

## **POOR'S 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 APPEAL.

The Poor's 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 the local education authority. 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. The trustees specifically cannot fund:

- (i) The salary costs of teaching and other staff employed by the school which are normally funded through the school's Section 52 budget.
- (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 in order to assess your appeal.

The following items should be forwarded to: **The Clerk to the Trustees, Poor's Platt, 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 most recent year end accounts or school's budget statement.
- Any supporting documentation you want the trustees to consider.\*

\* In most applications this is not required but should you wish to include supporting documents please keep these to a minimum.

# POOR'S PLATT

## GRANT APPLICATION (SCHOOLS & GROUPS)

SCHOOLS/GROUPS NAME:

ADDRESS:

CONTACT NAME:

TEL NO:

FAX 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 describing the support required including costings.

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

5. For projects please give start date and expected completion date.

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

Please complete and sign

NAME:

POSITION:

SIGNATURE:

DATE: