

Frequently Asked Questions

1) Where can I/we get a copy of a grant application form?

Our grant application forms can be downloaded from our website

<https://www.ldbs.co.uk/grants-for-school-journeys/>

2) Which form should I/we complete for a grant?

For a group grant, the school must complete a group grant application form on behalf of their pupils. Individual applicants must complete an individual application form.

3) Can I apply for a grant for an event that has already taken place?

No. Retrospective applications will not be considered.

4) What are the deadlines for submitting grant applications?

Grant applications must be submitted in advance of journey/event dates.

For all journeys/events taking place during summer term (April – July), grant applications must be submitted by *28 February*.

For all journeys/events taking place during autumn term (August –November), grant applications must be submitted by *30 June*.

For all journeys/events taking place during spring term (December –March), grant applications must be submitted by *31 October*.

If the deadline falls on a non-working day, the deadline will be the previous working day.

5) Can the application be emailed?

Yes. Completed grant applications in pdf format may be emailed to

dee.thomas@london.anglican.org or posted to

Dee Thomas, LDBS, 36 Causton Street, London SW1P 4AU

6) How many applications per year can be made by a school or an individual?

Schools can make up to two applications a year. Only one application is permitted per year for individuals.

7) Who should make the applications?

Application for a grant for a school's group journey must be made by the school using the current Group grant application form.

Individual applicants of age 16 and over must complete their own form.

For applicants under 16, parents/guardians must complete the form and sign it on their child's behalf.

8) How much grant can be applied for?

Please consult the current grant making policies available in our website on this page.

9) What are the eligibility conditions for individual applications?

- (a) Applicant(s) will be under the age of 25
- (b) Applicant(s) will have attended one of the Church of England Schools listed on the LDBS website for at least two years.

10) I do not meet the eligibility conditions. Can I still apply?

No.

11) How is grant amount paid to the applicants?

Grants are normally paid by bank transfer directly to the applicant's bank account.

Tips for completing grant application forms

- 1) Use the current application form available in our website. Old forms are no longer valid.
- 2) Please do not change or alter the application form / format in any way.
- 3) If the space on the form is not sufficient, use and attach a continuation sheet.
- 4) The charity has a legal duty to make the best possible use of its limited funds. It is therefore important to give enough details of need to help the trustees to decide.
- 5) Please do not give the same narrative for all pupils. Give specific details about the financial needs of each pupil. For example, narratives such as 'low income family', 'economic hardship' are relative terms and can't be accepted. If in doubt, please give more details.
- 6) Please print or write legibly.
- 7) Please do a spell-check.
- 8) Please check before posting to make sure that the form is completed in full including bank account details and signed. If you are not completing a column, please explain why and when the details will be provided.
- 9) Incomplete applications will be returned.

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