



Department  
for Education

# Primary academy chain development grant

Grant offer and claim form

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# Primary Academy Chain Development Grant: guidance about the grant

The Secretary of State has agreed a Primary Academy Chain Development Grant offer to support even more primary schools to realise the benefits of being part of strong academy chains.

A one-off grant of £75,000, with up to £5K awarded per additional primary school (maximum total claim for a chain £100K) is available until 31 March 2016, subject to demand and may be offered to:

- 3 schools creating a new MAT (where the majority are primary schools).
- Stand-alone open academies and schools converting into academies; provided they are setting up a minimum 3 school MAT with at least 2 primaries applying to convert (not including a sponsor led school).

Existing MATs are NOT eligible for the £75,000 grant. However, groups of 2 or more primary schools joining an existing MAT, can apply for a one-off grant of £20,000 per primary school (up to a maximum of £80K). The group must join the existing MAT at the same time, later applications to join the MAT will not be eligible for the grant.

A **Small School Supplement** is also available for small primary schools (with under 210 pupils) joining a MAT. Primaries with 100 pupils or less are eligible to apply for £5,000 and those with between 100 and 210 pupils are eligible to apply for £2,000. The supplement is intended to provide additional support to the schools in meeting expenses associated with the conversion process. For details, see Small Schools Supplement on the DfE website.

The Primary Academy Chain Development Grant can be used flexibly over the course of two years. It is intended to provide financial support to enable new clusters of primary schools to build and formalise their partnership, enabling them to achieve their shared vision of improved results, better outcomes and significantly improved standards more quickly.

## Examples of its use include, but are not limited to:

- Covering expenses incurred during the formation and agreement of the chain's new governance arrangements (i.e. setting up the Multi-Academy Trust).
- Recruitment of a school business manager.
- Putting in place a new executive leadership model.
- Funding and planning work to implement flexible deployment of staff across the partner schools.
- Helping cover some of the costs of consolidating administrative functions across the new chain.
- Restructuring and increasing the internal cross chain school improvement and CPD capacity expertise and best practice to bring about improvements in standards across the board.
- Engaging lawyers or education specialists to assist the implementation of new governance structures.

## Annex A - Conditions for claiming the grant

In order to claim the grant, schools must meet the following conditions:

- The chain must intend to use a **Multi Academy Trust (MAT)** governance model and have received their Academy Orders supporting this model.
- The grant can be used flexibly, as per the examples above, but can only be used for the establishment of and advancement of the MAT as a whole.
- **3 schools creating a new MAT.** The group of schools applying to convert can include a secondary school but must include a **majority of primary schools** (or special schools with primary age pupils) and the grant can only be used for the benefit of the primary schools in the chain.
- **Stand-alone open academies or schools converting to academies, provided they are setting up a MAT with at least 2 primaries applying to convert.** This is over and above any schools within the MAT being sponsored and the MAT must contain a majority of primary Academies.
- **Groups of 2 or more primary schools joining an existing MAT,** can apply for a one-off grant of £20,000 per primary school (up to a maximum of £80k). The group must join the existing MAT at the same time, later applications to join the MAT will not be eligible for the grant.

Within one year of receipt your chain will need to:

- Provide a case study for the Department for Education website; and
- use your experience to help others. This could include; becoming an academy sponsor; applying for teaching school status; mentoring another group of primaries interested in conversion.

**Grant decisions will be subject to consideration of the availability, or awarding of, alternative funding sources, including those previously received by potential applicants.**

If you are unsure if you are eligible for PACDG, your Department contact/Project Lead will be able to advise. If you are unsure who your contact is, please email

[PACDG.Mailbox@education.gsi.gov.uk](mailto:PACDG.Mailbox@education.gsi.gov.uk)

## Before submitting an application for Primary chain funding, please read the following:

1. All schools eligible to receive the grant will be required to have received their Academy Order before their grant is processed. The funds can only be used as set out in **Annex A**. Grant decisions will be subject to consideration of the availability, or awarding of, alternative funding sources, including those previously received by potential applicants.
2. You should retain records to show that the grant has been used for the establishment and advancement of the MAT, 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. You are also required to complete the **Certificate of Expenditure within two years of receipt of the grant (Annex C)**.
3. In the event that the conversion into a MAT 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 into a MAT academy chain.
4. In the event that a primary school/s withdraw from membership of the MAT prior to their conversion you must notify your project lead. Should the remaining schools still intend to convert into the new MAT you may apply to the Secretary of State to keep the remaining grant confirming that it is still to be used for the same purposes as set out above. Each application will be considered on a case by case basis. Should your application be unsuccessful any unused grant should be repaid to the Secretary of State within 10 working days of the decision.
5. Should another primary school/s apply to join the MAT prior to the MAT opening you should notify your project lead, who will advise whether the school/s are eligible for the additional grant (£5k). Once the MAT is open and you have claimed PACDG, schools joining at a later date are NOT eligible for the grant.
6. When procuring goods and services for the MAT, you are reminded of the requirement to comply with EU and UK procurement law and regulations when appropriate.
7. This grant must only be used for the benefit of the MAT as a whole, and all decisions regarding how the grant is to be spent must be taken in partnership with the rest of the schools also joining the Trust. A signature from each school intending to join the MAT is required before the application can be processed.
8. To register a request for funding, please sign the **PACDG finance claim form (Annex B)** and send the completed form via [PACDG.Mailbox@education.gsi.gov.uk](mailto:PACDG.Mailbox@education.gsi.gov.uk) stating the name of your MAT, your LA region and your project lead name in the covering email. Once your application has been approved we would aim to make payment within 14 working days.
9. This Grant Offer and relevant annexes together make up the Grant Funding Agreement. Any grant paid by the Secretary of State will be paid pursuant to Section 14, Education Act 2002 and will accordingly be paid only in respect of approved expenditure incurred by the MAT for the purpose of the funded activities. This letter must be read in conjunction with the relevant annexes.

# Annex B - Claim Form for Primary Academy Chain Development Grant

## Declaration

As representative of [insert name of new MAT](#) I have read both the Grant guidance and associated annexes. I agree to comply with the notified conditions of the grant on which the offer is made.

Name (please print)	
School & position in organisation	
Email address & contact number	

## I confirm the grant will be used for the following deliverables:

- To cover expenses incurred during the formation and agreement of our chain's new governance arrangements (i.e. setting up the Multi Academy Trust).
- To help cover some of the costs of consolidating administrative functions across our new chain.
- To fund planning work to implement flexible deployment of our staff across our partner schools

Signature		Date	
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## Additional information and consents: MAT partners

Please complete the table below for each school in the chain.

School name & address	Phase	Headteacher	Signature

## Bank account details of the designated claimant school

Bank account name	
Sort code	
Account number	

Please send you completed PACDG claim for via the [PACDG.Mailbox@education.gsi.gov.uk](mailto:PACDG.Mailbox@education.gsi.gov.uk), stating the name of your MAT, your LA region and your project lead name in the covering email.

# Annex C – Certification of Expenditure

Certification of Primary Academy Chain Development Grant Expenditure for financial year 2015-2017 (two years)



Department  
for Education

[Insert date]

**Re: Annual Certification of Expenditure**

Dear Sirs,

**Re: Annual Certification of Primary Chain Development Expenditure for Financial Year 2015-16 and 2016-2017**

Insert name of new MAT	Amount Claimed	Details of actual expenditure

I [insert name] confirm/certify that the above entries are accurately stated and have been spent for the purposes intended and in line with any notified conditions of grant. I also confirm that there are no adverse comments in either the [insert name of new MAT] accounts or in any reports issued by (insert name of new MAT) auditors relating to regularity, propriety and/or fraud with regards to this expenditure.

Yours faithfully,

**[Signed by independent auditor/accountant appointed by the MAT (this is to be signed off at the end of the grant period)]**

**Signature:**

**Name (please print):**

**Date:**

**[Insert signature / print name in full of policy lead/grant manager]**



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