

Guidelines For Applying For A Grant

Who We Are

Trusthouse is a medium-sized independent grantmaking foundation which makes grants totalling around £2 million a year to a variety of charitable organisations.

Who And What We Fund

- Charitable organisations (including CICs, social enterprises, not-for-profit registered companies and voluntary organisations) in England, Scotland, Wales and Northern Ireland
 - Small to medium sized charitable organisations with a demonstrable track record of success working to address local problems in communities in areas of extreme urban deprivation or remote and deprived rural districts
 - General costs including core costs, salaries, projects costs; capital expenditure on buildings or essential equipment
- Our grants are for 1 year only. We will not usually consider further applications for Small or Standard grants within 2-3 years, or 5 years for Large Grants of a previous award.

What We Do Not Fund

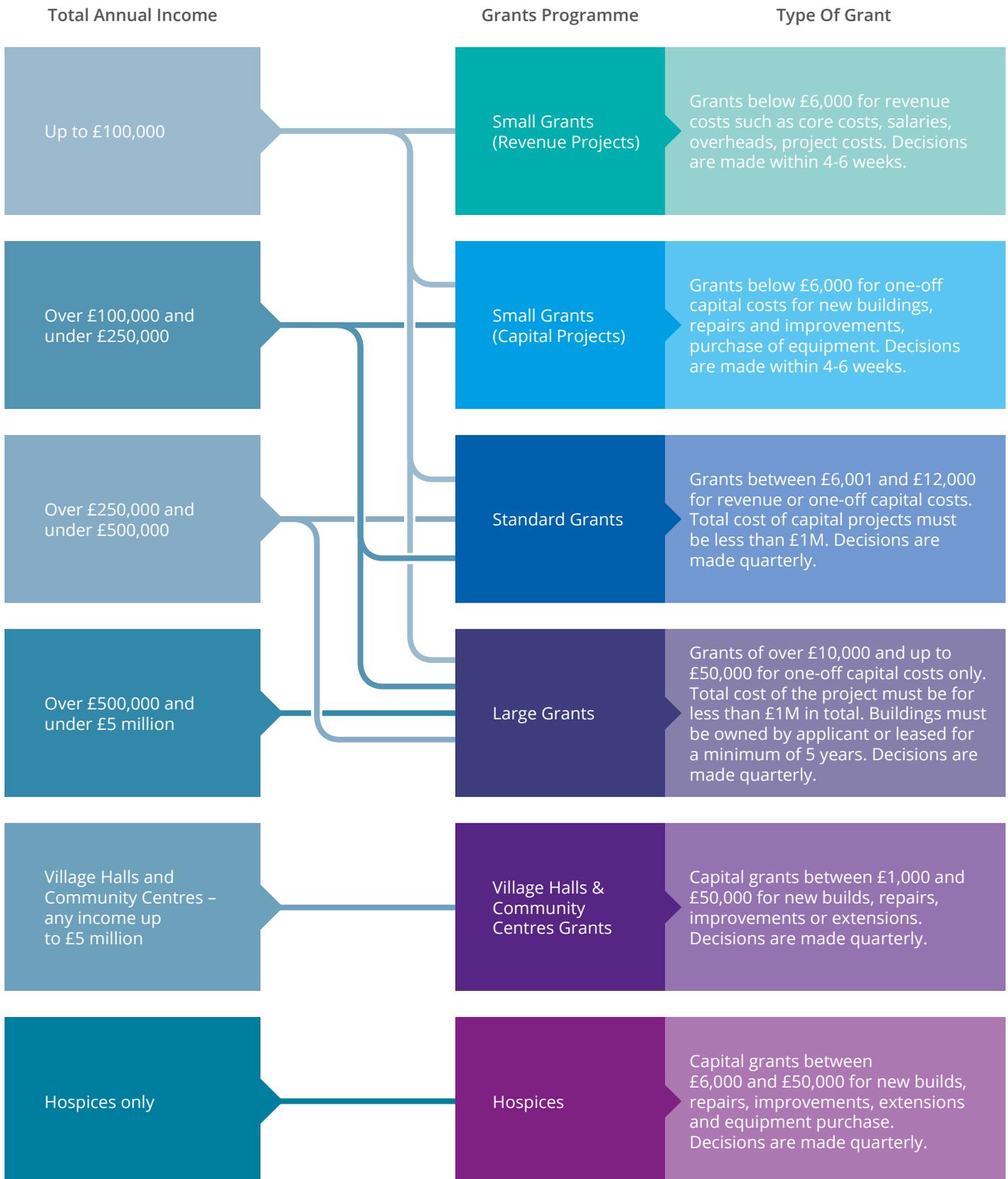
- Individuals, whether direct or through a third party
- Charities or NGOs registered outside the UK
- Statutory services including state schools (unless these are specifically and only for pupils with disabilities), local or national authorities, prisons, NHS hospitals or services
- Universities, further education colleges and independent schools
- Organisations with a total annual income in excess of £5 million (except hospices)
- Grantmaking organisations
- Umbrella organisations

We Do Not Accept Unsolicited Applications For The Following

- Set up costs for new organisations
- Projects outside the UK
- Animal welfare/conservation
- Projects with primarily an ecological aim
- Medical research
- Capital appeals for places of worship unless these are primarily for community use, such as an adjoining church hall or a clearly defined community area within a place of worship
- Feasibility studies
- 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 Grants Programmes

We have a number of grants programmes and it depends on your level of income for which you can apply. In this respect 'total annual income' means the total annual income for your whole organisation as shown on your latest annual accounts.



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 operating primarily 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.

Rural Issues

We classify 'rural' as areas with less than 10,000 inhabitants. Local postcodes should be ranked within the bottom 50% of the latest Indices 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 to 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 or working in areas of extreme urban deprivation where local postcodes are ranked within the bottom 20% of the latest Indices 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 ethnic communities, a culture of low aspirations and achievement. Your application should describe how the deprivation statistics translate into daily life for our clients, how your project tackles these issues and demonstrate measurable evidence of your success in providing solutions for both clients and the wider community.

Types Of Projects

Within our overarching themes, we are interested in projects which fall roughly into three categories: Community Support; Arts, Education & Heritage; Disability & Healthcare. The lists below give examples of projects we have funded, 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 are unlikely to give priority 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 is a totally different shift away from your core aims and experience.

For all our grants programmes, you will need to have secured a minimum of 50% of the total cost of the work or project for which you are applying to us.

We will not consider applications if you have not reached this target. Trusthouse is not a sole funder nor a starting funder.

Community Support Projects

- Aged: luncheon clubs, intergenerational projects, befriending.
- Carers: support for young carers, respite services, advice and information.
- Community Services: information, advice and guidance services; community transport schemes; community centres and village halls; 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 only, we will consider 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.
- Domestic Violence: support for victims; perpetrator projects.
- Ethnic Minorities: culturally sensitive support; integration work; intergenerational and older people work; information and advice.
- Homeless: drop-ins centres; advice and information; positive activities; residential hostels and supported living projects.
- Family Support Service: visiting support for families in crisis; parenting workshops and training.
- 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 solely within prisons but will consider "through the gate work").
- 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 use of performing, visual and creative Arts to engage young people on an ongoing basis in constructive and inspiring activities; 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.
- 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.

Continued overleaf

Disability & Healthcare Projects

- Physical and sensory disabilities: information, advice and guidance projects; self-help groups; capital projects at Special Needs schools such as development of imaginative and inspiring play areas; music therapy and other projects using non-verbal therapies to enable communication and expression; holiday projects for families with a member who has disabilities.
- Mental health: self-help groups; counselling and therapies; projects for ex-Service personnel suffering trauma; supported volunteering and employment opportunities.
- Learning disabilities: social networking for young adults; information, advice, guidance and advocacy; independent living projects; supported volunteering and employment opportunities; community awareness and integration.
- Hospices: new builds; upgrading of existing buildings; extensions; equipment which brings direct benefit to patients.

Village Halls & Community Centres

Trusthouse is interested in applications for capital projects at community centres in the most deprived urban areas and village halls in remote and economically deprived rural areas.

We want to support community centres and village halls which are at the heart of small, deprived communities. We expect that you will be providing a range of activities for all ages and abilities which help to promote community cohesion and address local problems of isolation, poverty, lack of local facilities, transport and other issues of relevance to your area.

We interpret 'community centres' in the broad sense, so you might be a church, sports facility or other building which offers a range of activities throughout the week which all the community can access.

We will consider applications for new buildings; upgrading, renovating or extending buildings; improving or creating outside space (but not car parks). You will need to have secured a minimum of 50% of the costs of the project before you start an application to us. We will expect you to have local fundraising initiatives under way to show that your community supports what you do and feels a sense of ownership in the building.

Our interests include innovative schemes for bringing back disused buildings into full community use, such as community shops combined with space for community activities; community hubs which bring different groups together to share space and offer easy access to a range of services. At the same time, we are also interested in traditional village halls which provide the standard activities which keep a community together.

The postcode of your building must clearly show that, in urban areas, you are in the most deprived 20% of the latest government Indices of Multiple Deprivation or, in rural areas, you are in the most deprived 50% of the Indices. Because of the number of applications we receive, we concentrate on projects which meet these criteria. However, we understand that there can be major differences in deprivation in relatively small areas, so if the building's postcode does not fall into one of these categories, but the majority of the users of the building are resident in such areas, we will accept applications if you can provide alternative postcodes for these areas (for example, postcodes of local schools, GPs surgeries, post offices, libraries.)

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. You may also find it helpful to read our document *Giving Your Application the Best Chance* which gives more hints and tips on completing your application.
- 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, the application form will appear on screen in PDF format. We strongly recommend that you print off the form, read it through and draft your answers. You cannot expand the size of the boxes and we have given the maximum number of characters.
- You fill in the form on screen and then print it off. Depending on your computer and the version of Adobe you have, you may be able to save it to your own files, but we do not offer a 'save and return' system, so you need to be prepared to fill in the form at one sitting.
- Sign the form and send it to us with a budget for the total cost of the work for which you are applying to us and your latest annual accounts.
- Your accounts should include an Income and Expenditure sheet and a Balance Sheet.
- If you have not been operating sufficiently long to have annual accounts, you should send your latest management accounts and a photocopy of your latest bank statement.
- Please DO NOT send DVDs to view, newsletters to read or direct us to look at websites (your own or others) in the application, as we simply do not have the staff time or resources to do so.
- You should also not send additional sheets of information: all the details must be entered on the application form.
- We do not accept applications by email. Please send your application by surface post to:

Trusthouse Charitable Foundation
65-68 Leadenhall Street
London
EC3A 2AD

Queries

Please do not hesitate to phone us to discuss your project before making an application:

Miss Judith Leigh (Grants Manager): Standard Grants, Large Grants, Village Halls & Community Centres

Mrs Marie Hale (Grants Officer): Small Grants, Themed Grants

020 7264 4990

What Happens To Your Application

- We will send you an acknowledgement of your application within two weeks of receipt.
- We may send you an email if we require further information. It is therefore very important that the email address you put on the application form is checked regularly.
- Small Grants will receive a final decision within 4-6 weeks of receipt.
- Standard and Large 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 sent within a week of the meeting.
- Large Grants will usually receive a visit from an assessor. We do not visit Small or Standard Grants applicants.
- 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.

Payment Of Grants

- Small and Standard grants for revenue projects are paid by cheque as soon as they are agreed by the members of the Grants Committee. We expect you to start spending the grant within 1 month of payment, so please do not apply too far in advance on your project start date.
- Large Grants (and Small and Standard grants for capital projects) are paid when you are able to send us copies of invoices for building works carried out or copies of invoices for purchase of equipment. We prefer to pay grants in one installment, so the amount of the invoices must total at least the amount of your grant. Cheques are sent within two weeks of receipt of the invoices. We expect capital grants to be claimed within 12 months of being awarded, so please factor this in when deciding when to make an application to us.
- All grants recipients must send us a progress report 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.
- 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

- The Trustees do not like Trusthouse to be viewed as a regular funder. We therefore recommend waiting at least 2-3 years after a Small or Standard Grant, and 5 years after a Large Grant, before making another application.
- There is no guarantee that a further application will lead to a grant.
- 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 House 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 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.

Some Facts and Figures

In the financial year 2014-15:

- We received 1,140 applications
- We made 342 grants
- The average:
 - Large Grant was £24,474
 - Standard Grant £7,276
 - Small Grant £2,905

- One in five applicants was successful when applying for a Large or Small Grant; one in four for the Standard Grants programme.