

## Hertfordshire Educational Fund guidance notes

### Who is eligible for a grant?

Schools can apply for educational visits/activities for pupils who are resident in Hertfordshire and are Pupil Premium eligible or for whom support is recommended by the headteacher.

### Who can apply?

Online applications must and can only be made by a school who can assess their circumstances and is qualified to assess their needs. HCF is unable to discuss applications directly with the families seeking support.

### What can you fund?

Up to £75 per pupil for educational visits/activities.

### How do I apply?

To submit an application please click [here](#). Please note we are not able to accept paper applications due to data protection and security reasons.

If you require any help in completing an application, please contact the Grants Team on [grants@hertscf.org.uk](mailto:grants@hertscf.org.uk) or call 01707 251351 and they will be happy to assist.

### When will I get feedback?

Decisions are made on a rolling basis, and we endeavour to respond with a decision within two months.

### How will I receive the grant?

If an application is successful, HCF will award a grant to the school via a BACS payment to the school account.

### What do I need to do to after I receive the grant?

HCF will require completion of our monitoring form confirming the educational visits/activities have taken place and all the grant has been spent as agreed. A complete list of pupils for whom the school has applied, detailing their need for support, will need to be kept by the school. We may ask to see this document as part of our monitoring process.

**Please note** this Fund is available for the school year 2023/24 only and in future the Fund will focus on opportunities for young people as provided by community and voluntary groups.