

Guidelines for Applying For a Grant

Who We Are

Trusthouse is an independent grantmaking foundation which makes approximately 150-200 grants totalling around £2.5 million a year to a variety of charitable organisations based in areas of extreme deprivation.

Who And What We Fund

- Charitable organisations (including CICs, social enterprises, not-for-profit registered companies and voluntary organisations) based in England, Scotland, Wales and Northern Ireland which have a total annual income under £500,000 and which can demonstrate a successful track record in addressing local community problems in areas of extreme urban deprivation and/or remote and socio-economically deprived rural districts.
- General costs including core costs, salaries, projects costs; capital expenditure on buildings or essential equipment.

What We Do Not Fund

- Individuals, whether direct or through a third party
- Charities or NGOs registered outside the UK
- Statutory services including state schools (unless these are specifically and only for pupils with disabilities), local or national authorities, prisons, NHS hospitals or services
- Universities, further education colleges and independent schools
- Organisations with a total annual income in excess of £500,000
- Hospices
- Organisations with primarily an ecological aim
- Grantmaking organisations
- Umbrella organisations

We Are Not Currently Funding

- Set up costs for new organisations
- Projects outside the UK
- Animal welfare/conservation
- Medical research
- Feasibility studies
- Capital appeals for places of worship unless these are primarily for wider community use, such as an adjoining church hall or a clearly defined community area within a place of worship
- One-off events (except under the Small Grants programme)
- PR and awareness raising; fundraising salaries, events or initiatives
- Projects primarily concerned with the productions of DVDs or other media

Our Overarching Themes – Rural Issues And Urban Deprivation

Your application must clearly show that your project fits in with one or both of our overarching themes, Rural Issues and Urban Deprivation. For example, if you are applying for running costs towards a project for young adults with disabilities, you must be based in an area of high multiple deprivation, where the disadvantage of disability is further exacerbated by local issues of unemployment, low incomes and poor housing.

Your application should describe your area and how the deprivation statistics translate into daily life for your clients, how your project tackles these issues and demonstrate measurable evidence of your success in providing solutions for both clients and the wider community

Rural Issues

We classify 'rural' as areas with less than 10,000 inhabitants in your village/town. Your postcode must be within then most deprived 50% of the latest Index of Multiple Deprivation. Your community must be based in a remote, rural, economically deprived area where there are few local facilities, transport may be an issue, incomes are low and there are limited opportunities for fundraising.

Typical projects are: village halls which act as the hub of community activity and cohesion; projects for young people who are isolated from accessing opportunities available to their urban peers; activities which support older people to continue living independently; community transport schemes. This is not an exhaustive list and we are always interested in hearing about other projects which can help fragile rural communities build a sustainable future.

Urban Deprivation

We classify 'urban' as areas with a population of more than 10,000. Our focus is on projects based in areas of extreme urban deprivation and your postcode must be ranked within the most deprived 20% of the latest Index of Multiple Deprivation. Local issues are likely to include multi-generational unemployment, poor educational attainment, poor quality and overcrowded housing, tensions between different generations and/or ethnic communities, a culture of low aspirations and achievement.

Northern Ireland

Organisations must be based in areas where local postcodes are based in the most deprived 50% of the N Ireland Index of Multiple Deprivation, with the exception of organisations in Belfast, Derry/Londonderry, Portadown and Lurgan where the postcode of the organisation must be within the most deprived 20% of the Index of Multiple Deprivation.

Major Grants Programme

Open to any eligible organisation with a total annual income under £500,000.

Single year grants between £7,500 and £20,000 for core costs, salaries, running and project costs.

Successful applicants can apply in two further successive calendar years. No further applications can be made for two years after the completion of any third grant.

OR

Multi-year (maximum 3 years) grants between £7,500 and £20,000 a year for core costs, salaries, running and project costs.

Successful applicants will not be able to make any further applications until two years after the completion of the final year of the grant.

OR

Grants between £7,500 and £60,000 for one-off capital costs, where the total project cost does not exceed £2M. Applicants must have secured a minimum of 50% of the total project cost before applying.

Successful applicants will need to contact the office to discuss further applications.

Small Grants Programme

Open to any eligible organisation with a total annual income under £250,000.

Single year grants between £2,000 and £7,500 for core costs, salaries, running and project costs or one-off capital costs.

Applicants cannot apply for more than 50% of the total cost of the project, and grants will not be paid until the remaining 50% has been secured.

Successful applicants can apply in two further successive calendar years. No further applications can be made for two years after the completion of the third grant.

Types Of Projects

Within our overarching themes, we are interested in projects which fall roughly into two categories: Community Support; Arts, Education & Heritage. The list below gives examples of projects we have funded under these headings, but we are always interested to hear about different projects which provide appropriate solutions to local problems.

Our preference is for front line projects which work directly with people in need and we are unlikely to give preference to campaigning, organisational development or capacity building projects.

We will consider new projects which are a logical extension of existing work, but do not usually support work which amounts to a significant shift away from your existing core aims and experience.

Please note: for all capital projects in the Major Grants programme, you will need to have secured a minimum of 50% of the total cost of the project for which you are applying to us. We will not consider applications if you have not reached this target.

For Small Grants, we will not fund more than 50% of the total cost of the work/project and we will not pay a grant until you have secured the remaining 50% of the cost.

Community Support Projects

- **Aged:** luncheon clubs, intergenerational projects, befriending
- **Carers:** support for young carers, respite services, advice and information
- **Community Centres:** building, extending or refurbishing community centres or village halls; salaries and core costs
- **Community Services:** information, advice and guidance services; community transport schemes; employability training; volunteering; healthy eating and living; furniture recycling; foodbanks which support clients out of crisis into long term sustainability; community cohesion; debt advice. For Small Grants, we are also interested in one-off or annual celebrations which bring communities together
- **Counselling:** for any age in areas where statutory services are unable to cope with demand; horticultural therapy
- **Disability Support Groups:** help, advice, support and activities for people of all ages with physical, sensory, mental disabilities or learning difficulties
- **Domestic Violence:** support for victims; perpetrator projects
- **BAME & Other Groups:** culturally sensitive support with a preference towards wider community integration; intergenerational and older people work; information and advice
- **Family Support Services:** visiting support for families in crisis; parenting workshops and training
- **Homeless:** drop-ins centres; advice and information; positive activities; residential hostels and supported living projects
- **Refugees & Asylum Seekers:** integration projects; training and employability; advice and information
- **Rehabilitation of Offenders:** mentoring; employment and volunteering opportunities; training; resettlement (NB we are unlikely to fund projects within prisons but will consider 'through the gate' projects)
- **Sport:** projects which open up sporting opportunities to people of all ages on low incomes; sporting facilities in areas of deprivation; projects combining mentoring in life or work skills with sports; projects designed to bring different communities (ethnic minorities, disabled/able bodied) together to promote cohesion or understanding
- **Substance Misuse:** recovery projects; volunteering and employment opportunities; residential supported living
- **Youth:** youth clubs and detached youth work; pre-school nurseries; after school and holiday clubs; transition work from primary to senior schools or post-education; employment and volunteering opportunities for NEETs; mentoring

Arts, Education & Heritage Projects

- **Arts:** we do not fund 'pure' Arts projects, but are interested in the use of performing, visual and creative Arts in areas of high deprivation
 - to engage young people or adults on an ongoing basis in constructive and inspiring activities which broaden their life and career choices (not necessarily within the Arts)
 - to bring people together from different communities or generations
 - to aid in the recovery of people from trauma or substance misuse
 - to expand the interests and skills of people with disabilities.
- We are also interested in supporting Arts centres based in areas of deprivation which engage with a comprehensive variety of ages and abilities through a raft of inspiring and engaging activities. These activities may focus on a specific branch of the Arts or a wider range
- **Education:** alternative education schemes for young people struggling in mainstream education; homework clubs; supplementary education classes for people from ethnic minorities or the refugee community
- **Heritage:** smaller heritage projects, with a particular interest in industrial and maritime projects in areas of deprivation, which provide employment and/or volunteering opportunities for the local community and contribute to the regeneration of the area

You may find it useful to read our latest *Annual Report & Accounts* on our website, which lists all the grants made over the past 12 months and will give you an idea of the preferences of the Trustees.

Continued overleaf

How To Apply

- Please read these Guidelines carefully to be sure that you understand what our grants criteria are and if your project fits them.
- We also strongly advise you to read our document *Giving Your Application the Best Chance* which gives more details of our aims and takes you question by question through the application forms.
- On our website, go to the Applications page and click the 'Start Your Application' button.
- You will then be asked a number of questions to check that you are eligible to apply for the type of grant you are interested in. These are basic questions and you need to check against these Guidelines as well. We also cannot guarantee that being eligible for a grant means that we will be able to support your work as we receive many more applications than we can help.
- If you are eligible, you will be asked to create an account and directed to the appropriate on-line application form. We have three forms – Small, Major and Village Halls/Community Centres.
- You fill in the form on-line to which you attach your latest annual accounts and a budget for the total cost of the work for which you are applying.
- You will be able to save, review and revise your application as many times as you like until you mark it 'complete' after which no further changes can be made.
- Your accounts must include an Income and Expenditure sheet and a Balance Sheet.

Queries

Please do not hesitate to call us on **020 7264 4990** to discuss your project before making an application if you are uncertain about its eligibility or any aspect of our programmes and grants process:

Miss Judith Leigh (Grants Director): Major Grants

Ms Sarah McGill (Grants Manager): Small Grants

What Happens To Your Application

- When you submit your online application, you will automatically be sent an email acknowledging receipt.
- We may send you an email if we require further information. It is therefore very important that you give us on the application form an email address which is regularly checked.
- Small Grants applicants will received a final decision within 4-6 weeks of our receipt of your application assuming we need no further information from you.
- Major grants applicants will be informed in 6-8 weeks if the application will be included on the agenda of the next available Grants Committee meeting. Notification of the Grants Committee's decision will usually be made within a week of the meeting.
- Major Grants may receive a visit from an assessor. We try to visit as many applicants as possible, but this does depend on the availability of staff, trustees and volunteer visitors.
- We operate a rolling programme and you can apply at any time throughout the year. Grants Committee meetings are held in February, late April/early May, July and late October/early November. Applications need to be received at least six weeks before a meeting to be included on the agenda.
- We strongly recommend that you apply as and when you are ready. Submitting close to a meeting means you will have to compete with a higher number of applicants than usual. For this reason, we do not give fixed deadline dates.
- We cannot guarantee that any application will go to a particular meeting: it depends on the number of applications already being considered, the time we need to make an assessment of your application and the amount of funds available for the meeting.

Continued overleaf

Payment Of Grants

- **All grants are paid by BACS.**
- **Revenue Grants:** when a grant is awarded to you, we will send you an offer letter, asking you to confirm you would like to take up the grant and to send your latest bank statement. Payment will usually be made within two weeks of our receipt of your confirmation and bank statement. Please note that we expect you to start spending your grant within a month of payment being made, so please do not apply too early as single year grants should be spent out within 12 months of payment. Multi-year revenue grants are paid annually, subject to satisfactory six monthly progress reports.
- **Capital Grants:** we make payment when you can provide copies of architect's certificates, contractors' invoices or confirmed purchase orders/invoices totalling the amount of your grant. You will also need to send your latest bank statement or a copy of this signed as a true copy by your CEO and a trustee (or two trustees). Payment will usually be made within two weeks of our receipt of invoices and your bank statement. We prefer to pay grants in one instalment but can consider, depending on the amount of the grant, splitting payment into two instalments to help your cash flow. Capital grants must be claimed within 12 months of being awarded, so please factor this in when deciding when to apply to us.

Reporting to us

- Single year grants and capital grants: a progress report must be sent 6 months after payment is made. If the grant has not been fully used by that time, a final report must be made in another six months. We expect grants to have been fully spent by the end of 12 months from payment.
- Multi year grants: six monthly progress reports must be made to us promptly and a final report at the end of the grant. The Trustees may also wish to make further assessment visits (or a first visit if this was not possible before the grant was awarded).
- We know that unexpected events occur to delay a project, and **it is very important to contact us as soon as possible** if this happens to you. We try to be as flexible as possible, but this depends on you maintaining prompt and efficient communications with us.

Applying Again

- Unsuccessful applicants must wait a minimum of six months from the date of being notified of the decision on the previous application before making a new application.
- There is a minimum requirement of a two year gap between the end of one multi-year grant and a further application.
- Recipients of capital grants in excess of £20,000 must leave a two year gap before applying for another grant (whether capital or revenue). Recipients of capital grants of less than £20,000 can apply for a further grant in the two following successive years, but if any grant awarded in these years is more than £20,000, the recipient must wait for two years before making any further applications.
- Single year grants recipients can make applications for two further successive years and if successful, must then leave a two year gap before applying again.
- NOTE: There is no guarantee that any further application will lead to a grant. Each will be considered on its own merits and in the context of other applications.
- If you do receive several grants from Trusthouse over the years, the Trustees may decide to impose a block on further applications from your organisation for a given time (usually 5-7 years).

General Information

- Trusthouse was formed in 1997 under a High Court Order when the Council of Trust Houses Forte sought its direction for the creation of a Charity to manage the proceeds of sale of its shares in its mother company to Granada. Grants are made from the total return on Trusthouse's investment portfolio. It is governed by a Board of Trustees.
- Trusthouse is managed on a day-to-day basis by Henry Smith Trading Ltd. a subsidiary of the Henry Smith Charity. The two charities are entirely separate and you can apply to both organisations at the same time.
- We are a small team (one full time, one part time) so please be patient when contacting us by phone. We do return all messages left.