**Guidelines**

**Background Information:**

Trust funding is not a straight replacement for eligible statutory funding. Although matched funding is not a requirement, the Trust will look favourably upon applications where other financial support or support in kind is in place. Applicants must demonstrate that the Trust’s support will make a real difference to the project and that the project will not be able to proceed without the Trust’s support. The trustees will not be prescriptive about the type of project they will support but, for guidance, they have in mind proposals involving:

* the establishment or development of clubs or societies within the School for students or the wider community
* travel to sporting or cultural events and competitions
* performance, exhibition, publishing
* improving access to sporting, cultural and educational activities
* promoting cultural exchange
* improving the environment or ambience of the School and community.

**Application Criteria:**

* Applicants must be current members of the school staff.
* Applications can be for no more than a total of £3,000
* Applications should demonstrate a clear sustainable benefit to the school.

**Notes for Applicants:**

* Applications for funding must be sent directly to James Gillespie's Trust (chair@jamesgillespiestrust.com) for consideration but will only be considered for funding once per term (see website for exact dates each year).
* The Trust will, however, consider applications more rapidly if an urgent case for funding is justified.
* Trust decisions will be notified to the applicants in writing and are final.
* Re-applications cannot be considered within 12 months.
* Applicants will be expected to provide at least one progress report during the project and a final report within one month of its completion.
* Successful applicants will be expected to allow the Trust to publicise their grant and any positive outcomes

**Application Form**

**About the Applicant:**

|  |  |
| --- | --- |
| Title:  |   |
| First name: |   |
| Surname:  |   |
| Address: |   |
|   |
|   |
| Email:  |   |
| Mobile Phone:  |   |
| Role/Job title:  |   |

**About the Project:**

|  |  |
| --- | --- |
| 1. Project title:
 |  |
| 1. Project start date:
 |  |
| 1. Expected end date:
 |  |

1. In no more than 100 words please describe why you need the funding:

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| --- |
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1. In no more than 50 words please describe the main benefits of the project:

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| --- |
|   |

1. State total funds requested including costs of individual items (maximum £3,000):

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| --- |
|   |

1. Provide details of any other support available, e.g., Additional funds, volunteers, etc:

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| --- |
|   |

1. If you receive the funding, in no more than 50 words please describe how you will know your project has been successful:

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| --- |
|   |

1. In no more than 50 words please describe what will happen if you do not get the funding from the James Gillespie’s Trust:

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| --- |
|   |

1. Date submitted: ……………………………

Please send your application to: The James Gillespie’s Trust, c/o JGHS

120 Warrender Park Road, Edinburgh, EH9 1DD

Or preferably by email to: *chair@jamesgillespiestrust.com*