

SMALL GRANTS SCHEME GUIDELINES FOR APPLICANTS



The Charity Link Small Grants Scheme consists of funds allocated for grants to support the activities of local charitable organisations by three charitable trusts: Leicester Indigent Old Age Society, the Mansion Trust (UK), and R Daphne Plunket Charitable Trust.

Charity Link administers the Small Grants Scheme on behalf of the three Trusts.

Key guidance:

- Grants are available to charitable organisations working in Leicester City, Leicestershire, Rutland, and Northamptonshire. This scheme does **not** offer grants to individuals.
- Grants must address one or more of these objectives:
 - ✓ Relief of poverty, hardship and distress
 - ✓ Relief of physical or mental illness
 - ✓ Advance the education of people in need
 - ✓ Support people aged 60+
- Applications to the scheme are considered all year round. There are no deadlines. We ask that you submit your application at least 3 months in advance of your project start date.
- The maximum grant available through the scheme is £500. We expect most grants to be in the region of £100 - £300.
- Only one grant can be awarded to any one organisation within a financial year.
- You can apply for help with the costs of a specific project, or towards your operational costs.

How to apply:

To apply you need to send a completed Small Grants Scheme Application Form together with a copy of your organisation's most recent annual accounts. You can find the form on our website, or please contact us if you would like to be sent a hard copy. www.charity-link.org/trust-administration/small-grants-scheme

Please read these guidelines carefully before you apply. Your application will be delayed if we do not receive the information we need.

If you have any questions about the scheme, or if you need any help completing your application, please contact the Trust Administration team on (0116) 222 2200 or email trustadmin@charity-link.org

A large print version of the guidelines and application form can be provided on request.

Guidance on completing the Small Grants Scheme Application Form

SECTION 1 – ABOUT YOUR ORGANISATION

Please provide full contact details so that we can keep in touch with you about your application.

The Scheme can only provide grants to charitable organisations. If your organisation is a registered charity, please supply your charity number. If not, then you'll need to send a copy of the organisation's governing document (constitution) with your application.

Please tell us what your organisation does.

SECTION 2 – ABOUT YOUR PROJECT

The three Trusts whose funds contribute to the Small Grants Scheme have different objectives and different areas of benefit. We ask about the charitable objectives of your project and where the people who will benefit from your project live, so that we can identify with which Trust your project best fits.

Please tell us the anticipated start date and completion date for your project. We strongly advise you to apply at least 3 months in advance of your project start date.

Please tell us about the activities for which you are applying. If there is not enough space on the form, you can attach additional sheets, or enclose supporting documents where necessary.

SECTION 3 – PROJECT OUTCOMES

Please tell us what your project aims to achieve and the difference it will make to your service users / project beneficiaries.

SECTION 4 – FINANCES

Your organisation's accounts

You must enclose a copy of your organisation's most recent annual accounts with your application.

If you are a new organisation, you should enclose an income and expenditure forecast for your first year of operation.

If you are a local branch of a national organisation, we would like to see the latest income and expenditure accounts for your branch, as well as the main accounts.

Project cost

Please tell us the total cost of your project this year. (If your application is towards general running costs, you can insert your total annual running costs here).

Please list the items the grant will contribute towards, and the amount of grant you are requesting towards each item.

Project cost *continued*

The maximum you can apply for is £500. We expect most grants to be in the region of £100 - £300. You might not receive the full amount you apply for. We may decide to allocate a grant to specific items within your application.

The scheme has a limited budget, which will vary depending on the annual income of the contributing Trusts. We will allocate a quarterly grants budget, to avoid all the grant funds being exhausted early in the financial year. However, there may be times at which no funds are available. In this case we can advise you when to re-apply.

If you have applied to anywhere else towards the same costs, please tell us how much you have applied for and where from. You can include contributions from your own organisation here.

Account details

Grants can be paid by cheque or BACS. Whichever option you select, you must tell us the correct payee name to which payment will be made if your application is successful. If you provide incomplete or incorrect payee details, then payment of any grant will inevitably be delayed.

Grants will usually only be paid to the applicant organisation. Under this scheme, we cannot usually pay another organisation or an individual on your behalf.

SECTION 5 – DECLARATION AND CONSENT

If you would like to see a copy of the Standard Terms and Conditions of Grant before you apply, then please contact trustadmin@charity-link.org or call 0116 222 2200 to request a copy.

We only use your details for the purpose of processing your application. If you are successful, then funds will be allocated to your project by one of the three charitable Trusts that contribute to the Small Grants Scheme. Summary details about your project will therefore also be passed to the Trustees of the Trust that has supported your application, so that the Trust is fully able to account for its own expenditure. However, all three Trusts are managed in-house by Charity Link; therefore, in practice, your details will not be shared externally.

Please ensure that you sign Section 5, as we will be unable to process your application otherwise. A scanned signature is acceptable for forms returned by email.

How to submit your application

You can submit your application by email to trustadmin@charity-link.org. Please attach scanned copies or PDF/email versions of your accounts, and any other supporting documents.

You can fax your application to Charity Link on 0116 222 2201. Please mark your fax for the attention of the Trust Administrator.

You can post your application, or deliver it in person, to the Trust Administrator at Charity Link, 20a Millstone Lane, Leicester, LE1 5JN.

If you have any queries, please do not hesitate to contact us on 0116 222 2200.

How we process your application

We aim to acknowledge your application within two weeks of receipt. This acknowledgement will be sent by email (where an email address has been provided).

Your organisation will be allocated a reference number. Please quote this number whenever you contact us.

We aim to process your application within 1 month of receipt; however, we ask that you allow up to 3 months for a decision on your application. We may need to contact you for further information.

If you are successful

We will send you a letter telling you how much your organisation has been awarded. The letter may specify what the grant can be used for. It may also specify additional conditions of grant. Usually, we will send a grant cheque with your letter or make a BACS payment on the date your letter is sent, but in some cases we will require that additional conditions be met before the payment can be made.

We will enclose the standard Terms and Conditions of the Small Grants Scheme. You must comply with these. We reserve the right to audit a small number of grants each year to ensure that funds have been spent in accordance with your original application, our letter of grant and the Terms and Conditions.

We will also enclose a Grant Monitoring Form. We ask that you complete and return this as soon as your project is complete. If you are applying for general running costs, please return the form at the end of your financial year.

If you are not successful

We will send you a letter telling you the main reason(s) why a grant has not been awarded. You can re-apply at any time, but you will need to address the reason(s) that you were unsuccessful.

If you wish to appeal the original decision, then please send a letter of appeal (within 3 months of the date of our letter), outlining your reasons for appeal, and addressing the reason(s) for not awarding a grant given in our letter.

Your appeal will be considered by the Trustees of the relevant Trust within 3 months.

We will acknowledge receipt of your appeal within 2 weeks, and will tell you when it will be considered by the Trustees. You should receive a response to your appeal within 2 weeks of the date of the Trustees' meeting.

Other sources of funding

Local Councils and Councillors: Your local Councillor may have funds available to spend on community projects in their ward/division. Some District, Borough or Parish Councils may also offer grants.

Leicestershire County Council: Offers a range of community grants. Visit www.leicestershire.gov.uk/leisure-and-community/community-grants-and-funding

Northamptonshire County Council: The Empowering Councillors and Communities Scheme grants a small amount of funding a year to each of the 57 county councillors to spend within their electoral division. Councillors can fund large or small schemes of benefit to local people and the local community. www3.northamptonshire.gov.uk/councilservices/council-and-democracy/councillors-and-committees/Pages/empowering-councillors-and-communities-scheme.aspx

Leicester City Council: Each ward is allocated a yearly budget that can be used to support projects that bring benefit to the community within the ward. www.leicester.gov.uk/your-council/decisions-meetings-and-minutes/community-meetings

Northampton Borough Council: The Partnership Fund offers grants of between £3,000 - £15,000 to charitable and community organisations for partnership projects that will address one of the Council's priorities. <https://www.northampton.gov.uk/info/200260/community-funding/1946/partnership-fund-grants-scheme>

Community Foundations: For Leicestershire and Rutland, visit <http://www.llrcommunityfoundation.org.uk/apply-for-funds/>
For Northamptonshire, it's <http://www.ncf.uk.com/apply-for-a-grant/grant-finder>

Nicholson Memorial Fund (Rosehill Trust): Small grants for organisations working with children/young people in need in Leicestershire. For an application form contact trustadmin@charity-link.org or call 0116 222 2200.

Alderman Newton's Educational Foundation: Offers project grants to state funded C of E schools within the Diocese of Leicester (incorporating the City of Leicester and most of the County of Leicestershire). Non C of E schools within Leicester City can also apply. www.anef.org.uk

To search for funding in Leicester and Leicestershire: You can sign up to Leicestershire Funding toolkit at <https://www.idoxopen4community.co.uk/leicestershire>

To search for wider sources of grant aid: Visit www.fundingcentral.org.uk Subscription is free for organisations with an annual income below £100,000.