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| **Lanarkshire Educational Trust Scheme****Club / Organisation / Group****Application Pack**Completed Application Forms and Supplementary Information should be returned by email to:lanarkshiredtrust@northlan.gov.uk***Please retain this outer cover for your information*** |

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| **Lanarkshire Educational Trust Scheme – Guidance Notes** |

The Lanarkshire Educational Trust and the Marshall Trust were established in the 1930s, with the purpose of providing some assistance for people, residing within the geographical boundaries of the County of Lanark as then was and facing financial hardship in pursuit of their education. Initially this was in the form of educational bursaries and scholarships.

These Trusts now operate under the collective heading of the *Lanarkshire Educational Trust Scheme*. The terms of the trust allow grants to be awarded for a number of educational purposes including; travel scholarships, travel grants, research scholarships, support of clubs/organisations for young people, special educational equipment for schools, provisions and maintenance of sports facilities, educational excursions, promoting education in visual arts, in music and in drama, limited aspects of adult education and exceptional circumstances.

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| ***Details of the Trust Scheme*** |

These notes should prove useful in completing the application form, which must clearly specify the **category** under which you seek a grant and the **amount** requested.

Essentially the Trust offers financial assistance to groups who reside within the area formerly known as the County of Lanark, within the categories (listed below). These categories are extremely specific in terms of the eligibility, purpose and financial limitation of any grant awarded. A summary of these categories is included in order to assist you to decide if you are eligible to apply for a grant and to ascertain under which category you wish your application to be considered.

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| ***Making an Application*** |

It should be appreciated that the nature of the Trust, by virtue of providing the income generated within any one financial year, demands that applications adhere to strict deadlines. Subsequently all applications, complete with all relevant evidence, must be submitted by the closing date. Application closing dates are 15 August and 15 December each year.

Applicants can make only one application per annum.

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| ***Completing the application form*** |

Every part of the form must be completed, especially where evidence is required to determine financial status, intended costs etc. It is essential that additional information such as a request for or receipt of funding from another source is included.

All forms of evidence must be included, otherwise the processing of your application will be delayed.

Please also enclose your organisation’s constitution which must be signed and dated by a minimum of 2 members of either the Management Committee or Board, a recent bank statement, a completed Bank Mandate form and a copy of your most recent annual financial statement which must be signed and dated by the appropriate persons.

While receipt of your application can be acknowledged it should be understood that no judgment as to the suitability or likelihood of an award can be made on an individual basis. Instead, all applications will be collated and presented to the *Educational Trust Committee* (which comprises of six councillors, three each from North and South Lanarkshire) which usually convenes in October and March of each financial year. Applicants, successful or otherwise, will be informed of the Committee’s decisions shortly after each meeting.

Only in the most exceptional of circumstances will applications be considered outwith these two planned meetings.

While the Trust and its terms are applicable to inhabitants of the former County of Lanark it is administered by North Lanarkshire Council .

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| ***Categories as specified by the Trust Scheme*** |

**24. SUPPORT OF CLUBS**

**Guidelines**

Grants to assist in the establishment and maintenance of clubs, societies and organisations which promote the educational benefit of children/young people:

Focus on educational excellence.

* Group application - maximum award £1500
* Details of financial assistance requested along with information regarding similar applications for and success in gaining other grants required.
* Club accounts, details of fundraising and the history of the club are required to substantiate the claim.
* Sports clubs apply through category 26.
* Music, art and drama apply through category 29.
* Evidence of cost incurred required.

**Grant can only be claimed for three years total within a 20-year period (maximum award of 3 times).**

**26. ACHIEVEMENT IN SPORT**

**Guidelines**

Financial aid for the development of talented amateur sports groups (e.g. National recognition, with evidence to support claim);

* Group application - maximum award £1000.
* Only one bid permitted per specific group.
* Lanarkshire Schools Sports Associations (e.g. football, badminton etc) would apply for expenses and costs under category 26b/c.
* Evidence of cost incurred required.

**28. ADULT EDUCATION**

**Guidelines**

Financial assistance for lecturers or instructors to cover expenses incurred with the promotion or encouragement of adult education:

* Group application - maximum award £1500
* Award strictly to cover costs of lecturer/instructor. Details of these specific costs are essential.
* Only one bid is permitted per specific group.

**29. PROMOTING EDUCATION IN THE VISUAL ARTS, MUSIC OR DRAMA**

**Guidelines**

Financial assistance to groups that enable them to:

* Establish and maintain works of art. Organising, covering the costs of art exhibitions.
* Establish and maintain and equip choirs, bands and orchestras. Organising, covering the costs of concerts/musical performances.
* Establish and maintain and equip dramatic groups. Organising, covering the costs of dramatic performances.

For Group applications the maximum award is £1500.

Only one bid is permitted per specific group.

Evidence of cost incurred is required.