

**Supplementary Schools Network Fund (SSNF)**

**Guidance Notes & Application Form 2019**

\*Before completing the application form please read the accompanying guidance notes below carefully, to ensure that you meet all eligibility criteria.

**Guidance Notes**

**What is the Supplementary Schools Network Fund (SSNF)?**

Young Camden Foundation values the important role supplementary schools play in the community to improve educational standards, act as bridge to support mainstream institutional education and help children get the best from learning.

Supplementary Schools in Camden work hard to provide educational support opportunities and promote the social inclusion of children from Camden’s diverse ethnic minority communities whilst helping to build the cultural identity and self-esteem of the children they serve.

The Young Camden Foundation is excited to be managing the ‘Supplementary Schools Network Fund’, working with the John Lyon’s Charity who has been funding supplementary schools for the past 6 years and in association with NRCSE. The fund will be for one year from January 2020 and accessible to all Camden supplementary schools who would like to make an application for a grant from £1,000 to a maximum award of £2,500.

This funding is designed to support supplementary schools in Camden to provide high quality educational programmes that are accessible, fun and engaging whilst ensuring the safeguarding of children and young people. We will support projects that invest in training and capacity building of the people delivering the activities to improve governance, management and delivery.

Young Camden Foundation invites new applications from supplementary schools

who able to demonstrate and commit to the below:

* **Core thematic learning programmes** – an emphasis on the provision of core thematic learning to children and young people for example – providing lessons in at least one or more of the following subjects English, Mathematics and Science.
* **Following voluntary accreditation programmes** – achieved or in the process of achieving the NRCSE Quality Mark.
* **Training** -a training plan for staff and volunteers including basic safeguarding and management training.

Applications must demonstrate the following outcomes:

1. Children and young people will have increased confidence in core subjects: Maths, English, Science
2. Children and young people will have access to new activities and/or opportunities

In addition, YCF encourages collaborative working with other supplementary schools to share lessons learnt and further improve delivery (for example, attending the Camden Supplementary Schools Forum or meeting with other supplementary schools)

 **Are you eligible?**

1. Your organisation must be a supplementary school or out-of-school setting which provides activities for children and young people.
2. Your organisation must register with NRCSE www.supplementaryeducation.org.uk, apply to access their free 3 day management training and achieved or in the process of achieving the NRCSE Quality Mark before the SSNF application closing date.
3. Your organisation must be working in the London Borough of Camden and with Camden residents aged 6 – 18 years.
4. Within the application, your organisation must demonstrate the intention to provide some core thematic learning with the award of an SSNF (e.g provision of lessons in at least of one or more subjects - english or mathematics or science)
5. Your organisation has a bank account (registered in the name of the applicant organisation) into which a grant can be paid
6. Grants cannot be for unsafe activities
7. YCF will not accept applications where the money will be used for political or religious purposes.
8. Grants cannot be for trips abroad
9. Your organisation must not be in receipt of Camden Council Supplementary Schools funding for activities included in this application.
10. You must be able to provide a current Safeguarding and Child Protection Policy in support of your application
11. Applicants must sign up to be members of [www.youngcamdenfoundation.org.uk](http://www.youngcamdenfoundation.org.uk)
12. Applications will only be considered if received by the deadline of Friday 17 November 2019 at 23.59 hours.

\*Young Camden Foundation reserves the right to withdraw or withhold funding should any of the above criteria not be satisfied.

**Interested in applying?**

If you are a supplementary school, meet all the eligibility criteria and would like to be supported by the Supplementary Schools Network Fund, then we welcome you to complete and return the application form below.

All applications will be reviewed by a SSNF panel made up of Young Camden Foundation Grants Committee supported by NRCSE and other youth voluntary sector representatives.

**Key dates**

|  |  |
| --- | --- |
| 30th Sep 19 | Supplementary Schools Network Fund open for applications |
| w/c 14th Oct 19 | SSNF information session at YCF offices |
| 17th Nov 19 | Closing date for Schools Network Fund applications |
| w/c 18th Nov 19 | Initial review of applications review by YCF |
| w/c 2nd Dec 19  | Shortlisting of applications and presentation to SSNF panel |
| w/c 9th Dec 19 | Successful grantees advised, due diligence completed and grant agreements signed and grant awards announced |
| w/c 3rd Jan 19 | Supplementary Schools Network Funded programmes can commence |

**Support**

Young Camden Foundation is available to offer ongoing support where needed by providing any clarifications or support with the development of the application itself by contacting grants@youngcamdenfoundation.org.uk

**Monitoring and Evaluation commitment**

YCF is committed to ensure that funds are destined to the proposed activities. We will request the following:

* A 6 monthly report of the activities that took place (number or hours of sessions, thematic focus, any other activities)
* Attendance (number, gender and age of beneficiaries)
* Record and proof of expenditure (cash account, bills, invoices, etc.)
* Record of changes you have observed in your beneficiaries (improvement in any of the teaching areas that you work on)
* Attend quarterly network meetings.
* YCF may hold up to 10% of your approved grant to be disbursed upon submission of your final report.

**Supplementary School Networks Fund Application Form**

**Section 1: Personal and Organisation Details**

|  |  |
| --- | --- |
| 1.1 Name of Organisation  |  |
| 1.2 Name of Lead Contact and Position |  |
| 1.3 Address |  |
| 1.4 Email  |  |
| 1.5 Phone  |  |
| 1.6 Website  |  |
| 1.7 Social Media  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1.8 Charity or CIO |  | 1.9 Charity Number |  |
| 1.10 Parish Council |  |  |
| 1.11 Constituted Group |  |  |
| 1.12 CIC |  |  |
| 1.13 Company Ltd by Guarantee |  | 1.14 Company No |  |
| 1.15 Other |  | 1.16 Legal Status |  |

|  |  |
| --- | --- |
| 1.17 Organisational Turnover | £ |
| 1.18 Year Founded  |  |
| 1.19 Amount Being Applied for (Max £2,500) | £ |

**Tick to confirm**

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| --- | --- |
| 1.20 Young Camden Foundation Member  |  |
| 1.21 NRCSE Member |  |
| 1.22 NRCSE Quality Mark Achieved |  |
| In Progress |  |
| 1.23 Have an independent bank account, requiring 2 signatory authorisation  |  |
| 1.24 All Staff are DBS Checked |  |
| 1.25 Organisation has Safeguarding & Child Protection policy in place (please provide a copy of each) |  |

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| --- | --- |
| 1.26 Please provide a short description of your supplementary school and the type of classes/activities you run currently. (*250 words maximum)* |  |
| 1.27 Please give us a description of the beneficiaries. Age, gender and any other information you consider relevant. |  |
| 1.28 How many people are in the management committee? |  |
| 1.29 How many staff does the organisation employ? | Full time:  | Part time: |
| 1.30 How many volunteers does the organisation have? |  |

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| --- |
| For internal Use OnlyDate Received: Checked By: Comments: |

**Section 2: The activity/project**

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| --- | --- |
| 2.1 What will your organisation use the funding for? Please provide an overview.*Please describe the activities which the grant will make possible. What will you do? How often? Over what period the fund will be spent?*  |  |

Tick all that apply

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| --- | --- |
| 2.2 What core thematic areas will this fund be used to teach? |  |
| English |  |
| Maths |  |
| Science |  |

|  |
| --- |
| 2.3How many (approximately) and what are the age groups of the children and young people that will benefit from your project and activities? Please add a specific time period. For example: Term 1- X number of children/Young people will benefit and X age. |
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| 2.4 Where will you deliver the activities? (Include address and type of building i.e. school, church hall, Community Centre, TRA hall, or other) |
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| 2.5 What other activities will be delivered?  |
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| 2.6 How will your beneficiaries know about your project? (Include any promotional materials) |
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| 2.7 How have you involved parents or other groups in the decision making for this project and activities?  |
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| 2.8 Do you have a plan to train staff and volunteers and what does that include? |
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| 2.9 Do you attend the Camden Council supplementary schools forum? (please circle) Yes No |
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| 2.10 How do you plan to work collaboratively with other supplementary schools? |
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| 2.11 How will you monitor and evaluate outcomes for your project?  |
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**Section 3: Budget**

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| 3.1 BUDGET OUTLINE |
| Please tell us what your organisation would spend the funding on.

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| --- | --- | --- |
| **Item** | **Description of expenditure***What is the cost? How many?* | **Amount** |
| 1 |  Staff costs |   |
| 2 |  Venue Costs |   |
| 3 |  Equipment Costs |   |
| Other | *Please list*  |   |
| 4 |   |   |
| 5 |   |   |
| 6 |   |   |
| Total | The maximum for one year is £2500 |   |

Any notes/additional comments: |
| OTHER FUNDING |
| Please list any other funding or grants you have received within the past 12 months.*Please tell us what the funding was for, and how much was received.* |  |

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| 3.2 How will you keep a record of spending?  |
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| 3.3 What is your plan for the longer-term sustainability of the project? Or how do you expect to fund the project in the future? |
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**Section 4: Bank Details & Declaration**

**BANK DETAILS**

To enable grant payment, should your application be successful. Please fill in the following details.

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| --- |
| **Bank Account details**(Please make sure a copy of the organisation’s bank statement or paying in slip is included with this form. Payments will not be made unless YBF can verify bank details.) |
| Bank  |  |
| Name on the account |  |
| Account Number |  |
| Sort code |  |

**DECLARATION**

I confirm, to the best of my knowledge and belief, all the information in this application is true and correct. I understand that you may ask for additional information at any stage of the application process.

I confirm that I am responsible for my project and will comply with relevant legislation to ensure safe practices and policies are adhered to for both staff and participants of my project.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |       |
| **Position** |       |
| **Date** |  |

Once completed, please return form to: grants@youngcamdenfoundation.org.uk

If you have any difficulties completing or submitting this form, please email the address above.

Applications close on **17th November 2019** at 23.59 hours. Decisions will be announced the week commencing **9th December 2019**.