

The Closed Schools General Purpose Reserve Fund (CSGPRF)

Terms of reference

1. Purpose

- The purpose of the CSGPRF is to provide grants to support Christian education within the Diocese.

2. Responsibilities

- The Lincoln Diocesan Board of Education's (LDBE) Senior Leadership Team (SLT) is responsible for the awarding of grants.
- The LDBE Finance and Administration Committee is responsible for ensuring that the annual amount awarded as grants does not exceed the annual return on the CSGPRF's underlying assets.
- The LDBE Finance and Administration Committee receives annual update from the investment managers on the performance of the fund and is responsible for the management of the CSGPRF's assets.

3. Grant giving guidelines

3.1. Types of beneficiary

- Church Schools;
- Individuals within, or connected in some way to, the LDBE; and
- Organisations within, or connected in some way to, the LDBE.

3.2. Funding priorities

- The development of schools as Church Schools;
- Newly-appointed Church School head teachers;
- Individuals engaged in programmes that further the purposes of the Board of Education, especially in the areas of inclusion and spiritual growth; and
- Equipping individuals to minister in their communities.

3.3. Value of grant awarded

- Maximum of £500 to an individual school.
- Special one-off event or set of circumstances to promote the Christian distinctiveness across the Diocese or, a collection of schools where the cost exceeds £500. A paper is required to be presented to the Finance and Administration Committee for recommendation to Board.

3.4. Restrictions

- No grants will be awarded for salaries, statutory requirements, items normally covered in school budgets, or capital works;
- Grants will not normally be given to fund the running of training courses;
- Schools can apply once in every 3-year period; but, if a new head is appointed, this clock resets.
- Retrospective applications will not be considered;
- Grants will not normally be given to fund ongoing, or repeat, activities: and

4. Process

- Grant applications must be submitted using the form provided on the Diocesan website.
- Applications for grants will be assessed by SLT at the weekly meetings during term time.
- The individual submitting the application will be notified of the SLT decision.

- Feedback on any application rejected will be provided to the individual who submitted the bid.
- The grant will be paid to the school via BACS. If the LDBE does not hold bank account details on file, the school will be contacted so the payment can be processed. No payments are made by cheque.
- A short report and ideally photos of the finished work, together with copies of relevant invoices, will be required from recipients of grants.