



Starting your partnership



Once the application process has been completed and the new partnership approved, there will be time to finalise and submit the action plan for the first year ready for the partnership to officially start in September. Throughout the year there are administrative items to be aware of as part of the continuing partnership journey.

Partnership Year 1

1 July – 31 August

- ➔ Final action plan submitted for review by programme manager

1 September – 30 October

- ➔ Grant award form (GAF – partnership contract) issued by email to partnership lead
- ➔ Partnership invoice sent to programme manager from lead school
- ➔ Partnership launch and action plan activities begin
- ➔ Partnership Induction meeting

30 October – 30 November

- ➔ Partnership invoice paid to lead school
- ➔ Partnership lead uploads meeting minutes to Flexigrant portal

1 December – 15 December

- ➔ Time buy-out (TBO) autumn term report submitted and approved by Ogden programme manager
- ➔ TBO autumn invoice sent to Ogden programme manager; payment made to lead school
- ➔ Autumn activities evaluated with costs and data uploaded to 'end of year report' on Flexigrant portal

1 January –31 March

- ➔ Partnership activities take place including spring partnership meeting
- ➔ Partnership lead uploads meeting minutes to Flexigrant portal
- ➔ Spring activities evaluated with costs and data uploaded to 'end of year report' on Flexigrant portal
- ➔ TBO spring term report submitted by lead and approved by Ogden programme manager
- ➔ TBO spring invoice sent to programme manager; payment made to lead school

1 April – 30 June

- ➔ Partnership activities take place including summer partnership meeting
- ➔ Partnership lead uploads meeting minutes to Flexigrant portal
- ➔ Summer activities evaluated with costs and data uploaded to 'end of year report' on Flexigrant portal
- ➔ Partnership lead attends summer partnership conference

1 July – 15 July

- ➔ End of year report and Year 2 action plan submitted for review on Flexigrant portal

16 July – 31 August

- ➔ Queries and recommendations to partnership leads
- ➔ End of year report approved; partnership Year 1 complete