

## **POORS PLATT**

### **Guidance notes for applications from groups and schools**

PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THIS APPLICATION FORM. THE CHECKLIST BELOW IS PROVIDED TO HELP YOU INCLUDE ALL THE SUPPORTING DOCUMENTS WE NEED TO ASSESS YOUR APPLICATION.

The Poors Platt charity can provide grants to schools, voluntary groups and institutions that operate in the Parish of Barwell.

#### **Groups and institutions**

Grants can be awarded for projects of any kind. Applicants should be mindful that the trustees cannot by charity law fund groups that are not wholly charitable in their purpose. Grants can only be made to voluntary bodies that are either registered charities or are charitable in their objectives.

#### **Schools**

Grants can be awarded for projects of any kind that would not normally be provided for by state education. Applicants should be mindful that the trustees are required by charity law not to fund equipment or costs that would normally be met from the school budget set by the local education authority or Department for Education. The trustees specifically cannot fund:

- (i) The salary costs of teaching and other staff employed by the school that are normally funded through the Section 251 budget or DfE grant.
- (ii) The general maintenance and running costs of the school.
- (iii) The 10% governing body liability in Voluntary Aided schools or academies.

### **Checklist**

In order for us to process your application as quickly as possible please complete the checklist below.

Failure to complete the application form in full or to include all supporting documentation will inevitably delay your application.

Along with your completed application form, you will need to provide a copy of either your most recent year-end accounts or the school's budget statement.

The following items should be forwarded to: **The Clerk to the Trustees, Poors Platt, c/o Charity Link, 20a Millstone Lane, Leicester LE1 5JN.**

- Completed application form.
- A copy of your organisation's most recent year-end accounts, or school budget statement.
- Any supporting documentation you wish the trustees to consider (please keep these to a minimum).

If there is not enough space on the form, please use additional sheets.

**If you require any assistance in completing the form,  
or if you would like to receive a large print copy,  
then please telephone 0116 222 2200.**

# POORS PLATT

## GRANT APPLICATION (SCHOOLS & GROUPS)

SCHOOL/GROUP NAME:

ADDRESS:

CONTACT NAME:

TEL NO:

E-MAIL:

1. Is your application for financial assistance to support:

- Running costs
- A specific project
- Other

Please specify: \_\_\_\_\_

2.a **Schools only** - Please give a short description of the school's context and Ofsted status.

2.b **Groups only** - Please give a short description of what your group does.

3. Please give brief details of the support required, including costings.

4. Please describe how this will benefit the people you help.

5. For projects, please give the scheduled start date and expected completion date.

**PLEASE ENCLOSE A COPY OF YOUR ORGANISATION'S LATEST YEAR END  
ACCOUNTS OR SCHOOL BUDGET STATEMENT**

**Please ensure that you sign the Declaration on the last page of this form.**

6. Please complete your details and sign below.

NAME:

POSITION:

I declare that the information given on this form is accurate and complete at the time of submission. I understand that if I knowingly give information that is incorrect or incomplete, you may take action against me.

By submitting this application form and signing this declaration, I agree to the information on the form (and any attachments) being stored in the manual filing system and computer systems maintained by Charity Link (*see Privacy Notice below*) on behalf of Poors Platt, for the sole purpose of grant processing, analysis, monitoring and accounting.

I also agree that relevant details about my application will be divulged to the Board of Trustees of Poors Platt to enable them to make a decision about my grant application, and for audit/monitoring purposes.

I confirm that I have read and understood the Privacy Notice below.

SIGNATURE:

DATE:

### **Privacy Notice**

*Charity Link is a registered charity that helps find funding for people in need. Charity Link administers the Poors Platt charity on behalf of the Poors Platt Board of Trustees.*

*We take your privacy very seriously, and have a policy that explains why and how we will store, process and secure the information that you give to us. We can send you a copy of our Privacy Policy on request – please call 0116 222 2200 or email: [info@charity-link.org](mailto:info@charity-link.org)*

*Your information will be stored and processed by Charity Link. The information within your application (and any attachments) will be shared with the Board of Trustees of Poors Platt in order for them to make a decision about your application.*

*All of your information will be treated in the strictest confidence and not shared with any other third party without your consent.*