**DfE Finance Support Grant Claim Form**

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| **Name of school:** |
| **Address:** |
| **Telephone:** |
| **Email:** |

The grant will be used for the following deliverables:

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| 1. obtaining legal advice; 2. the costs of software licence transfers; 3. HR/TUPE advice; 4. re-branding costs; and 5. expenses incurred in setting up of the Academy Trust. |

Please include the bank account details of the school below

**Bank account name and address**

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|  |

**Sort code**

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|  |  |  |  |  |  |  |

**Account number**

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I have read the conditions relating to the provision of the Grant and I agree to comply with the conditions.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (in capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Support Grant Conditions**

The Secretary of State has agreed to allocate a grant under **Section 14** of the **Education Act 2002** of no more than £25,000, which is intended to contribute towards expenses incurred by your school to support conversion to an Academy.

Grant is paid under the following conditions:

1. Grant may only be used for the following purposes
   * + 1. obtaining legal advice in respect of the conversion process;
       2. the costs of software licence transfers;
       3. HR/TUPE advice;
       4. re-branding costs; and
       5. expenses incurred in setting up of the Academy Trust.
2. You should retain records to show that the grant has been used for the purposes outlined in (1) above for 6 years after the end of the financial year in which the expenditure has taken place. The books and records of the school relating to the claiming and use of grant will be open to inspection by the National Audit Office and representatives of the Secretary of State as and when they may require.
3. a. In the event of a successful conversion, any unused element of Grant should be transferred to the Academy Trust for the purposes described in its charitable Objects, typically the advancement of education. The Chair of the Governing Body will be expected to sign a declaration confirming how much of the Grant has been spent at the point of conversion to Academy status and, if relevant, how much has been transferred to the Academy budget. The Chair will send a certificate (see Annex) to the Secretary of State declaring this and including the exact amounts of grant spent and transferred. This will still apply if the total amount of the grant has been spent.

b. In the event that the conversion does not occur then any unused Grant should be repaid to the Secretary of State within 10 working days of notifying us that you are withdrawing your application to convert.

1. When procuring goods and services for the School or Academy, you are reminded of the requirement to comply with EU and UK procurement law and regulations when appropriate.