

The Scrivener Trust is our way of thanking some of the remarkable members of the Scrivener family, and continuing to put their principles and beliefs into practice.

We are not accepting unsolicited requests for funding at present, but we are looking for inspiring people with fresh ideas that we can work alongside. If you have a new idea that fits these charitable objectives, we'd love to hear from you.

The Scrivener Trust is registered with the Charity Commission of England, number 1145288, and is recognised by HM Revenue & Customs as a Charity for tax purposes in line with Paragraph 1 of Schedule 6 Finance Act 2010

### **Contact details:**

The Scrivener Trust  
71B St Thomas Street  
Wells, Somerset BA5 2UY  
United Kingdom

Email: [trustees@scrivenertrust.org](mailto:trustees@scrivenertrust.org)

Website: <http://www.scrivenertrust.org>

The trustees prefer contact by email wherever possible, as it saves considerably on cost and helps us help others more effectively.

On behalf of the Scrivener Trust  
August 2012

**School Name**

School Address and Postcode

Head Teacher's name:

Contact email address

*The trust prefers to use email as its main form of communication in order to save costs.*

**For School Year beginning:** \_\_\_\_\_

At a meeting of the governors of the school held on .....  
it was agreed to apply to become a participating school in the Scrivener Trust small grants scheme. The following governor agreed to become the 'managing governor' of the scheme for the school:

Governor's name: \_\_\_\_\_

Governor's Address and Postcode

Governor's email address:

Governor's telephone number:

Please complete page 2 of the application form...

Small Grants for Schools  
Application Form  
**PILOT SCHEME**

Page 2

Third Person's name: \_\_\_\_\_

Third Person's Address and Postcode

Third Person's email address:

Third Person's telephone number:

## About the School

The following information will help us formulate a budget for the initial and ongoing grant process. If you would like to provide no more than one side of A4 describing your school, that would also be helpful to us.

### At the start of the school year:

How many pupils on roll.....

How many pupils  
eligible for free school meals .....

Signed: \_\_\_\_\_  
Head Teacher

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Governor

Date: \_\_\_\_\_

**Please return the completed application to:**  
The Scrivener Trust, 71B St Thomas Street, Wells, Somerset BA5 2UY

