

# Edina Trust



## THE EDINA TRUST IS MOVING

From **31st March**, our new address will be:

**Edina Trust  
Unit 6, Fenlock Court  
Blenheim Office Park  
Long Hanborough  
Witney  
OX29 8LN**



We will let you know our new phone and fax numbers as soon as we can. Please check the website for the latest contact information.

Our emails will stay the same, so please email if you are not sure.

You can still submit your science grant scheme application forms to **Grace** (email address below). Don't forget the science grant scheme is completely **non-competitive!**

This is the second of three years that all primary schools, ASN schools and stand-alone nurseries in Inverclyde are eligible for a grant of **£550** towards a science project of your choice.

### **You just need to remember:**

Retrospective applications are **not accepted**.

All applications **must** include:

- \* Project Description
- \* Proposed Project Date (**especially for a visit or science week**)
- \* Detailed break-down of costs (**excluding VAT**)

For more information see our website: **[www.edinatrust.org.uk](http://www.edinatrust.org.uk)**

For ideas and assistance with application forms or science projects, please contact the Trust's consultant located in Inverclyde: **Tom Clark** at [tomwc41@googlemail.com](mailto:tomwc41@googlemail.com)

**Update No.6:** 11th February 2015  
Charity Number: SC033562

### **SGS REPORTING AND AUDIT:**

**Don't forget!** Once your project has finished, please send in a report for your science grant.

We appreciate any feedback we are given; this can include: work generated during your project, photos of the children enjoying themselves, or feedback on anything you think may benefit from changes. You can also ask for an Edina evaluation form by emailing **Grace**.

**Excellent reports from Super Scientists will receive a certificate!**

**Please be aware:** As a requirement of our charity regulators, the Edina Trust will be auditing 5% of all grants to improve our monitoring.

The Trust will be randomly selecting 5% of schools receiving a grant and requesting to see copies of invoices and receipts for items purchased.

The school will be notified in the approval letter that is sent to the schools with their cheque, if they have been selected.

Please make sure you read the letter and keep hold of your receipts as necessary.

