

The Clerk to the Foundation
PO Box 34098
LONDON
N13 5XU

APPLICATION FOR A

SOMERSET GRANT

Telephone: 020 8882 2999

- THIS FORM IS FOR USE BY ORGANISATIONS WHEN SUBMITTING A REQUEST TO THE TOTTENHAM GRAMMAR SCHOOL FOUNDATION FOR GRANT FUNDING.
- THE PERSON COMPLETING THIS FORM SHOULD BE FAMILIAR WITH THE MOST RECENT "ADVICE TO ORGANISATIONS" GUIDANCE SHEET ISSUED BY THE FOUNDATION.
- THIS APPLICATION FORM SHOULD BE ACCOMPANIED BY A FULLY COMPLETED "PRO FORMA FOR ORGANISATIONS" FORM (unless one has already been submitted to the Foundation within the previous 18 months)

PLEASE COMPLETE THIS FORM IN INK USING BLOCK CAPITALS – Points [1] to [14] must be completed. Points [10] and [11] may be substituted by a letter or report. If more space is needed to respond to any points, please continue on a separate sheet clearly stating the point number to which the additional information relates.

[1] ORGANISATION'S NAME

Address:

..... Tel No:

Postcode: Fax No:

[2] CONTACT DETAILS (OPTIONAL - please give sufficient information to enable the Foundation to contact the person responsible for this application should there be a need for any clarification or additional information)

OR TICK HERE IF THE SAME AS THE MOST RECENT OR ENCLOSED PRO FORMA

please circle your preferred title: Mr / Mrs / Miss / Ms / other

SURNAME: FORENAME:

Address:

..... Home Tel:

Postcode: and/or Mobile Tel:

Email Address: @

PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT THE GRANT BEING APPLIED FOR:

[3] What is the particular project or need's title (the reason for the request)?

[4] Please give a concise summary (no more than 50 words) of the particular project or need the grant will be used for (a fuller description can be provided overleaf):

[4a] Please state the estimated number of eligible young people who will directly benefit from the project if this grant application is successful:

[5] What is the amount being requested from the Tottenham Grammar School Foundation? £

[6] What is the total cost of the project (a full breakdown should be provided overleaf)? £

[7] What is the amount being covered by the organisation's own resources? £

[8] What is the amount being sought from other potential funders? £

NB: the total value of [5]+[7]+[8] should = [6]

TGSF OFFICE USE ONLY	#1	CONTS ALSO INCL: PF cont sheets x ___ L x ___ Other: via N/P R/D S/D	Dec on:
	#2	Ret2Con Ret2Org on: Chr Awds Trst Fin Agr £ on:	AoD via P T E on:

[9] What is the timescale for receipt of the funds (e.g. does the project involve an event(s) that has a particular date(s) that has already been set)?

[10] *Full description of project / event / purchase, etc:*

[11] *Full breakdown of all the costs associated with this application (where appropriate, copies of suppliers' quotes / estimates should be attached):*

[12] If the Tottenham Grammar School Foundation is unable to approve the full amount you have requested at point [5] overleaf, what alternative plans would be followed?

[13] Pro Forma attached (tick) OR a current Pro Forma previously submitted on (date)

[14] Applicant's Signature:

Date:

Completed applications should be sent to the address at the top right-hand corner overleaf.

[6] Does the organisation seek to provide support only to particular communities? YES / NO If yes, please give details:

[7] What proportion of the organisation’s members/beneficiaries are residents of the London Borough of Haringey? %

[8] What proportion of the organisation’s members/beneficiaries are aged below 25 years? %

[9] Regarding the organisation’s adopted policies etc, please indicate those that are available and those which are submitted with this pro forma:

(* not longer than 18 months ago)

	<u>AVAILABLE</u>	<u>ENCLOSED</u>	<u>PREVIOUSLY SUBMITTED*</u>
TRUST DEED / CONSTITUTION	yes / no	yes / no	yes / no
MOST RECENT ANNUAL REPORT	yes / no	yes / no	yes / no
MOST RECENT ANNUAL ACCOUNTS	yes / no	yes / no	yes / no
CHILD PROTECTION POLICY	yes / no	yes / no	yes / no
EQUAL OPPORTUNITIES	yes / no	yes / no	yes / no
DIVERSITY POLICY	yes / no	yes / no	yes / no
HEALTH AND SAFETY POLICY	yes / no	yes / no	yes / no
INSURANCE POLICY	yes / no	yes / no	yes / no
OTHER RELEVANT POLICIES: (please specify)	yes / no	yes / no	yes / no

[10] What are the organisation’s plans for the future? If available, please attach a programme of events.

[11] Any other comments or relevant information:

Contact’s
Signature: Date:

Please Note: This form is not an application form.

The address to use when submitting this pro forma is:

**Tottenham Grammar School Foundation
PO Box 34098
London
N13 5XU**

IF YOU HAVE A WINDOW ENVELOPE – FOLD YOUR FORM SO THAT THIS ADDRESS SHOWS

THE TOTTENHAM GRAMMAR SCHOOL FOUNDATION

The Tottenham Grammar School Foundation's objects are to promote the education of persons under the age of 25 years who are resident in the London Borough of Haringey or who have at any time attended as a pupil at a school in the Borough and to provide benefits at any maintained schools and colleges in the Borough which are not normally provided by the LEA or their Governing Body. The Foundation owes its origins to the late Sarah, Duchess of Somerset - extracts from her story are included overleaf.

ADVICE TO ORGANISATIONS WHEN SUBMITTING REQUESTS FOR GRANTS

Unlike many trusts, the Foundation does not adopt any 'current priorities' for its grant making decisions. This advice sheet is based on the Scheme for the Regulation of the Foundation (as approved by the Charity Commissioners) and the rules / conditions made from time to time by the Trustees within the limits prescribed by the Scheme. The Foundation tries to encourage creativity amongst the applications it receives – therefore the following guidance is primarily based on the restrictions that do exist.

Applications should be made on an “*APPLICATION FOR A SOMERSET GRANT*” form and should be accompanied by a fully completed “*PRO FORMA FOR ORGANISATIONS*” (unless one has already been submitted to the Foundation within the previous 18 months and the information thereby provided remains up to date). Applications are considered on their individual merits and in the context of any constraints that may be placed on the availability of the Foundation's resources at the time.

The Foundation cannot fund: Clause 32 of the Scheme for the regulation of the Foundation says: “THE CHARITY NOT TO RELIEVE PUBLIC FUNDS. The Trustees shall not apply income of the Charity directly in relief of rates, taxes or other public funds but may apply income in supplementing relief or assistance provided out of public funds”.

This is interpreted as the Foundation cannot fund:

- the employment of staff
- the construction, adaptation, repair and maintenance of school buildings
- the repair and maintenance of school equipment
- the direct delivery of the National Curriculum
- the purchase of vehicles

Clause 22 of the Scheme for the regulation of the Foundation says: “APPLICATION OF INCOME. (1) Subject to payment of the expenses aforesaid the Trustees shall apply the income of the Charity in one or more of the following ways:- (i) in promoting the education (including social and physical training) of persons under the age of 25 years who or whose parents are resident in the London Borough of Haringey or who have at any time attended as a pupil at a school in that London borough and who are in need of financial assistance (iii) in making grants to other charities which promote the education (including social and physical training) of persons referred to in paragraph (i) above.”

Therefore the Foundation cannot fund:

- young people who do not live in the London Borough of Haringey unless they attend (or attended) a school in the Borough
- the training of staff
- resources exclusively for parents
- the cost of adults attending trips
- any grants for people aged 25 years or over

The Foundation prefers:

- to receive, where an organisation has a wide catchment area or where it operates near the Borough's boundaries, an indication of the number (or proportion) of expected beneficiaries who are resident in Haringey
- not to be the sole provider of funds for a project: applications should try and show that other contributions are being/have been sought, e.g. PTA, other Trusts, school/Borough budgets, etc
- to be asked to contribute towards specific events, projects or purchases rather than to provide a grant as a general subsidy for a particular budget or fund
- applications to be clear and concise and, where appropriate, accompanied by copies of suppliers' quotes/ estimates (more than one for large amounts – to demonstrate best value)
- applications to be accompanied by a copy the organisation's most recent audited accounts and, for first time applicants, a current constitution (or equivalent document) – see pro forma
- that where coach hire is part of an application, details of costs and vehicle capacities should be provided to demonstrate best value
- to receive reports of how grants have been used, especially when repeat applications are submitted

Other Points:

- 1: Where items purchased with granted funds could be regarded as a capital asset (e.g. a computer or a musical instrument), they should not be sold or ownership transferred without the permission of the Foundation. Furthermore, the Trustees will expect that, if the potential recipient is a charity or an educational institution, they should also be based or active in the London Borough of Haringey and the item should be donated without charge.
- 2: Persons responsible for preparing and submitting bids should be aware that the Foundation only meets every 8-10 weeks (but see note 3 below). You are strongly recommended to contact the Clerk of the Foundation to find out the date of the next meeting to avoid delays that may cause problems for your organisation. Dates of meetings and other information can also be viewed on the Foundation's website www.tgsf.info, together with the latest versions of the application form, the pro forma and this Advice Sheet which can be downloaded.
- 3: In between meetings, the Chairman of the Foundation may agree to approve applications valued at £1,000 or less. Where this happens, the timescale mentioned in note 2 above does not apply.
- 4: The Foundation may ask organisations to confirm that they have taken appropriate steps to comply with current Child Protection and Health & Safety recommended best practice for their sport or activity. Applicants should be prepared to answer this.
- 5: The Committee or the Chairman's decisions are usually notified to applicants within 7 to 10 days. However, notifications may take longer during the Autumn Term because of the Foundation's extensive activity processing Undergraduate and college Awards for individual students. Applicants may find it easier to check the status of their application by sending an email to the Clerk (see below).
- 6: Application forms and pro formas are also available from the Clerk. The Clerk can be contacted by telephoning 020 8882 2999 or by emailing admin@tgsf.info. Applications/bids should be sent to:

Tottenham Grammar School Foundation
PO Box 34098
London
N13 5XU

If you choose to email your application/bid, you are asked to also send a signed original by post so that the Foundation's audit trail can be maintained.

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SARAH, DUCHESS OF SOMERSET

In her Will dated 17 May 1686 Sarah, Duchess of Somerset, included the following:

" Also I do give and appoint the sum of two hundred and fifty pounds, to be expended, paid, and laid out by mine executors, in and for the making an additional building to the school house at Tottenham, near the High Cross, in the County of Middlesex, for the enlargement thereof; whereby it may be made capable to receive a greater number of scholars. Also I do give and appoint the further sum of eleven hundred pounds. . . . for the buying and purchasing of lands, rents, or other hereditaments, in fee simple, and they do settle the same for the support and maintenance of the school, and the master and usher of the said school for ever . . . "

The Will continued to set the Master's salary at £40 per annum and the Usher's at £10 p.a. and laid down a number of provisions for the school, in particular that it was to provide free education for "*. . . . the children of all such people, inhabiting within the said Parish of Tottenham, as shall not have estates or their own, or free or copyhold, of twenty pounds per annum. "*

When Sarah died on 25 October 1692 she was buried in Westminster Abbey and in the fullness of time the

terms of her Will were carried out and land purchased for the benefit of the school. Much of this land was sold by the Governors in the 1890's to Charterhouse School, and the remainder in 1927.

Sadly, the School which Sarah endowed did not survive 'for ever' and in 1987 the Governors had reluctantly to recommend its closure to the local education authority and the Secretary of State for Education. That recommendation was approved and the School, by now known as The Somerset School, finally closed its doors in July 1988 after more than 300 years serving Tottenham and Haringey boys.

A new, smaller body of Trustees was appointed to administer a new look and considerably wealthier Tottenham Grammar School Foundation. Most had been Governors of The Somerset School and were well aware of the traditions, both of the School and the Foundation.

Trustees have endeavoured to administer the Foundation as they imagine Sarah would have wished had she lived in the twenty-first century. By so doing, Trustees hope to be able to act within the spirit of her Will and continue to provide for the education of young people from Tottenham, thereby keeping Sarah, Duchess of Somerset, in her rightful place as a major influence in local education.