DUNTON GREEN EDUCATION IN FULL FOUNDATION

Grant Making Policy

Introduction

Education in Full (EiF) is an educational grant making foundation, established to ensure that all children at Dunton Green Primary School can fully participate in the educational opportunities offered by the School. This policy sets out how the grant making operates to ensure that all children whatever their background, beliefs, gender or sexual orientation have the opportunity to benefit, and that the funds are responsibly managed.

Normally grants will be made for the benefit of a particular child. This policy sets out how applications for such grants will be considered. Trustees may also, at their sole discretion, approve applications from the School in respect of other projects if they are satisfied that the project would be of significant educational benefit to disadvantaged children.

Criteria for awarding grants

These are the criteria against which the judgement is made as to whether a grant is awarded:

- The application is made for a child who attends Dunton Green Primary School
- The child is economically disadvantaged
- The funding will help the child to participate fully in education at the School..
- The child's physical or mental well-being may be affected if a grant is not made
- The money provided will be only for education and living expenses to allow the child to continue their education
- **Grants are for**

EiF awards grants to cover education and living expenses to allow children to participate fully in their education at Dunton Green School. Grants are made for items such as the following:

- School uniform
- Sports equipment
- Swimming lessons
- School excursions trips and residentials forming part of the curriculum
- Travel costs to and from school
- Attendance at clubs
- Equipment which will help an individual child with Special Educational Needs

- Other necessary educational expenses

EiF will **not** provide:

- services to any applicant
- money to subsidise the income of individual families. Wherever possible and appropriate, families in need will be referred back the School and/or given information and guidance on how to source appropriate help
- funding to children living in Dunton Green who attend schools other than Dunton Green Primary School.
- purchase educational materials for the School

Limitations on making a grant

- There will be no financial limit to any grant that meets the criteria.
- EiF aims to encourage empowerment rather than dependence:
  - Whenever possible, only one grant will be made to a child in any one school year. However, it is recognised that there can be special circumstances and all applications will be assessed fully rather than a decision being made on the number of previous applications.
  - If Trustees are concerned that one child or family is becoming dependent on the fund they will contact the person making the application to explore the circumstances and whether a referral to another agency would be more appropriate.

Application Process

- Requests for grants from the fund will be submitted to the Trustees for consideration using an EiF Application form (Appendix A).
- The application will include details of what is required, the likely cost, and evidence of why the child is in need, , and give clear information about why the child has the need based on fact and not on feelings.
- The evidence of need should:
  - state whether the child is on the Pupil Premium, the family have 'nil recourse to public funds' where the parents are students or have asylum status, the family are on a means tested benefit or there is some other evidence of economic disadvantage.
  - be supported with the signature of a senior professional who knows the child well, such as a senior member of School staff or the School Family Liaison Officer;
  - Financial hardship is not a defining criteria for an EiF grant as it is recognised that a child could miss out on opportunities at school when there is a health crisis or short term financial difficulties in the family

- Trustees will not be given the name of the child. The School will assign a code number to each application and anonymise it.
- All applications will be handled confidentially and will be seen only by the Trustees of EiF.
- Trustees will be invited to assess the application against the EiF criteria. Any concerns about an application will be discussed confidentially by trustees as soon as possible using electronic means to speed clarification.
- Any trustee recognising that they know the child or family well, and therefore have a conflict of interest, will withdraw immediately from the assessment process. In deciding whether they have a conflict of interest, a trustee who identifies the family concerned may wish to consider how well they know the family and whether they are friends or merely acquaintances
- The assessment and notification of acceptance or rejection will be made within 7 days.
- If the application is rejected, written reasons will be provided to the applicant.

Assessment process

- Trustees will assess each application against the criteria using the EiF Assessment form (Appendix B)
- All trustees will be invited to take part in the assessment and the decision made by the majority of those participating. However,
  - if some trustees are not available or have a conflict of interest, there must be at least 3 trustees to complete the assessment.
  - If less than 3 trustees are available, 2 trustees can make the assessment but must notify all other trustees of their decision before notifying the applicant. Any objections will be noted and the decision will be reviewed at the next trustee meeting.
- Each trustee will summarise their decision for or against making the grant by recording their reasoning, and will demonstrate that their decision has not been influenced by the gender, beliefs, background, social situation, or sexual orientation of applicants
- Copies of the assessment forms will be kept in a secure file until the child leaves the School in case of any challenge to the decision.
- Applications, assessments and decisions will be reviewed annually by the trustees to ensure that this process has been informed, rigorous and timely.

Use of grants

- Grants made by EiF will be spent by the most appropriate person in each case. This may be a family member to purchase things such as uniform, or the money provided directly to Dunton Green School where it is to pay for something the School is organising.

- Payment will be made following the Financial Policy for EiF with 2 signatories of Officers on cheques or approving a BACs payment.
- In all cases, the School or family member will be required to provide evidence of how the money was spent within one month in the form of actual, or copies of, receipts, and evidence of attending activities EiF has funded. If these are not provided, information will be sought from the applicant on the reasons why, and the trustees will discuss whether to require repayment of the grant.
- Where grants have been provided for school activities, the School will be asked to provide feedback quarterly on the child's attendance at the relevant activities. This evidence can be used in assessing any further application for the child.
- The School will be asked , whenever possible, to provide information to EiF on what the outcomes were for the child who received an EiF grant,. (Appendix C)

Appeals process

- The decision of the trustees to reject an application can be challenged. Such appeals must be:
  - notified to the trustees within 2 weeks of the applicant being informed of the trustee's decision
  - provide written evidence that responds to the reasons for rejection within one month of the trustee's decision.
- The trustees will meet to discuss the appeal one month after their initial decision. Their decision on the appeal at this meeting will be final, and the applicant will be notified within one week.
- Information on how to appeal will be provided to the applicant with the decision if an application is rejected.

Records

The Foundation keeps a central confidential record (Appendix D) with information on applications made which includes the following:

- The role of those who applied
- For whom the application was made – code number, age, gender, School year
- What was applied for
- Whether applications were granted or rejected
- Outcomes for the children

Review

This policy will be reviewed annually and revised accordingly. There will also be an evaluation of grant making every 3 years from 2021 seeking feedback from the School and parents on the operation and effectiveness of the grant making process.

Last Updated: August 2026