

Schools Fund

**Please read the guidelines on the next page carefully
before submitting an application.**

**All applicants are *strongly advised* to contact the
Trust's Director for an informal discussion
before completing the form.**

Dates for 2012

| <u>Application Deadlines</u> | <u>Date of Trust Decisions</u> |
|--------------------------------------|---|
| Monday 09 th January 2012 | Wednesday 25 th January 2012 |
| Monday 16 th April 2012 | Tuesday 08 th May 2012 |
| Monday 09 th July 2012 | Tuesday 17 th July 2012 |
| Monday 08 th October 2012 | Thursday 01 st November 2012 |

**Arts organisations and individual artists should
apply using the separate Grant Pack**

All enquiries should be addressed to:

The R C Sherriff Trust
Case House
85-89 High Street
Walton-on-Thames
Surrey KT12 1DZ.

Tel: 01932 229996

email: arts@rcsherrifftrust.org.uk

www.rcsherrifftrust.org.uk

Registered Charity No.272527

Guidelines for Schools

| | |
|----------------|---|
| Note 1 | All applicants are advised to contact the Trust's Director to discuss their proposed project before submitting an application. |
| Note 2 | Independent schools may only apply for projects which benefit the wider community, or are undertaken in partnership with state or grant-maintained schools. |
| Note 3 | Because the available funds are limited, schools may only apply once in a calendar year, to ensure a fair spread of resources. <i>If a school has received a grant in two consecutive years, there must be a full calendar year gap before another application is submitted.</i> |
| Note 4 | The Fund supports the cost of bringing professional artists into schools to share their skills with staff and students. Preference will be given to workshops and residencies rather than one-off performances, and INSET sessions are encouraged. |
| Note 5 | In order to spread the funds and the benefits more widely, we suggest that you explore the possibility of sharing your project with other schools, and submitting a joint application where practicable. |
| Note 6 | You can apply for up to 75% of the cost of the project; but be advised that grants will be unlikely to exceed a maximum of £500, <i>except for larger initiatives involving a consortia of schools.</i> |
| Note 7 | The Fund should be used to augment your school activities, not to pay for activities you would have done anyway, and this should be clearly demonstrated. |
| Note 8 | The Fund will not purchase equipment or instruments for the school. |
| Note 9 | The Fund will not cover the cost of supply teachers or other staff costs. |
| Note 10 | Regular in-school concerts and performances are not eligible for funding. |
| Note 11 | The application form must be signed by the Headteacher of the school, unless by prior arrangement with the Trust's Director. |
| Note 12 | All successful applicants must issue a press release about their association with the Trust, use the items in the Marketing Pack supplied by the Trust (sent out with the cheque), and return a completed Monitoring Form and photographic record about the funded project, once it has finished. Failure to do so may affect future applications. |
| Note 13 | GRANT OFFERS MUST BE ACCEPTED WITHIN ONE MONTH OF THE DATE OF THE OFFER LETTER, OR THE OFFER WILL LAPSE. |

If you want ideas on the type of arts activity which might be appropriate for funding, details of past schools' projects supported by the R C Sherriff Trust can be found at the **Grants** area of our website: www.rcsherrifftrust.org.uk

Cover Sheet

To be completed and submitted with every grant application

| | |
|---|---------|
| Name of School: | |
| Address: | |
| Telephone No.: | |
| Email address: | |
| Age range at School: | |
| Which age range this project applies to: | |
| Number of children that will be directly involved: | |
| If you are undertaking the project in partnership with another school or schools please give brief details here: | |
| | |
| Amount Sought: | £ _____ |
| <p>I/We confirm that this application presents accurate details of my/our future plans. I/We have read the conditions of the R C Sherriff Trust and agree to abide by them and the decision of the Board.</p> <p>Signed _____ Dated _____</p> <p>PRINT NAME _____</p> <p>Position within school (if appropriate): _____</p> <p>Address, telephone number and email address (if different from above):</p> | |

Details of the Project

To be completed in black ink or type and returned to the Director with Cover Sheet.

Please describe the project/work this money will be used to support, including the name of the artist who will be leading it; state why you have chosen this particular artist; and explain how the project will benefit your students and/or staff.

Date/s event/project takes place:

Please complete this budget:

| | |
|--|---|
| INCOME Income from sources other than the Trust (please specify sources e.g. PTA, and amounts): | £ |
| A. TOTAL INCOME | £ |
| EXPENDITURE Artists' fees and expenses (please indicate how total fee breaks down e.g. daily rate): Materials (please specify): | £ |
| B. TOTAL EXPENDITURE | £ |
| B – A = AMOUNT YOU ARE SEEKING FROM THE TRUST | £ |