

## Guidelines for Grant Applications

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**Please read this information carefully before completing an application form**

### Introduction

Stevenage Community Trust has been providing financial support to charitable organisations and individuals in need since its creation in 1990. As an independent charity, the Trust receives no statutory funding, and relies heavily on donations and support from individuals and businesses.

The Trust sometimes makes grants on behalf of other organisations or distributes monies given to the Trust for particular purposes. Grants made in this way may have different or more restrictive conditions attached than those made from the Trust's own funds. In acting for other organisations, or accepting monies with particular conditions, the Trust will be mindful of the limitations of its own charitable objectives and of its commitment to equal opportunities in grant giving.

### General Information

The following information is taken into account when considering an application for a grant:

Applications will only be considered on the application form. Please complete the form clearly and answer all questions as fully as possible. Incomplete applications or those lacking information or supporting documentation may be declined.

The organisation, group or person to benefit from the grant must live, operate or support those living in Stevenage and/or the surrounding villages of Aston, Benington, Cromer, Datchworth, Graveley, Knebworth, Little Wymondley, Old Knebworth, Walkern, Watton-at-Stone, Weston, and Woolmer Green. This also applies for applicants representing a national or international charity.

We will not support applications for the purpose of:

- pursuing political objectives
- religious evangelism
- pursuing trade union objectives save for the welfare functions of trade unions
- animal welfare
- any other purpose inconsistent with the Trust's charitable objectives
- retrospective grants (items or services already purchased)
- the supply and fitting of flooring materials, except in exceptional circumstances

Given that our resources cannot meet every need, the Trust prefers not to fund the following:

- replacement of statutory funding
- general appeals
- large national/international charities
- educational projects that should be covered within the national curriculum
- the costs of medical treatment
- ongoing costs
- organisations who are fundraising for national charities / organisations who do not put their own needs first when fundraising

### Grants for Individuals (hardship)

- Applications **MUST** be submitted by a professional person who has an ongoing professional relationship with the applicant e.g. social worker, teacher, health professional, support worker.
- We can only discuss the application with that professional and are unable to enter into discussions with the beneficiary themselves.

- Payment will not usually be made directly to an individual but items of equipment or services will be purchased on their behalf.
- Approved funds that remain unspent after 3 months will be withdrawn unless a satisfactory reason is provided for non-spend.
- All information received will be treated in the strictest confidence.
- Where appropriate, equipment will be provided by a supplier nominated by the Trust which can include the Stevenage Furniture Recycling Scheme.

### Grants for Organisations

- Applications must be for charitable purposes.
- We will look favourably on applications 1) that have clear objectives and outcomes 2) where fundraising has been undertaken and/or other funding streams explored.
- Organisations do not have to be registered charities but must be governed by a management committee or board of trustees and have a written constitution or governance document.
- Organisations must have their own bank account with a least 2 signatories (who are not related)
- All applicants must supply a copy of their most recent financial accounts, or in the case of new organisations, a copy of a recent bank statement.
- We will not fund organisations with more than 6 months unrestricted reserves without a satisfactory explanation.
- Other than in exceptional circumstances, organisations must allow a minimum of 12 months between applications.
- We will not fund organisations for more than 3 consecutive years, unless there are exceptional circumstances.
- It is a requirement that any grant seeking organisation that works with children, young people or vulnerable adults has a child and vulnerable adult protection policy in place. No grants are to be made to any such organisation without confirmation that they have an appropriate policy.
- Grant meetings are held approximately every three months. Further details can be found on the website at [www.stevenagecommunitytrust.org](http://www.stevenagecommunitytrust.org)
- The success of the application will depend upon:
  - the amount of money available
  - whether the application meets the Trust's criteria
  - the priority given to the application relative to the other applications received
- Payment will be made by cheque or electronic bank transfer. For bank transfers, proof will be required in the form of a voided cheque, voided paying-in slip, bank statement or letter confirming details from the bank.
- Funds must be spent within 12 months or notified to the Trust.
- Payment cannot be made to an individual.
- If your application is successful, you or a representative of your organisation will be expected to attend our Grant Presentation Ceremony to share details of how the funds have benefitted you or your organisation, details of which may be used for publicity purposes.

### Grants for Elite Athletes

- Applications to assist with funding for elite athletes must be submitted by a recognised official and cannot be accepted from the athlete themselves.
- Athletes must be performing at a regional level or higher and on a pathway to compete at a national/international level to be eligible to apply for a grant.

### Monitoring

In order to evaluate the success of our grant giving, every applicant, excluding third party referrals, is required to complete a monitoring form to show how the grant has been spent. Failure to complete and return a monitoring form within 6 months at the end of the project / once equipment has been purchased, whichever is sooner, will affect future funding requests.

It is advisable to retain receipts of any product or service purchased as they may be subject to future audit.

### Publicity

Successful applicants are expected to:

- attend our annual grants presentation evening
- publicly acknowledge the grant in the local press, on their website, via social media etc.
- provide digital photographs relating to the grant, suitable for our use in publicising the Trust e.g. website, newsletters, annual report, local press, social media. **It is your responsibility to obtain consent in writing from the parent or legal guardian of anyone under the age of 18, before sending us any photographs they appear in.** A consent form can be found at <http://stevenagecommunitytrust.org/forms>

Alternatively, indicate reasons why they do not agree to publicity in their application (which will not prejudice any application).

### **Unsuccessful Applications**

The Trust reserves the rights to refuse grant applications without giving reasons to the applicant or enter into communication about the refusal. A grant refused on one occasion does not mean that the Trust will refuse another, and unsuccessful, but eligible applicants are encouraged to re-apply at a later date. The Trust, where it can, will assist and advise all applicants on the criteria for a fundable and successful application.