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| **Lanarkshire Educational Trust Scheme****Educational Establishment****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, provision 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 educational establishments which 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 such as; official confirmation of participation in a course or event, costs of course or travel must be included and costs of equipment otherwise the processing of your application will be delayed.

A bank mandate form should also be completed as this provides details of where an award should be paid should your application be successful.

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*** |

**25. SPECIAL EQUIPMENT**

**Guidelines**

Grants available to the education authority for the purposes of improving the efficiency of education in schools by providing special equipment in pursuit of individual or group excellence.

* Educational Establishment application - maximum award £1000
* Only one bid permitted per establishment per annum.
* Evidence of cost incurred required.

**Maximum of 3 years in a 20-year period.**

**26. ACHIEVEMENT IN SPORT**

**Guidelines**

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

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

**27. EDUCATIONAL EXCURSIONS**

**Guidelines**

Grant to the Authority to assist in the cost of any excursions (conducted by the authority) of an educational nature in the pursuit of academic excellence.

* Educational Establishment application – Educational activities for pupils/learners which enables them to travel within Great Britain or abroad for any purpose of an educational nature are considered as a group and subject to scale of awards:

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| Number of individuals | Maximum Level of Award |
| 0-15 | £5,000 |
| 16-29 | £10,000 |
| 30+ | £15,000 |

* Only one bid permitted per establishment per annum.
* Projects not considered would include those initiatives already funded by the education authority for example Supported Study, Easter Schools etc.

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

Financial assistance to educational establishments that enable them to:

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

For an Educational Establishment application, the maximum award £1500.

Only one bid is permitted per specific group.

Evidence of cost incurred is required.