**DEAKIN SCHOLARSHIP FUND**

**Registered Charity 278562**

**2024-5 Application Form**

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| **Pupil name:** |  |
| **School name:** |  |
| **School postcode:** |  |
| **ISA Member name:** |  |

Please read the Guidance Notes below and overleaf before completing this form

Primary Criteria for eligibility to make an application to the fund:

1. The pupil must attend an ISA Member’s school.
2. The pupil must already be in receipt of substantial **means-tested**\* bursary funding from the school and/or another fund (at least 50% of published full school fees).
3. The family must require additional support for the costs of additional items relating to the education of the pupil, on top of school fees (i.e. the item(s) for which funding is requested should not be covered by the existing means-tested bursary).
4. Each school may make a maximum of one application per Deakin meeting. If the application is for siblings, then one form should be completed for each child, but if submitted at the same time, these would be considered together and would count as one application.

\*Fee remission schemes, such as staff discounts or sibling discounts, are not sufficient to qualify

The Deakin Trust:

* does not make grants towards core school fees (tuition and standard ancillaries).
* does not make grants towards exam fees (such as GCSE and A Levels).
* does not consider applications over £2000.
* awarded grants in 2022-23 of an average size of £670.
* considers applications for one-off grants towards specific additional costs, to support equality of provision of a rounded education for that pupil. This might include claims for school trips, extra-curricular activities, instrumental tuition, or similar.
* does not make grants towards school meals
* only considers making a contribution towards school transport in exceptional circumstances
* Applications must be for future funding (up to 12 months ahead). The Deakin Trust does not make grants towards costs that have already been incurred at the date of the meeting when the application is considered.
* does not make grants to support the child/children of an ISA Member.

How to Apply:

* Applications should be sent by email to [office@isaschools.org.uk](mailto:office@isaschools.org.uk)
* The application must be supported by the ISA Member (usually the headteacher or principal of the school).
* We advise you to take care and complete the form accurately with all detail requested, to increase your chances of success.
* The application form must be completed and submitted by the ISA Member, in liaison with the family.
* After page 1, please do not mention the name of the school or the pupil.
* Proof of the existing means-tested bursary (ie a letter from the relevant funder) must be submitted with the completed form.
* If you are a pupil or parent reading this page and interested in applying, you should contact your headteacher.
* The application must be completed in full. Incomplete applications will not be considered.
* Applications are considered two or three times each year, dates are published [on the ISA website](https://www.isaschools.org.uk/about/deakin-scholarship-fund.html).
* To be considered, complete applications must be received by the deadline (usually two weeks before the meeting). Late applications are not accepted.

Terms and conditions

Please see overleaf for detailed information about the grants.

The school undertakes to abide by the conditions on the application form.

If awards are granted, these are paid on receipt of the invoice from the school.

Please note

The Deakin Trustees make the final decision on any individual award.

Funds are limited and it is not possible for all applications to be granted.

**I confirm that I have the consent of the family to make this application. I confirm that I have read the guidance and conditions (above and below) and agree to abide by these rules.**

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| (electronic signature of ISA Member named at top of form) |  | date |

Notes and Conditions

1. Grants are awarded to children of compulsory school age (5-16) and ages 16-19. The child subject to an application should already be accepted and entered onto the official roll of the school.
2. Applications are considered by the Trustees on an anonymous basis, without the name of the school. (So please do not use the school name or any other identifying facts in p.3-5 of this form).
3. The application form must be completed electronically, not by hand.
4. Applications must be for future funding (up to 12 months ahead). The Deakin Trust does not make grants towards costs that have already been incurred at the date of the meeting when the application is considered.
5. If a grant has been approved, it will be paid towards the end of the period of the grant, when the complete costs have been incurred and the activities have taken place.
6. If a grant has been approved it will be paid on receipt of invoice from the school. The items claimed must exactly match those in the original application form and approved in the Deakin grant confirmation letter. Only one invoice may be submitted per pupil per Deakin grant.
7. The invoice should be accompanied by supporting evidence, such as receipts or third party bills.
8. The Member must inform the Deakin Trust immediately of any changes to the pupil’s circumstances or changes to the pupil’s registration status within the Member’s school.
9. The school will be required to repay any unused balance of an Award, if paid to the school, if the applicant’s place is terminated at the school.
10. An application can be made in a subsequent year for any pupil, including those who have been declined an Award in the past or been granted a Deakin Award previously. (However, funds are limited and there should be no assumption that future applications would be successful. For ongoing funding needs, the Deakin Trustees recommend that the school and family should plan for alternative ways to support the pupil in future.)
11. Should the membership of ISA be terminated during the period of an Award, the Award will be terminated and a proportional return of funds may be required.

**Data Protection:** This information will be used by the Deakin Trustees only for the purposes of considering and administering applications. The administration of the Trust is carried out by the Independent Schools Association and you can view the privacy policy on the website: <https://www.isaschools.org.uk/privacy-policy.html>

**Deakin Trust Application Ref:**

**From this point on, do not mention the school or pupil name** *For official use only*

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| **Pupil initials only** | **Date of Birth** | **Year group**  **2024-5** | **Date joined the school month/yr** |
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Part 1: Confirming Eligibility

**Details of confirmed means-tested bursary funding that has been agreed by the school or other body for this pupil for 2024-25**

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| --- | --- | --- | --- | --- | --- |
| **Proof of bursary funding. Please tick this box** to confirm you are attaching proof of the existing means-tested bursary\* (ie a copy letter from the relevant funder).  \*Fee remission schemes, such as staff discounts or sibling discounts, are not sufficient to quality | | | | |  |
| **School fee bursary funding for 2024-25** | **£** | **Total of normal, full school fees**  **for 2024-25** | **£** | **Percentage bursary granted** | **%** |
| **Source of bursary funding:**  If the funding is from multiple sources, please give details. | | The School [do not name the school]  Other (please specify)  Delete as applicable | | | |
| **Reasons for grant of bursary**  Please give a brief outline of the reasons the bursary was awarded. Max 200 words. |  | | | | |
| **Previous bursary**  If the pupil was in receipt of bursary funding prior to this school year, please give details, including dates and amounts |  | | | | |
| **Alternative funding?**  Does the school administer any fund, which could support this pupil for the additional items claimed overleaf. |  | | | | |
| **Conflicts of Interest**  Is there any CoI between the school staff completing this form and the potential beneficiary family? If so, please give details. |  | | | | |

Part 2: Details of Funding Requested (not core school fees)

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| **Date or period the application refers to (max twelve months, does not have to be one full school year, eg 2024-25 or Jan– Aug 2025 or 2025-26)** |  |

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| **Itemised statement of the additional item(s) which forms the basis of this application. Please complete multiple lines if applicable.**   * **Please give full details of each item, the total cost applied for and why this is important for this pupil.** * In this section and overleaf, it is essential to provide a **strong argument for the funding request**, which will include detail of the anticipated benefits. * If the school is already offering a discount or providing partial funding for these costs for this year, please give details. * Please state clearly whether the school makes a profit on these items. The Deakin application should be for the **direct cost to the school** for this pupil (excluding any profit, admin charge or other mark up). Please also state in the blurb the usual full price charged for other pupils. * Please read the criteria and terms on page 1 of this form. Applications cannot be considered for costs that have already been incurred. * The Deakin Trust does not consider applications exceeding £2000. * If the item being claimed is subject to VAT, please include the VAT in the details for Deakin. | **Total** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
| **Final Total** | **£** |

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| **Nomination (to be completed by the ISA Member – 400-650 words. Please do not exceed the word limit.)**  *[Must not mention the name of the school or pupil or other identifying facts.]*  Please give details why you personally support this application. What are the reasons for the application and how will this pupil benefit?  **This is the most important section of the application form** |
|  |
| **Family supporting statement (to be completed by a parent or carer – 500 words max.**  *[Must not mention the name of the child or the school]*  What are the reasons for the application and how would it benefit your child? |
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This application form should be emailed as Word document (not PDF) to [Office@isaschools.org.uk](mailto:Office@isaschools.org.uk). Please [see our website](https://www.isaschools.org.uk/about/deakin-scholarship-fund.html) for details of the deadlines for applications for the next meeting of the Deakin Trustees.