

## General Guidelines for Applicants

The Foundation is delighted to support a wide range of organisations, though please note the guidelines below which indicate the areas that are not funded by the Foundation, and also what the Trustees are looking for in applications.

### What the Foundation is unlikely to fund:

1. We cannot consider any funding request made within **12 months** of the outcome of a previous application, whether a grant was received or not.
2. The Foundation only considers applications from **UK registered charities** and your registration number is required (unless you have exempt status as a church, educational establishment, hospital or housing corporation).
3. The Foundation does **not typically fund projects outside the UK**, even if the organisation is a registered charity within Britain.
4. The Foundation is **not able to accept applications from individuals** or for individual research or study. This includes gap year activities, study trips, fundraising expeditions and sponsorship.
5. The Foundation does **not support animal welfare** charities.
6. Typically the Foundation does **not fund one-off events** such as galas or festivals, even if for fundraising purposes. The Foundation is also unable to provide sponsorship.
7. The Foundation does **not fund specific salaries and positions**, though Trustees will consider contributing to core operating costs of which we recognise general salary costs will be a part - this is primarily because grants are single-year commitments.
8. The Foundation does **not make funding commitments over several years** - grants made are typically for a single year.
9. It is unusual for the Foundation to consider making a grant to organisations who cannot **demonstrate significant progress with fundraising**, so please bear this in mind when considering the timing of your application. In general, the Trustees look for organisations to have raised the majority of funding through local or statutory sources before an approach is made.
10. The Foundation does not place specific limits on information sent, however we ask that applications are **concise** and include only the most relevant details relating to the application. Please only provide details in hard copy, not in electronic formats.

## **What are the Trustees looking for in an application?**

Applications are considered individually by the Foundation trustees. In assessing applications, the following issues are taken into consideration so please bear this in mind to ensure your application is able to address these things.

### **1. The financial viability of the organisation:**

Organisations that are relatively stable financially tend to be in a better position to run effectively and deliver the quality of services for which the charity was created. Therefore the Trustees look for signs that the organisation is likely to remain running – these signs include, but are not limited to, past history, local support, an appropriate level of reserves, statutory and local council funding.

### **2. The degree of need for the project requiring funding**

There are many ways to evaluate this, however indicators include the level of local commitment to the project, evidenced by such things as fundraising activity, volunteer effort, local authority support, numbers who will benefit etc. Please ensure any application outlines the

### **3. The amount spent on administration and fundraising as compared to the charitable activities**

Along with a range of other considerations, the Trustees review applications in light of the financial health of the organisation, including costs incurred in relation to expenditure on meeting charitable objects. The Trustees expect that administration costs are reasonable and they consider these in light of the type and size of the organisation.

### **4. The ability to raise sufficient funding to meet the appeal target**

The Trustees are keen to assist projects where they can have a high degree of confidence that the necessary funds can be secured from relevant sources, therefore it is important to demonstrate the level of funds already secured and from what sources; as well as the likely targets to address any shortfall.

### **5. Whether the organisation has appropriate priorities and plans in place to manage its activities.**

This includes ensuring that core services are adequately resourced and stable before expanding into new projects, locations or services. It also refers to the ability of an organisation to secure appropriate funding for key projects & services and that necessary capabilities are available for operational success.

## How long does it take to process an application?

We aim for our application process to be as simple as possible, and we anticipate that the information we ask for includes things your organisation will already have (such as accounts and project budgets). To avoid delays it is important that we receive all the information requested – if your application is incomplete then it cannot be reviewed until the requested data has been received.

Once we have everything then your application will be logged onto our system and you will receive an acknowledgement letter within 4 weeks. It will then take up to 4 months for a final decision as we receive a large number of applications and review them in order of receipt to ensure fairness to all.

To help you understand our process, a simple diagram has been created below which demonstrates the key stages and typical timeframes.

