

# Q&A for FUNDING FOR SCHOOLS



GRANT APPLICATION FAQ  
FOR SCHOOLS



ACCESS  
WITHOUT  
LIMITS



Funded by  
UK Government

# APPLICATION

## Q1: When can we apply for funding?

Schools can apply for funding up to three months ahead of being licensed, provided a licence start date has already been agreed. As per the terms and conditions of the grant, failure to licence within three months of receiving government funding will result in the grant being reclaimed in full.

## Q2: How do we apply for funding?

Schools apply for funding through a grant application. This process takes place via the online platform, DocuSign. Your Operations Officer will work closely with you to obtain the necessary information, and then the Operations Officer will complete the grant application on your school's behalf.

It is important to make your application as accurate as possible as, once the grant application has been approved, it is not possible to make any changes. Any funding left unspent, or Participant Places left unallocated, will be claimed back as per the terms and conditions of the grant.

**Documents on DocuSign are encrypted, and a complete audit trail is maintained.**



## Q3: How long will it take to receive the funding?

Your school will receive a direct payment from DofE for licence fees, expedition kit, and training. This payment run takes place at DofE every Thursday. Once the grant application has been approved your payment should be processed by DofE the following Thursday. Your school should receive funds into its bank account the next working day.

Please get in touch with your Operations Officer if it appears that you have an outstanding payment, the weekly payment run has passed without receiving funding, or if your school cannot locate the money.

## Q4: If we engage more Leaders, can we get additional funded training places?

At this time, we cannot offer any additional funded training places. This is to ensure that there is enough funded training for all eligible schools. If this changes, your Operations Officer will contact you with more details.

## Q5: Should equipment costs include or exclude VAT?

Please provide costs excluding VAT. Unless stated otherwise, we will assume that the costs provided are all excluding VAT as per the grant application guidance. There is no need to state the VAT inclusive costs on the form.

**We would recommend using an online VAT calculator to confirm totals.**

## Grant application continued

### Q6: Does the school bank account name need to match the school's name?

The school bank account may differ from the school's name. This is typically the case when a school is part of a Multi Academy Trust and school funds are managed centrally.

However, the bank account name given on the application form must directly match the bank account name on the statement provided as evidence. A disparity between the two would cause the application to be rejected.

### Q7: What evidence of the school's bank details will you accept?

To ensure grant payments are paid correctly and to ensure appropriate anti-fraud measures are in place, evidence of the school's bank details should be included with the application form.

**There are two forms of evidence that we will accept:**

-  **Primary evidence** – a scan of the school or Multi Academy Trust's bank statement. This should include the bank account name, bank/building society name, sort code, and account number. the transactions on the statement can be excluded for confidentiality purposes.
-  **Secondary evidence** – the school's letter headed paper with the following details included: bank account name, bank/building society name, sort code, and account number.

# Reporting REQUIREMENTS

### Q1: What is an Action Plan?

An Action Plan is a document that sets how the Licensed Organisation or Centre will develop over the first year. DofE Managers work with their Operations Officer to create their initial Action Plan, which will then be updated and re-submitted as part of the annual reporting requirements.

**The Action Plan must be created within eight weeks of your grant application approval date.**

### Q2: Will you remind me when I need to complete the grant monitoring form?

The due date for your monitoring form is 12 months after your grant application approval. Your Operations Officer will be in touch ten months after your approval date with the template; you will then have two months to complete and return the form.

If you would like to request the monitoring form ahead of time, you are able to do so. Schools are only able to apply for Year 2 government funding on completion of a Year 1 monitoring form, which is then reviewed and approved by the DofE.

# OF THE PROJECT

**Q1: I applied for Year 1 funding and enrolled the first cohort in May 2022. Do I have to wait exactly one year to enrol my next cohort with funded participation places – or can I enrol them in September 2022 with a Year 2 funding application?**

If schools have used all of their funding as agreed on their Year 1 grant application, then they are able to request the annual monitoring form from their Operations Officer earlier than 10 months from the approval date.

When schools have successfully completed their monitoring report, as approved by the DoFE Project team, then they are able to apply for Year 2 funding. This may be less than a year from the school's first approved grant application. The application for Year 2 funding must be in a different academic year to the school's application for Year 1 funding.



**Q2: If we do not use all the funded Participation Places by the end of the year, can we keep them for Year 2?**

Unfortunately not. Schools have 12 months from the grant application approval to enrol all participants. Any places left unallocated at the end of the year will be reclaimed as per the grant terms and conditions

Please make sure to work with your Operations Officer to request an accurate number of funded Participation Places as part of your grant application process

Schools can submit a second grant application for Year 2 funding, which will also include Participation Places.

**Q3: If we can't draw down the full expedition kit budget in the Year 1 application due to a small first cohort, can we apply for the rest in Year 2?**

Unfortunately not - all expenditure items must be purchased, and evidence of expenditure provided, in the Year 1 Annual Report.

# The DofE in numbers

April 2021 - March 2022

## 321,622 Young people started their DofE journey



**485,945**

Young people actively doing their DofE



**2,156,076**

Total volunteering hours given by young people



**£9,961,071**

Estimated total value of volunteering hours given in support of others

**30.5%**  
Of 14 year olds in the UK started a Bronze DofE



**37,595**

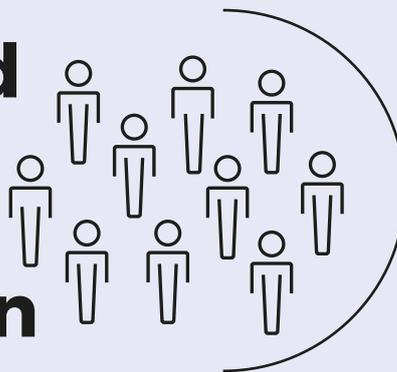
Leaders and volunteers delivering DofE programmes



**4,072**

Licensed Organisations actively delivering the DofE

## Awards started by young people facing marginalisation



	<b>47,053 (14.6%)</b> Experiencing poverty
	<b>78,581 (24.4%)</b> From minority ethnic backgrounds
	<b>15,297 (4.8%)</b> Have additional needs



**99,248**  
Awards were achieved



**28,802**  
Certificates of Achievement achieved

AWARDS STARTED



**232,768** Bronze



**62,731** Silver



**26,123** Gold