**This document has been withdrawn**

**ALTERNATIVE PROVISION ACADEMY - CONVERSION SUPPORT GRANT NOTICE**

**Conversion support grant**

1. The Secretary of State has agreed to allocate a grant under **Section 14** of the **Education Act 2002** of no more than **[£25,000 / £30,000 / £35,000 / £45,000[[1]](#footnote-2)],** which is intended to contribute towards expenses incurred by the Pupil Referral Unit (PRU) [**insert name**] and/or the Academy Trust [**insert name**] to support the PRU’s conversion to an Alternative Provision Academy (AP Academy).

**Conditions**

1. The grant will be paid under the condition that it may only be used for the following purposes:
	* 1. obtaining legal and financial advice in respect of the conversion process;
		2. the costs of software licence transfers;
		3. HR/TUPE advice;
		4. Re-branding costs; and
		5. expenses incurred in setting up of the Academy Trust.

**Audit and repayment**

1. All records must be kept in accordance with the Funding Agreement. You should retain records to show that the grant has been used for the purposes outlined in (2) above for 6 years after the end of the financial year in which the expenditure has taken place. The books and records of the school relating to the claiming and use of grant will be open to inspection by the National Audit Office and representatives of the Secretary of State as and when they may require.
2. In the event of a successful conversion, any unused element of grant should be transferred to the Academy Trust for the purposes described in its charitable Objects, typically the advancement of education. A declaration will need to be signed by each subscriber to Memorandum of the Academy Trust confirming how much of the grant has been spent at the point of conversion to AP Academy status and, if relevant, how much has been transferred to the AP Academy budget. The subscribers will be responsible for sending a certificate (see Annex A) to the Secretary of State declaring this and including the exact amounts of grant spent and transferred.
3. In the event that the conversion does not occur then any unused grant should be repaid to the Secretary of State within 10 working days of notifying us that you are withdrawing your application to convert.
4. When procuring goods and services for the Pupil Referral Unit or the AP Academy, you are reminded of the requirement to comply with EU and UK procurement law and regulations when appropriate.

**Next step**

1. Please return the completed following DfE Finance Claim Form to your named DfE contact/project lead. The DfE will endeavour to pay the grant within one month of the Claim Form being submitted.

**DfE Finance Claim Form**

**-**

**CONVERSION SUPPORT GRANT**

|  |
| --- |
| **Name of Pupil Referral Unit:** |
| **Address:** |
| **Telephone:** |
| **Email:** |

This grant will be used for the following deliverables:

|  |
| --- |
| 1. obtaining legal and financial advice;
2. the costs of software licence transfers;
3. HR/TUPE advice;
4. re-branding costs; and
5. expenses incurred in setting up of the Academy Trust.
 |

The Pupil Referral Unit / Academy Trust wish to apply for such grant and for an amount of [**please insert appropriate amount[[2]](#footnote-3)**].

**Bank account details**

Please include the bank account details of the Academy Trust below.

**Bank account name and address**

|  |
| --- |
|  |

**Sort code**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

**Account number**

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I have read the conditions relating to the provision of the Grant and I agree to comply with the conditions.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (in capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex A**

**Declaration of grant expenditure – Conversion Support Grant**

We, founding members of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academy Trust can confirm that the Conversion Support grant of £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ paid to us for the costs of converting [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**[[3]](#footnote-4)**] to Alternative Provision Academy status has been spent on costs as outlined in the terms of the grant notice.

A total of £\_\_\_\_\_\_\_\_\_\_\_\_\_ was spent on costs of conversion and a remaining £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if applicable) was transferred to the account of the AP Academy.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact

Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Delete as appropriate. £25,000 will be paid to PRUs operating over a single site: £30,000 to those operating over two sites; £35,000 to those operating over 3-4 sites; and, £45,000 to those operating over 5+ sites. [↑](#footnote-ref-2)
2. . £25,000 will be paid to PRUs operating over a single site: £30,000 to those operating over two sites; £35,000 to those operating over 3-4 sites; and, £45,000 to those operating over 5+ sites. [↑](#footnote-ref-3)
3. Please insert the name of the Pupil Referral Unit. [↑](#footnote-ref-4)