



CITY SOLICITORS' EDUCATIONAL TRUST

CSET Law Faculty Grants Application Procedure 2009

The deadline for receipt of applications is the **30 October 2009**.

All applications have to be submitted by email to administrator@cset.org.uk either in pdf or Word format. An acknowledgement of receipt will be sent by email.

*Please note members of the Committee have experience of and interest in legal education. However they are not fully knowledgeable about the detailed workings of universities or their law faculties and their financing. Any application **must be complete in itself** and should not rely on any prior knowledge.*

Notes for application

A. **Institution and project details** - please complete

B. **Executive Summary** (maximum 250 words) including arguments why the Committee should make the grant sought.

C. **Importance of project to institution** (maximum 750 words) including

- Details of the project for which the funds are required.
- The total amount required, the period over which funding is needed, what it is to be spent on and why funding is needed.
 - ❖ If a grant is for staff, please provide details of the whole cost (including incremental pay awards, NICs and pension) even if a grant is only being sought for less than the full cost. If other costs are included these must be separately identified and justified.
 - ❖ If a grant is for resources please be as specific as is possible about the nature and detail of the plans. For example if the support is for library materials, please indicate how the money will be spent as between different types of printed or electronic resources and as between different legal areas. Where practicable details of the titles/series should be given and if that is not possible, broad categories will be required with some examples.

D. **Explain need for external finance** (maximum 750 words) including

- The effect likely to be achieved by a successful application i.e. how the project will meet the overall objective of the Trust and satisfy the criteria for grants. Where the grant is requested for support for staff it **must include**, at least the following **as a minimum**:
 - ❖ A description of the staffing and teaching patterns (lectures, small class teaching etc) now
 - ❖ The particular problems and need that will be addressed by the new appointment
 - ❖ Reasonable details of the teaching and non-teaching duties to be undertaken
 - ❖ A description of the staffing and teaching patterns (lectures, small class teaching etc) following the appointment
 - ❖ What will happen if a grant is not forthcoming from the Trust – it may be helpful to have a 'with and without' comparison of duties, teaching loads and the impact on various courses
 - ❖ So far as retirements are relevant, how this affects the overall position.



- **Why, explicitly, the institution (Law School, Faculty and University) cannot meet the costs out of existing resources.** Unless the contrary is explained it will be assumed that salary costs of retirements will continue to be available in the budget for staffing costs. Steps taken to raise the necessary money internally or by other means should be included. The committee will be interested in the extent of self-help on the part of the institution.
- Whether a successful application will free funds for other purposes and if so what.
- Whether a grant from the Trust is likely to reduce, or delay, the availability of funds from other sources including central university funds.
- The basic details about the institution. Any necessary clarification/explanation of change in structure of the Department/School.
- General information, so far as is available, about the number/proportion of graduates who enter the legal profession in England and Wales and where they are placed.

E. Faculty Details This information is required to give the Committee a picture of the changes in the student population, including issues such as those who cease or change courses. The data for the staff show us how the number of staff available for teaching match the changing number of undergraduate and graduate students which the faculty has to teach.

- i. This form may be reviewed with information which you supplied with earlier applications. If there are any major discrepancies between the current information and what was given then, particularly for the current year it would be helpful if you could explain the reasons for this.
- ii. If giving an average of A level attainment is not practicable, and the current year figures may not yet have been worked out, please give what help you can so that we can measure the attainment of students admitted against your published requirements. Knowing your up to date position is important. UCAS points scores are preferred.
- iii. If your application is for a teaching post it will be assumed that figures given in the section on Staffing Details for plans for next year include this post.

Special Notes

- If any information is not available, or would be difficult to get in time available, please provide an estimate if practicable.
- For applications which are NOT for staff posts, **all** that is required is the information for the current year.

F. Attachments Please attach the Law School Prospectus for Undergraduates either as pdf or the web address. If this is only available in hardcopy please email the administrator for postal details.

September 2009