

## GRANTS

### General Criteria

The Trust is a Church agency although the help, which will be provided, is not restricted to activities or interests carried out within the Church. The Trust aims to help in Christ's name those most in need in the community. Assisting social need is central to the trust and any group applying for a grant should show clear evidence of their need. The following general criteria will apply to all seeking assistance.

The Trust encourages applications from community groups, voluntary organisations, charities and other bodies whose aim is to tackle an identified social need within the areas covered by the City of Glasgow and the Districts of East and West Dunbartonshire; North and South Lanarkshire; Renfrewshire, East Renfrewshire and Inverclyde and the Western part of Argyll and Bute District around Helensburgh and the Gareloch. The Trust

- ✓ Encourages applications from such bodies where assistance is sought to start new and innovative projects. Especially where access to funds is limited.
- ✓ Asks that groups cost their projects effectively as grants are given on a one off basis. The Trust would not *normally* consider more than one application from a group in the lifetime of that group.
- ✓ Will wish to be assured of the charitable status of applicants where this is appropriate and will require full financial information on the bodies requesting assistance.
- ✓ Does not provide help to individuals for their personal benefit.
- ✓ Does not provide help towards salaries.
- ✓ Does not provide help towards budget shortfalls.
- ✓

## GUIDANCE NOTES

- ✓ Does not provide funding for building work where it is solely to meet changes in legislation.
- ✓ Does not offer assistance to any group involved in political campaigning whether or not they are associated with the Church.

### **Who the scheme is aimed at?**

Grants will be provided to organisations and community groups providing direct benefit to communities, particularly in the following priority areas:

- ✓ Children and Young People;
- ✓ The Elderly;
- ✓ People with disabilities;
- ✓ Those suffering from the effects of poverty or unemployment;
- ✓ Those suffering as a result of alcoholism and or drug abuse;
- ✓ Individuals or groups in the community suffering from the effects of discrimination;
- ✓ Those who have been, or are experiencing mental illness.

### **Preference will be given to groups:**

- Where there is considerable involvement of local people as volunteers;
- Which operate on a self-help basis
- Where funds are limited;
- Where match funding would be applicable;
- Who operate in an area where poverty and deprivation are daily realities;

## GUIDANCE NOTES








### When can you apply?

Closing Dates	Trustee Meeting 2 <sup>nd</sup> Friday
2 <sup>nd</sup> Monday in February	March
2 <sup>nd</sup> Monday in May	June
2 <sup>nd</sup> Monday in August	September
1 <sup>st</sup> Monday in November	1 <sup>st</sup> Friday - December

### How can applications be made?

Applications for a grant must be made on an applications form, and must be supported by:

- ✓ A copy of the organisations governing document - constitution, trust deed or memorandum and articles of association;
- ✓ A copy of the latest accounts;
- ✓ References from two people in the local community. In the case of a parish based or Catholic organisation, one of the referees should be the parish priest. The other should be a local:

 Minister	 Teacher
 Councillor	 MP or MSP
 Doctor	 Policeman
 Other appropriate Professional	

## HOW TO COMPLETE THE APPLICATION FORM

These guidance notes are to help you complete the application form. Please refer to these notes when you are completing your application.

### Section 1 - Contact Details

**Organisation Name:** This should be the full legal name of your organisation as written in your constitution.

**Contact Person:** We will need the name of a main contact for this application. The contact must be someone who can talk in detail about the application, as it may be necessary to telephone them while we are assessing the application.

**Contact address, telephone number etc:** Please provide contact details for office hours.

**Name of Bank Account:** This should be the name as it appears in the organisations bank account and cheque book.

### Section 2 - What do you want the Grant for?

Why do you need this grant? Briefly outline what the organisation does, its aims and objectives and what are its main achievements to date. We are interested to know who the beneficiaries of your organisation are.

We need to know what needs your organisation has identified. How are you aiming to address those needs?

### Section 3 - How will the grant be used?

What do you want the grant for? We are interested to know how the grant will be used, what will be purchased, what activities will be carried out. We are interested in knowing the time frame, when you hope to start and finish the work. We are also interested in knowing how this grant will help the organisation achieve its aims.

## HOW TO COMPLETE THE APPLICATION FORM

### **Section 3 - How will the grant be used? – (Cont)**

If you are applying for part of the total cost, we need to know what funds you have already raised to support the initiative, or how you are funding the balance of the costs. We would prefer to see total costs under broad subject headings. Make sure the amount you have asked for is based on real and accurate costs. Only ask for what you need! On average the Trust is happy to award small grants of £1,000.

### **Section 4 - Referees**

Who will provide you with a reference? Please provide references from two independent referees. They must also be willing to be contacted to discuss your application. You must ensure that they are happy for us to have their contact details. The referee can be someone in the local community who has knowledge of the work of the organisation.

In the case of a parish based or Catholic organisation, one of the referees should be the parish priest. The other should be a local Minister, Teacher, Councillor, MP, MSP, Doctor, Community Policeman, a representative of an organisation you have worked with in the past or someone your organisation has a professional relationship with. They must not be current or former members, beneficiaries or trustees of your organisation or related to current or former members, beneficiaries or trustees or your own relatives.

### **Section 5 - Additional Information**

We need specific supporting information to assess your application properly. Details are listed under this section. Submitting an incomplete application will delay the assessment of your application.

## THE APPLICATION PROCESS

1. Receipt of the application will be acknowledged and the Development Officer or a Trustee may be in touch for more information or to develop the application further. All applications go through an initial assessment process. Initial contact is made by letter and a Trustee visit may follow.
2. The Development Officer will send a letter within one week of the meeting, informing applicants of the Trustees' final decision. If a grant has been approved a cheque will normally be included.
3. The Trust aims to build supportive relationships with groups they fund. The Trustees are always interested to hear how projects are progressing. If a grant is awarded further information will be required. Recipients of a grant must confirm by letter that they have received the grant and that it will be used as stated in the Awards Letter.
4. Recipients of a grant will also be asked to complete a feedback form. This form will be sent with the Award Letter. We would ask that the feedback form be returned within 12 months of the grant being received. A Trustee or the Development Officer may also visit during the course of a grant to see how things are progressing.