



Co-Fund Grants Rulebook

Introduction

The Co-operative has the following values: openness, honesty, democracy, inclusiveness, equality, fairness, creativity, sustainability, social responsibility, mutual support, enjoyment.

The Co-Fund makes small grants available to students, teachers or members of other constituencies of the Co-operative Forum to enable projects which will further the Co-operative's values within the school or the wider community.

Grants are made three times a year, and applications are invited at the start of terms 1, 3 and 5, for sums of between £50 and £500. A total of £3,000 is available each year through this grants process, which will normally be allocated as £1,000 per double term.

How to apply for a grant

- 1) All applications must use the application form and be submitted to the committee through email to cofundgrants@cotham.bristol.sch.uk
- 2) All sections of the form must be completed.
- 3) All grant money must be spent by using the school's requisition and purchasing system. For this reason a member of staff must be named on the form who is willing to submit purchase requisitions and to supervise the project. All applications must also name at least one student who will be involved with the project delivery. This is to ensure that students are involved with every proposal, and that adults are involved with the design and administration of each project.
- 4) Applications must be made by the end of week 3 of terms 1, 3 or 5 and grant decisions will be made by the end of that term.
- 5) Projects may last up to 1 year from the date of application, but progress must be reported once each double term, see rule 22.
- 6) Applications must clearly state who is to do the work, how much money is required, how the project would proceed with less money, and how the project would deliver benefit to the students of the school. A breakdown of costs must be included.
- 7) Applications for between £50 and £500 will be considered. In exceptional circumstances larger sums might be considered. If the allocation from one term is not all awarded then it will roll-over into the next term, but the whole £3,000 should be spent within the year.
- 8) No information on an application form should be treated as confidential other than contact details; all successful projects will be publicised. All projects should aim to publicise themselves and to gain more participants.

The Grants Process

- 9) Grant applications will be assessed by a committee of 3 or 5 members of the Forum, including at least one member of staff and one student.
- 10) The Committee is appointed by the Forum, and is delegated the responsibility for awarding grants and assessing the progress and success of projects. The committee will regularly report on its work to the Forum.

- 11) The annual budget for grants is £3,000 but this may be revised by the Forum from time to time depending upon the success of the fund and other material factors.
- 12) If an application form has not been fully completed or is unclear then the Grants Committee may request clarification from the applicants by email.
- 13) The decision of the Grants Committee is final. If an application is rejected then reasons will be given to the applicant and they may then reapply in a subsequent term if the problematic areas can be resolved.
- 14) The Grants Committee reserves the right to reject applications because too many have been received – such applications may be resubmitted in a subsequent term without prejudice.
- 15) Grants may be awarded for less than the sum given on the application form. Applicants should indicate how they would proceed if a smaller sum was to be awarded, if they do not then they might receive no award at all.
- 16) Applicants will be notified of awards (or reasons for rejection) by email before the end of the relevant term. Details of successful awards will be passed on to the Finance Office and publicised through the school website and other means.

Administration of Grants

- 17) When a grant is made, the project team members and sponsoring member of staff will be notified, and the Finance Office will be passed the details of the project, the amount awarded, and the name of the sponsoring member of staff who will be raising purchase requisitions. Any necessary signature or identification will also be provided. An independent member of SMT will verify that all is in order at this stage.
- 18) It will be the responsibility of the sponsoring member of staff to ensure that all purchases for which requisitions are to be raised will be relevant to the purpose of the grant, will be cost effective, and will be timely for the schedule of the project. All such requisitions should also be summarised in the report to the grants committee (see rule 22).
- 19) Any balance not spent after 1 year will be returned to the grants pot.
- 20) The Finance Office will provide a report to the Forum once per double term that details, at transaction level, the total spend to date from the overall annual grant available for that year.

Running a project

- 21) Approved projects will be delivered in a timely and efficient manner; time should be taken to plan how to deliver the project and to ensure the best results are achieved for the money.
- 22) A report on progress shall be prepared by the project team, with the assistance of the sponsoring member of staff, once per double term (3 times per year) until the project terminates, and this report shall be sent to the committee through email to cofundgrants@cotham.bristol.sch.uk

Eligible projects

- 23) Applications can be made for extracurricular and enrichment purposes and to purchase goods or services from external, independent, unrelated suppliers. Grants are not payable for staff or pupil time or capital items required for core school activities. For example paint for a new mural is eligible, magnolia paint to redecorate a classroom is not; printing of a student written magazine is eligible, printing of school literature is not; transport for a club is eligible, transport for a school trip is probably not; purchase of items not currently available within the school is more likely to be eligible than purchase of more copies of something that is already available.