### FOYLE SCHOOL LIBRARY SCHEME GUIDELINES

General information on how to apply, including details on creating/accessing an account, and online application forms information can be found in the general [How to Apply](http://gator4313.temp.domains/~weddidon/foylefoundation.org.uk/how-to-apply/) page.

Please also refer to the [Frequently Asked Questions](http://gator4313.temp.domains/~weddidon/foylefoundation.org.uk/frequently-asked-questions/) where you can find further detail and guidance on eligibility and making an application (including technical questions about your online account/application form).

Please note that competition is intense; we receive many more applications than we are able to fund.

### [Who Can Apply](http://gator4313.temp.domains/~weddidon/foylefoundation.org.uk/how-to-apply/school-library-scheme-guidelines/)

We accept applications from U.K. state schools and special schools.

Priority is given to state funded primary schools (reception to end of Key Stage 2).

We will also consider applications from state secondary schools specifically towards books and reading resources to support catch up reading initiatives for Key Stage 3 pupils and/or transition reading programmes for pupils in feeder/local primary schools. More general applications towards books for secondary school libraries are less likely to be funded.

Requests from special schools for library books/reading resources are considered for all SEN age groups.

We do not accept applications from further education establishments.  We do not accept applications from mainstream nurseries/early years only establishments (including those that have registered as a charity), although applying state primary schools are able to include within their request books/reading resources to support work with their local feeder nurseries.

Newly set up schools with little track record or detail of literacy needs are less of a priority and we advise waiting until you have this information before applying.

PTAs/friends groups/school fundraising arms are not eligible to apply.  We also cannot accept applications from Academy Trusts.  The application needs to come directly from the school.

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### [How Much Can You Apply For](http://gator4313.temp.domains/~weddidon/foylefoundation.org.uk/how-to-apply/school-library-scheme-guidelines/)

Schools can apply for between £2,000 and £10,000.  Please note that if successful, the Trustees may award less than the amount requested.

### [What We Fund](http://gator4313.temp.domains/~weddidon/foylefoundation.org.uk/how-to-apply/school-library-scheme-guidelines/)

Physical Library/Reading Books

Priority, and the majority of grants made, will be for physical library/reading books.

Other Library Aspects

We can consider a contribution towards other library aspects, however as the Foundation’s priority under the School Library Scheme is physical library/reading books, other library aspects, such as e-readers and electronic reading resources, library software, IT equipment and furniture, should be kept as a minority of your request.

If applying for other library aspects, you should make a strong case for support and an explanation of need will have to be made within your application.

We Do Not Fund

We cannot accept requests towards textbooks or curriculum books, nor will we fund classroom dictionaries and thesauruses (your request may include just a couple of dictionaries/thesauruses for the library to support reading skills).

We do not generally fund salaries or training costs.  Structural building costs will not usually be considered.

Other School Projects

For other school projects, please refer to the [Main Grants Scheme Guidelines](http://gator4313.temp.domains/~weddidon/foylefoundation.org.uk/how-to-apply/main-grants-scheme-guidelines/).

### [Factors Which Will Strengthen Applications](http://gator4313.temp.domains/~weddidon/foylefoundation.org.uk/how-to-apply/school-library-scheme-guidelines/)

* Preference will be given to schools which can clearly demonstrate a commitment to renewing and maintaining their library provision in the future.
* We will also take into account local deprivation levels, current literacy levels at the school and the impact of the pandemic on pupil’s learning when assessing applications.
* Schools looking to improve standards following a ‘requires improvement’ or ‘inadequate’ inspection report.

### [When Can You Apply](http://gator4313.temp.domains/~weddidon/foylefoundation.org.uk/how-to-apply/school-library-scheme-guidelines/)

There are no deadlines – online applications can be submitted at any time.  Once received, it will take up to four months, occasionally longer, to receive a decision from Trustees.

Please note that any grant awarded should be spent within six months of being awarded and copies of purchase receipts will be required.  If a grant is awarded it can only be used for purchases after the award date – the Foundation does not award retrospective funding.

If a previous application was declined, the school is eligible to reapply 12 months after the previous request date.

If a previous application was approved, the school is ineligible to apply to the Foundation for three years after the approval date due to intense competition for limited funds.  If the school has experienced significant change, on occasion we may consider a reapplication before three years, but this should be discussed with the Foundation Grants Team prior to submission.

### [Documents You Will Need to Attach to your Application](http://gator4313.temp.domains/~weddidon/foylefoundation.org.uk/how-to-apply/school-library-scheme-guidelines/)

* Latest Ofsted report (or equivalent)
* Latest Ofsted interim monitoring letter (if applicable)
* Latest PTA/fundraising arm accounts (if they do not have official accounts, an income and expenditure table and current level of reserves will need to be provided. A bank statement alone will not be sufficient)
* Library project budget ([click here to access template](https://foylefoundation.sharepoint.com/:x:/g/EUsao5rhUx1Mjeu_1f2s6n4BlmwUYKKAnNqzOs-mAQhdCA?e=KrXzh5)) – you will need to download the excel sheet and ‘Save As’ to begin editing

**In order to submit an application on behalf of your school, you should have permission of the Headteacher.**

[**Start a New School Library Scheme Application Form**](https://www.grantrequest.co.uk/SID_68?SA=SNA&FID=35062)

[**Continue working on an In-Progress Application Form**](https://www.grantrequest.co.uk/Login.aspx?ReturnUrl=%2faccountmanager.aspx%3fSA%3dAM%26sid%3d68&SA=AM&sid=68)

[Copy of Foyle School Library Scheme Guidelines in Microsoft Word.](http://gator4313.temp.domains/~weddidon/foylefoundation.org.uk/wp-content/uploads/2023/07/2023.07.20-CURRENT-2.docx)

[Copy of Foyle School Library Scheme Application Form questions in Microsoft Word – note that you cannot submit an application typed onto this document; it is for reference only, to enable your to view questions before you start an application.](http://gator4313.temp.domains/~weddidon/foylefoundation.org.uk/wp-content/uploads/2023/07/APPLICATION-FORM-SLS.docx)