



## London Diocesan Board for Schools

Chief Executive: Inigo Woolf, BEM, FCIB

London Diocesan House, 36 Causton Street, London SW1P 4AU

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[www.ldbs.co.uk](http://www.ldbs.co.uk)

### CITY & DIOCESE OF LONDON VOLUNTARY SCHOOLS FUND

### APPLICATION FOR A GROUP GRANT

1. BEFORE COMPLETING A GRANT APPLICATION, please read
  - (a) Grant making policies,
  - (b) Tips for completing a grant application and
  - (c) Frequently Asked Questions
 available on our website [www.ldbs.co.uk/grants-for-school-journeys/](http://www.ldbs.co.uk/grants-for-school-journeys/)
2. Please complete the application in full and post with necessary documents to the above address. Incomplete forms will be returned.
3. Retrospective applications and applications received after deadline will not be considered.
4. Payment of grant will be made only by bank transfer to the school's bank account.
5. Deadline for submission of applications: 28<sup>th</sup> February for Summer Term, 30<sup>th</sup> June for Autumn Term and 31<sup>st</sup> October for Spring Term.

Name of Head Teacher: \_\_\_\_\_

Name of the person completing the application: \_\_\_\_\_

Position of the person completing the application: \_\_\_\_\_

Name of School: \_\_\_\_\_

Address of the School: \_\_\_\_\_

Telephone: \_\_\_\_\_ email: \_\_\_\_\_

**Details of school trip for which grant is sought:** (attach brochure / photos etc. if available)

**School trip to:** (please give exact location) \_\_\_\_\_

**Date(s) of journey:** \_\_\_\_\_ **Year group participating in the trip:** \_\_\_\_\_

**Total number of pupils participating in the trip:** Boys: \_\_\_\_\_ Girls: \_\_\_\_\_ Total: \_\_\_\_\_

**Educational purpose of the journey:**

**Estimated cost of journey per pupil: £\_\_\_\_\_ Total amount of grant applied for all pupils: £\_\_\_\_\_**

**Will the pupil or school be receiving any grant from the Local Education Authority or Pupil Premium Fund or any other sources? Yes  No**

**If yes, how much: £\_\_\_\_\_ and when: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Any other details:**

**Details of bank account to pay grant by bank transfer**

Name of Bank	Name of Bank Account	8 digit Bank Account Number	6 digit Sort Code

**Privacy Statement:**

- We use your data for the purpose of making grants. We may share your data with other Trusts, Charities and Grant making bodies for the purpose of making grants.
- The LDBS believes in protecting the personal data of individuals and has robust policies and procedures in place to protect your personal information. For further information, please contact Dee Thomas, Finance Manager and Clerk to the Trust or Robert Bullett, Data Protection Officer.

**Data Protection Act:**

- In our effort to help pupils of Church of England Schools in the Diocese of London, we may seek the assistance of other Trusts and Charities either connected or known to us so that they can make grants directly to you based on the information given by you in your application to us. We need your permission to pass your information to them.
- By signing hereunder, you are giving us permission under Data Protection Act.
- By signing hereunder, you are certifying that the above grant will be used solely for the purpose for which it is awarded.

\_\_\_\_\_  
**Signature of the Head Teacher**

\_\_\_\_\_  
**Print name**

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
**Date**

1	<p><b>First name of the school pupil:</b> _____ <b>Age:</b> _____ years (for safeguarding reasons, do <u>not</u> give full name of the school pupil)</p> <p><b>How long has the pupil been in current or previous Church of England Schools within the Diocese of London:</b> _____ years</p> <p><b>Demonstrate the need for financial assistance in <u>detail</u>:</b></p>
2	<p><b>First name of the school pupil:</b> _____ <b>Age:</b> _____ years (for safeguarding reasons, do <u>not</u> give full name of the school pupil)</p> <p><b>How long has the pupil been in current or previous Church of England Schools within the Diocese of London:</b> _____ years</p> <p><b>Demonstrate the need for financial assistance in <u>detail</u>:</b></p>
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