

Dear CPC Member

**LETTER OF INSTRUCTION:
GRANT FUNDING FOR SPONSORSHIP OF STUDENT RELATED EVENTS AND ACTIVITIES**

About Us

Crescent Purchasing Limited is an education sector owned charity (registration number 1130461) which utilises surplus reserves to support a variety of projects aimed at improving teaching and learning. The Charity trades as Crescent Purchasing Consortium (CPC) and in 2017 purchased Tenet Education Services (TES) and Tenet Procurement Services (TPS). Collectively, the company is known as CPL Group and utilises the brands of Crescent Learning and Procur.Ed in the delivery of its services.

The profits of all the companies within CPL Group are combined each year and the Charity’s Board of Trustees approve the redistribution of any excess surplus for reinvestment back into the education sector.

In 2019/20 we donated £259,000 in sponsorship grants to 33 educational institutions
In 2021/22 we donated £288,000 in sponsorship grants to 68 educational institutions

We are now ready to start donating again, though if you received funding last time you must wait until our next (fourth) funding round to apply again (hopefully in 24/25) – we want to spread our grants across as many organisations as possible.

The qualifying criteria is important but don’t worry if you do not meet it this time round, we are looking to open more windows for funding opportunities during 2024/25.

Applications are invited to apply for sponsorship of student related events and activities within your School, Academy, University or FE College.

Within the application, your organisation will need to clearly identify the funding category they wish to be considered for. At this stage, multiple funding categories will not be considered. Within each funding category the funding threshold is fixed and cannot be exceeded.

The table illustrates the **different categories of funding** and the **maximum funding available per application**.

Funding Category	Maximum Funding per application (ex VAT)
Student Award(s) Sponsorship	£100
External Speakers	£500
Sponsorship of Organisation Event/Activity	£1,000
Educational Visits, incl. supervisory staff	£1,000
Teaching Materials	£5,000
Innovative Teaching & Learning Resources	£10,000

The application process will contain a section which will enable the Applicant to offer part-funding towards the overall project cost. This section is not mandatory, however in the very likely situation where the value of applications exceed available funding, applications with offers of part-funding will be viewed upon favourably thus enabling as many projects as possible to receive sponsorship funding.

Qualifying Criteria

Applicants must meet the following criteria before an application will be considered for funding:

1. Achieved a minimum of one full year’s membership with the Crescent Purchasing Consortium (CPC), so having been a member since 1st October 2022.
2. Utilised at least one CPC framework within the 12 months up to 31st of July 2023 evidenced by spend having been reported by a framework supplier during this period.
3. Must be able to clearly demonstrate how the funding would achieve a minimum of one of the following: -
 - A. An improvement to teaching and learning within the organisation.
 - B. A positive impact on the learner’s experience of education.
 - C. How the funding is supporting the learning of economically disadvantaged learners and minority groups.
 - D. Meets our theme around sustainability.

All applications will be evaluated and prioritised using these qualifying criteria by an evaluation panel.

This year the Board of Trustees have requested that there be a theme around sustainability (in 2021/22 the theme was wellbeing) and this has been included in the criteria table below.

Evaluation Criteria

Criteria	Weighting
1. Achieved a minimum of a full year’s membership with the CPC.	Pass/Fail
2. Utilised at least one CPC framework within the 12 months up to the 31 st of July 2023 – reported by the framework supplier.	Pass/Fail
3. Must be able to clearly demonstrate how the funding would achieve a minimum of one of the following: -	
A. An improvement to teaching and learning within the organisation.	50%
B. A positive impact on the learner’s experience of education.	25%
C. How the funding is supporting the learning of economically disadvantaged learners and minority groups.	15%
D. Meets the theme of sustainability.	10%

Organisations are only permitted to **submit one application. We will accept applications up to and including Thursday 7th of December 2023.** The evaluation panel will meet shortly after this date to evaluate submissions.

On the application form, we require you to identify if your organisation is part of a Multi Academy Trust and if so, which one.

Where the volume of applications meeting the criteria exceeds the available funds, the evaluation panel will prioritise applications which they believe will make the most positive impact in consideration of the criteria outlined above.

The Charity reserves the rights to request evidence of project outcomes and/or visit your organisation to follow the allocation of funds. This is specified in the Grant Funding Agreement.

Next Steps

The window for submitting applications will open on Tuesday 7th November 2023. This will be via an online application form on our website.

The application “window” will close on Thursday 7th December 2023. Do not leave it until the last minute to submit your application. The application will then be considered by the evaluation panel.

Once the evaluation panel has met you will be notified of the amount of funding you have been awarded if your application has been successful or the reasons why your application may have not been successful this time around.

If successful, you will be sent a Grant Funding Agreement which will have to be signed and returned before monies are released.

Any Questions?

Please refer to our Frequently Asked Questions document on the website.

The website also contains examples of funding requests that are suitable or not suitable for grant funding.

If you require any further information, please contact **Carly Jenkinson** on telephone no.07467 483184, email grantfunding@cpl.group or via the postal address.

We look forward to hearing from you.

Yours faithfully

David Owen
Chair of the “Giving Back” Group