

GRANT MAKING POLICY

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Associated Policies & Documents

None

Scope of policy and context

1. Tobi Adeyemi Foundation (the “Foundation”) is a grant giving foundation established to support the education and social training of young people up to and including the age of 19. As the provision of education is the primary charitable object of the Foundation, our grant making policy aims to improve access to high quality education for those who would not otherwise have access to it.
2. Each year, the Foundation plans to award scholarships and other bursaries and grants to help fund the fees and/or expenses of talented pupils who will benefit from the educational opportunities offered by schools, colleges or recognised institutions of further or higher education.
3. The Foundation’s policy is to make awards on the basis of the applicant’s educational ability and his or her family’s ability to pay, subject to the particular conditions imposed by any original donor, where the award is taken from restricted funds.

Scholarships

4. The Foundation is established to offer a range of scholarships for pupils of outstanding academic, musical, sporting, artistic or all-round potential. These are awarded only to applicants who have secured a place in their school of choice or with an approved training provider. Awards are also contingent on an acceptable reference from the school or the training provider.
5. Scholarships will be means tested by criteria specified from time to time by the Trustees in order to ensure that those who benefit are those who most need support.

Other bursary support

6. Bursary support is available for pupils whose circumstances have changed after enrolling in an institution such that they require such support to stay in education or training. Bursary awards are subject to testing of financial need and such awards are dependent on the level of financial need identified.

7. Where the Foundation does not have sufficient funds to meet all its applications, funds will be directed to those pupils who are identified as most likely to drop out of education without the Foundation's support.

Grant making process

8. All applicants must complete an online application form. There is no deadline for applications and all applications will be acknowledged and reviewed.
9. The Trustees generally meet quarterly. At these meetings, having reviewed all applications received in the previous three months, the Trustees approve the grants to be made to the successful applicants. Payment is made in the following month, subject to receipt of all supporting documentation pursuant to paragraph 10 below.
10. All successful applicants will be notified by email and will be required to provide documentary confirmation of the supporting details for the grant they are seeking, prior to disbursement of funds.
11. To comply with the UK's Data Protection Act 1998, applicants are required to consent to the use of personal data supplied by them in the processing and review of their application. This includes transfer to and use by such individuals and organisations as the Foundation deems appropriate. The Foundation requires the assurance of the applicant that personal data about any other individual is supplied to the Foundation with his/her consent. At the point of submitting an online application, applicants are asked to confirm this consent and assurance.

Principles applied to means testing

12. Where a grant is subject to means testing, the applicant is required to supply a completed Confidential Statement of Financial Circumstances, a copy of which is included in the online application forms. Applications will not proceed until this form has been completed.
13. Factors taken into consideration when assessing a family's financial situation include but may not be limited to:
 - The financial circumstances of both parents/guardians will be reviewed. In the case of re-marriage the application should include the step parent/guardian's financial information. The obligation of the step parent/guardian to his or her natural children will be taken into account.
 - Opportunities to release capital either through increased mortgages or sale of securities or other investment instruments.
 - The ability to improve the earning power of the family. Both partners would be expected to be earning where possible.
 - Commitments to the education of other siblings.
 - The Foundation would anticipate that applicants have asked their extended family for support before requesting a means tested grant.
14. All multi-year means tested awards are subject to annual review.

Conditions of awards

15. Bursary and Scholarship awards, in addition to all other qualifying points enumerated in this document, are conditional on the recipient playing a full and active part in their institutions of learning.
16. Except for exceptional circumstances that satisfy Trustees, grant payments are made directly to the service provider e.g. school, teacher, etc. and will not be made under any circumstances to the applicant recipient, his/her family members, relatives, etc.

<p>Approved By: Board of Trustees 15 October 2011</p>
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