Dear Headteacher,

I am delighted to provide you with an application form for the Edsential Grant Fund for 2020/21.

As you may be aware, Edsential is a Community Interest Company whose mission is to support improving outcomes for children and young people. This grant fund is the result of the daily efforts of the whole Edsential team to provide high quality, cost effective services to our customers.

I am proud to tell you that because of the hard work of the Edsential team the grant fund will be at least £50,000 each year.

The Edsential board has the sole responsibility for deciding how this fund is distributed in the pursuit of our mission and will use the following principles when assessing grant applications:

1. It should be something innovative and outside of the scope of core school budgets
2. It should be focused on children and ideally leave an educational legacy
3. It should be to the advantage of schools that have contributed to the creation of the fund through the use of Edsential’s services
4. It should, where practicable, be provided by or commissioned through Edsential

Visit [www.edsential.com/grantfund](http://www.edsential.com/grantfund) to find the details of some of last year’s winning projects.

The application form is contained within this document. All completed application forms should be returned to **grantfund@edsential.co.uk**

The closing date for applications will be **30th April 2020** and the successful applicants will be notified by 29th May 2020. The Edsential board will consider all applications and their decision will be final. Feedback will be available to unsuccessful applicants.

I look forward to seeing the impact the grant fund will have on the lives of children and young people in our schools.

Yours Sincerely,

Ian McGrady, Managing Director.

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| **School/Cluster/Partnership/Setting Name(s)** |  |
| **Project name** |  |
| **Amount requested**  *Please include a detailed breakdown of costs and your required payment schedule.*  *Please specify if the amount requested will cover the whole project or is a request for match-funding.* | |  |  |  | | --- | --- | --- | | **Description of cost:** | **Cost (£s):** | **Payment date:** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| **Project description**  *If you need help with your application, the Edsential team are here to help. Visit* [*www.edsential.com/grantfund*](http://www.edsential.com/grantfund) *for contact details.*  *Please note: Area Leads are impartial and are not involved in the fund allocation process.* |  |
| **Expected outcomes**  *Include how and when impact will be recorded/monitored**E.g. Case Studies, Photographs, learning journeys, monthly data report etc.* |  |
| **Educational legacy**  *Who will benefit from the fund?* *Consider impact on all stakeholders, pupils, parents, staff, wider community for example.* |  |
| **Proposed Timeline**  *Overview of when you propose to start the project, any key milestones, the predicted end date.* |  |
| **How it will be commissioned** |  |
| **Procurement Process**  *Please describe your procurement process and how you will ensure best value.* |  |
| **Risk Management**  *Any foreseen risks or challenges that you may require support with.*  *Governance structure.*  *How will you quality assure the project.* |  |

Please return completed application forms to [**grantfund@edsential.co.uk**](mailto:grantfund@edsential.co.uk)

**If successful, to receive funding the school must:**

1. Send Edsential an invoice for the amount approved.
2. For financial audit purposes, send evidence of the procurement process, ensuring best value by receiving three quotes as a minimum.
3. For financial audit purposes, provide Edsential with the receipts/invoices from the companies you have procured from.
4. The School/Cluster/Partnership/Setting is responsible for planning and co-ordinating all activity. The duty of care for staff and pupils remains with the School/Cluster/Partnership/Setting. All activities must be risk assessed.
5. Provide evidence of impact, including where possible case studies.
6. Engage in publicity for the bid, to celebrate the achievements with Edsential.
7. Complete the project and achieve the desired outcomes by March 2021.
8. Work collaboratively with the Edsential partner.

**Edsential will:**

1. Provide a named individual who will support you in monitoring and evaluating the outcomes.
2. Support School/Cluster/Partnership/Setting in commissioning other organisations who may be required to deliver elements of the bid to ensure best value.
3. Share success and promote the achievements of the School/Cluster/Partnership/Setting.
4. Support the School/Cluster/Partnership/Setting in ensuring that they meet the financial audit criteria.