

ALDERMAN NEWTON'S EDUCATIONAL FOUNDATION

Guidance notes for applications from schools

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

Alderman Newton's Educational Foundation provides grants to any maintained Church of England or other maintained schools within the City of Leicester or any other Church of England School in the Diocese of Leicester. Grants can be awarded for projects of any kind that would not normally be provided for by the local education authority. Applicants should be mindful that the Governors 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. The Governors specifically cannot fund:

- (i) The salary costs of teaching and other staff employed by the school.
- (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 the school's budget statement to allow the Governors to assess your appeal.

The following items should be forwarded to: **The Clerk to the Governors, Alderman Newton's Educational Foundation, 20A Millstone Lane, Leicester LE1 5JN.** If you require any assistance in completing the form please telephone 0116 222 2200.

- Completed application form.
- A copy of your school's budget statement.
- Any supporting documentation you want the Governors to consider.