

# Primary Chains Grant: Grant Letter and Claim Form

The Secretary of State has agreed to allocate a grant under Section 14 of the Education Act 2002 of no more than £50,000 which is intended to contribute towards your implementation of new joint processes and structures across the three or more primary schools that will convert your Multi-Academy Trust (MAT) chain of Academies.

1. This grant is paid subject to the Department for Education Grant Terms and Conditions as displayed on its website under according to the department’s standard terms and conditions. The funds can only be used for the establishment of and advancement of the MAT as a whole. For example:
   * To cover expenses incurred during the formation and agreement of the chain’s new governance arrangements (i.e. setting up the Multi Academy Trust)
   * To help cover some of the costs of consolidating administrative functions across your new chain.
   * To fund planning work to implement flexible deployment of your staff across your partner schools.
2. Within a year of receipt your chain will need to a) provide a case study for the Department for Education website and b) use your experience to help others. This could include:
   * becoming an academy sponsor
   * applying for teaching school status
   * mentoring another group of primaries interested in conversion.
3. 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.
4. In the event that the conversion into a MAT 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 into an MAT academy chain.
5. In the event that the membership of the MAT should drop below three you must notify the Department. Should the two remaining schools still intend to convert into an MAT you may apply to the Secretary of State to keep the remaining grant confirming that it is still to be used for the same purposes as set out above. Each application will be considered on a case by case basis. Should your application be unsuccessful any unused grant should be repaid to the Secretary of State within 10 working days of the Secretary of States decision.
6. When procuring goods and services for the MAT, you are reminded of the requirement to comply with EU and UK procurement law and regulations when appropriate.
7. This grant must only be used for the benefit of MAT as a whole, and all decisions regarding how the grant is to be spent must be taken in partnership with the rest of the schools also joining the Trust. A signature from each school intending to join the MAT is required before the application can be processed.
8. To accept this offer of funding, please sign both copies of the finance claim form (Annex A below) and return a copy to the Department for Education (DfE) to your named contact/project lead. Once your application has been approved we would aim to make payment within 14 working days.

# Annex A: list of objectives for which the grant is being paid

### Background

On July 4 2012, the Department announced a new grant to assist primary schools that decide to convert to academy status. The Department has decided to extend and increase the grant for an additional nine months (From June 24 –March 31 2014). The grant has also been increased to £50,000.

Creation of the primary chains grant (PCG) was driven by evidence that strong chains of three or more academies can help drive up standards and provide opportunities for increased collaborative working between schools. Forming a strong partnership provides an opportunity for schools to review and reinvigorate their governance arrangements, to make sure they are driving improvements in standards and maximising the benefits of working together.

### Aim

This grant provides financial support to enable new clusters of primary schools to build and formalise their partnership, enabling them to go on and achieve more quickly their shared vision of improved results, better outcomes and significantly improved standards.

The PCG has been issued to 230 schools (52 chains) since its introduction in 2012. They tell us that they have found the grant helpful in creating the right foundations for success in their first critical months of operation. They were attracted to claiming the grant and converting as chains because:

* They felt it was good way to broaden the range of expertise and resources available to their member schools. By working flexibly these new academy chains were better able to raise standards and innovate.
* Working in clusters helped them to maximise their funding. By streamlining ‘back office’ functions, pooling procurement and putting in place business managers, - these chains have been able to make their existing funding go further.
* As part of larger group they have felt better able to manage the impact of leadership and staff changes – enabling them sustain excellence over time.

We want to support even more primary schools to realise these and the other benefits by forming strong primary academy chains. As such we have increased the size of the grant to enable new chains to engage in more extensive work across the chain.

# Annex B - claim form for Primary Chains Grant

### Declaration:

As representative of [insert name of new MAT] I have read both the Grant Offer Letter and associated annexes, and the Department for Education Grant Funding Agreement Terms and Conditions supplied. I agree to comply with the notified conditions of the grant on which the offer is made.

I confirm the grant will be used for the following deliverables:

* To cover expenses incurred during the formation and agreement of our chain’s new governance arrangements (i.e. setting up the Multi Academy Trust)
* To help cover some of the costs of consolidating administrative functions across our new chain.
* To fund planning work to implement flexible deployment of our staff across your partner schools

|  |  |
| --- | --- |
| Signed by a person authorised to sign on behalf of [insert name of 1) Your overall MAT and 2) the claimant school] | |
| Date |  |
| Signature |  |
| Name (please print) |  |
| Position in organisation |  |
| Telephone no. |  |
| Email address |  |
| School Address |  |
| Bank name and address |  |

### Bank Sort code

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| --- | --- | --- | --- | --- | --- | --- |
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### Bank Account number

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| --- | --- | --- | --- | --- | --- | --- | --- |
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Please ensure the additional signatures from MAT partners are supplied below:

Please include the bank account details of the designated claimant school below:

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### Additional information and consents: MAT partners

| **Please confirm the name, phase, and address of each school in the chain** | |
| --- | --- |
| School name: |  |
| Phase: | Primary/Infant/Junior *(please delete as appropriate)* |
| Address: |  |
| Head Teacher: |  |
| Signature |  |
| School name: |  |
| Phase: | Primary/Infant/Junior (please delete as appropriate) |
| Address: |  |
| Head Teacher: |  |
| Signature |  |
| School name: |  |
| Phase: | Primary/Infant/Junior (please delete as appropriate) |
| Address: |  |
| Head Teacher: |  |
| Signature |  |
| Please continue as necessary. | |

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