



**MERCHANT TAYLORS' COMPANY**  
**Merchant Taylors' Hall 30 Threadneedle Street**  
**London EC2R 8JB**

Switchboard Telephone: 020 7450 4440 General Fax: 020 7450 4455

## Guidelines for Applicants to the Company's Educational Grant-Making Trusts

### Leaving prizes

Leaving prizes are awarded to students at the Merchant Taylors' Associated schools at the discretion of the Headteacher. They are usually awarded in three tranches, which can be claimed at the start of each year in attendance at university (this is capped at three years whether or not your course lasts for longer).

To claim the prize each year you must fill in an online application form using the following steps:

- 1) Fill in your name and address, telephone number and email address.
- 2) For the purpose of application drop down, select 'School Leaving Prize'
- 3) Select the school that you attended from the drop down list.
- 4) Select the prize that you have been awarded.
- 5) Select the year that the grant was first awarded to you.
- 6) Select the grant instalment that this application refers to.
- 7) Please upload a letter from your tutor confirming your attendance. The letter must be on headed paper and uploaded in a .pdf or jpeg format.
- 8) You will receive an email confirming receipt of your application
- 9) A cheque will be sent to you at the address you listed in step one.
- 10) An important final step is that you are expected to write to a thank you letter to Master of the Merchant Taylors' Company; your subsequent grant instalment will not be paid unless this letter has been received. It should be sent to: The Master, Merchant Taylors' Hall, 30 Threadneedle Street, London, EC2R 8JB. You should start the letter 'Dear Master'. This is an opportunity for you to tell us about your successes and plans whilst at university. Please note, we may quote extracts of the letter on its website and other means of communications.

## **Student Fundraising**

This is for students currently at the Merchant Taylors' associated schools who are undertaking a fundraising activity on behalf of their school.

To apply for sponsorship please submit an online application using the following steps:

- 1) Fill in your name and address, telephone number and email address.
- 2) Select the school that you attended from the drop down list.
- 3) For the purpose of application drop down, select 'Student Fundraising'.
- 4) State the name of the charity you are fundraising for.
- 5) State the registered charity number of the organisation you are fundraising for. We are only able to provide sponsorship for registered charities. Most charities will state their registration number on their website. Alternatively, you can search for your charity on the Charity Commission website, which will provide you with their registration number.
- 6) Briefly state the aims for the Charity. For example, if you are fundraising for Cancer Research UK you would write 'The charity aims to fund scientists, doctors and nurses to help beat cancer'. If you are unsure about the aims of your chosen charity, you should be able to find this information on their website. Please try to keep the description of their aims to under 25 words where possible.
- 7) Please select the description that best describes where the charity operates.
- 8) Please let us know whether you have an online giving page. If yes, a box will appear that will enable you to input the url.
- 9) For the grant to be successful, we will need a character reference or letter of recommendation from your Headteacher. We are unable to process the application without this document. The letter must be on headed paper and submitted in a .pdf or .jpeg format.

You will receive an email confirming receipt of your application which will be assessed internally to determine its suitability. Please be aware that it may take some weeks before we are able to let you know whether or not you have been successful.

After the fundraising activity has taken place, we would expect to receive a report about the event and how much you have raised; the Company may use this on its website and other means of communications.

### **Fundraising or Sponsorship for an Educational Charity**

This is currently only open for charities that have been invited to apply; unsolicited applications are not accepted.

The form is in two parts which should both be completed prior to submission

#### **Part 1: Educational Application tab**

On this first tab please provide us with the information asked for on the form. There is no functionality to save the application form as you go along so we strongly recommend that you complete your answers in a separate word processing document and copy them onto the form once ready.

## Part 2: Supporting comments tab

Once page one has been completed clicking on the 'next' button will bring you onto the next page. This page will enable you to upload any supporting documents (annual accounts etc). This page also has space for free text which can be used to provide further information to support your application; you may want to use this space to provide a fuller brief about your project/programme. Please try to keep this under 500 words. You can change between the two tabs before submitting without losing the information on the screen.

Once you have completed your application click on submit. Please close the form after submission by exiting the window/tab you are using.

## Confirmation of Submission

Once you have submitted the application you should receive an email that will contain your application reference number. Please retain this number and quote it in any further correspondence. Within the body of the email you will also receive a copy of the answers you provided on the application form (however please note that any attachments will not be visible to you at this point).

## What happens next?

We will endeavour to contact you as soon as possible regarding the outcome of your application. Due to the volume of applications and our internal processes this may take up to 6 weeks for an initial decision to be made. Officers of the Company will carefully assess each application as well as doing further research and due diligence. There are a variety of outcomes at this first stage:

- 1) Your application is declined – we are unfortunately unable to provide feedback. Please wait for one year before re-applying.
- 2) Your application has been shortlisted for committee review – this means that the application will be presented to the Trustees at the next suitable committee meeting.
- 3) More information is needed – we may request specific information to assist us in the assessment of your application, or we may request to visit your charity.

If your application has been shortlisted for committee review this is a fantastic achievement, however it does not necessarily mean that you will be awarded a grant. The ultimate decision about which grants are awarded is entirely at the discretion of the Trustees and consequently if you are unsuccessful we are only able to give limited feedback as to why this was the case. Please wait one year before re-applying.

If your grant is approved by the Trustees this will be first need to be ratified by the Company's Court of Assistants. You will then be contacted and asked to sign a terms and conditions document and provide us with your bank details.

## Can I get further help and advice?

The Company's staff are willing to provide general advice on the presentation of applications, or the most appropriate project for which to seek support, in advance of them being formally submitted.