

**Covid-19 Fund**

**Overview and Guidelines**

Some pipes and drums schools teaching programmes are admirably responding to the Covid-19 restrictions by transferring lessons online so that pupils can continue to learn whilst schools are closed.

We recognise that some parents/ carers who ordinarily pay a fee for lessons, might find it difficult to afford online lessons, because Covid-19 has affected their income.

SSPDT has set up the Covid-19 Fund to help pupils to continue to receive online lessons during the summer term of 2020 regardless of their ability to pay.

This Fund is available to schools or voluntary organisations that

* engage tutors to deliver piping and/or drumming tuition during school time; and where
* ordinarily, most parents/ carers pay a fee for lessons; and where
* online, live lessons are being made available to pupils, during the Covid-19 outbreak, on a one-to-one basis or in small groups.

**How to apply**

1. The school, voluntary organisation or tutor, should contact parents/ carers whose children usually receive face -to -face piping or drumming lessons during term time with a message, along the following lines:

*Covid 19: if your child would like to continue to receive lessons online during the summer term, but you may find it hard to afford some or all of the fees due to changed circumstances as a result of Covid-19, please contact (name of a teacher or organiser) before (date) in complete confidence. We aim to ensure that all pupils can continue to receive lessons during the summer term regardless of the impact of Covid19 on their families.*

1. Confidentially, list those who would like financial help, and complete the rest of this SSPDT Covid Fund application form. Email this application form along with a copy of with your Child Protection policy, including your online safeguarding practice, and if relevant, a copy of your Bank Statement (see overleaf for more information).

1. SSPDT will review your application within 3 to 5 days. We might check back in with you.

If, following the review, SSPDT awards a grant, we will transfer funds to your school or voluntary organisation within a further 5 days.

1. You, the school or voluntary organisation, will arrange to transfer the SSPDT Covid-19 Funding to the tutor/s to reimburse them for lessons that they have delivered under this scheme.

**SSPDT must be satisfied that your online safeguarding policy protects both tutors and pupils before we disburse funds. SSPDT can provide you with a sample online teaching policy if needed.**

Further enquiries: Contact Alex Duncan alex.duncan@sspdt.org.uk 07906 102 009

**Scottish Schools Pipes and Drums Trust,** Room 1, Thistle Court, 1-2 Thistle Street, Edinburgh, EH2 1DD

Charity no. SC037980 www.sspdt.org.uk www.thechampionships.org.uk

**PART 1 - YOUR ORGANISATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of application |  | | |
| Full name of your organisation |  | | |
| Main registered address, including postcode for your organisation  (This is the address we will send your offer letter to, so make sure you can receive mail from it. If you don’t have an office, this can be a home address.) |  | | |
| Website |  | | |
| What type of organisation are you?  Please tick all that apply. | Charity |  | Charity number: |
| State School |  |  |
| Independent School |  |  |
| Local Authority |  |  |
| Other |  | Please state: |
| **Primary contact** - Who should we contact if we have questions about your application? | | | |
| Name |  | | |
| Position/ job title |  | | |
| Address including postcode |  | | |
| Landline and mobile phone numbers |  | | |
| Email |  | | |
| **Legally Responsible Contact -** Who in your organisation will be legally responsible for the funding? This cannot be the same person as the primary contact. The legally responsible contact must be responsible for ensuring this application is supported by the organisation applying, and that any funding agreement meets our requirements.  This contact must hold one of the following positions: School - Head teacher  Local authority - Service Manager, Director or Chief  Executive  Other organisations - Chairperson or Treasurer | | | |
| Name |  | | |
| Position/ job title |  | | |
| Address including postcode |  | | |
| Landline and mobile phone numbers |  | | |
| Email |  | | |

**PART 2 - YOUR PROJECT**

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| **Funding request** | | | | | | |
| Pupil | Pupil’s school | School year of pupil (e.g. P7) | Normal cost of lessons (per lesson) charged by programme | Normal full cost of  summer term lessons charged by programme | Proportion of  financial support requested by pupil’s family | Total amount of financial support requested to cover summer term of lessons |
| 1 |  | P7 | £6 | £60 | Half of costs | £30 |
| 2 |  | S1 | £6 | £60 | Full costs | £60 |
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| **TOTAL** | |  |  |  |  | £ |
| **GRANT PAYMENT**  If your organisation has received an SSPDT grant in the past, we will pay a Covid Fund grant to the bank account you provided previously. If your organisation has not received a grant from SSPDT please provide your bank details.    **Name of Bank or Building Society:**    **Name of account holder:**    **Sort Code: Account number**:    **SUPPORTING DOCUMENTS**   * **You must provide a copy of your Child Protection policy, including your online teaching safeguards.** * **If this is your first grant from SSPDT you must provide a copy of your organisation’s bank statement so that we can verify the account.** | | | | | | |
| **Office use only:**  Date received:  Decision communicated date:  Approved by: | | | SSPDT - Room 1, Thistle Court, 1-2 Thistle Street,  Edinburgh, EH2 1DD. Charity no. SC037980  Contact: alex.duncan@sspdt.org.uk or admin@sspdt.org.uk | | | |