



**Registered Charity Number 1025258**

## **Grant Applications – Guidelines**

**Please read and follow these guidelines carefully in order to avoid delays in the consideration of a grant award**

The purpose of these guidelines is to give grant applicants information to help them make an effective grant application to the Geoffrey Watling Charity.

The objects of the Charity are to apply the income of the trust fund to such charity or charities or for such charitable purposes as the Trustees in their discretion may from time to time determine. The area of benefit is generally within the County of Norfolk and Waveney District of Suffolk.

The Trustees welcome all grant applications that conform to the guidelines. Applications towards a specific project are more likely to be looked on favourably than those to help towards core costs or salaries.

The Trustees meet 4 times each year. Grant requests may be made at any time.

The Trustees will not consider grant applications from organisations which have not submitted their annual accounts / Annual Return to the Charity Commission or to Companies House. Please therefore ensure that your returns are not overdue before submitting your application.

### **What will happen to the application?**

Applications may be for capital works or revenue costs of a fixed duration. Receipt of applications will normally be acknowledged within 10 working days at which time you will be advised whether sufficient information has been received, and you will be given an indication of when the application is likely to be considered by the Trustees.

The grant application form is the document that will be reviewed by the Trustees, therefore please keep the information on the form as simple as possible and avoid the use of technical terms and jargon. If you are downloading the form from our web site please note that once completed it must fit 1 side of an A4 sheet of paper.

Please type your application on the form wherever possible. Do not put “please see attached” or refer to any other documents or information within the summary of appeal. Clarification may be requested, and an assessment visit may be required.

Once an application has been considered the decision of the Trustees, which is final, will normally be notified to the applicant within 10 days of their meeting. Whether the application is successful or not applicants are expected to wait a minimum of 2 years before applying again.

In the event of a successful application the Trustees would like to know of any press release or other publicity which applicants propose to issue. Please let us have a copy of any such material.

The Charity may issue press releases advising of grants awarded.

The Charity may wish to link the applicant’s website to its own website in order to indicate to future enquirers some of the causes supported to date.

## Application Guidelines

Applicants will be asked to complete the grant application form, which acts as a summary of your submission.

The Application Form should be signed by a Trustee or other authorised person on behalf of your organisation. The following supporting information should also be included with the application:

1. A set of the most recent accounts of the applicant organisation, unless these are readily available on the Charity Commission or another website, in which case please advise the appropriate website address.
2. A copy of your 'reserves policy', which the Charity Commission asks all charities to agree. We need to see that (a) you don't already have the necessary funds for your project, and (b) your organisation is financially viable.
3. A description of the proposal and the reason it is needed. Please summarise the need you are trying to meet and provide a summary of or reference to any evidence for it.
4. What is the total cost? Please provide a detailed budget for the project, with any relevant copies of quotations, estimates etc. Please note that any grant awarded will not usually be paid until the project for which funding is sought is fully funded. It is expected that any grant awarded will be spent within a maximum of 12 months of receipt.
5. When do you expect to start and finish? How will ongoing funding be obtained, if applicable?
6. How will you monitor and evaluate the proposal? The Charity will require a progress report or other evidence as to how the money awarded has been spent.
7. How much are you asking the Geoffrey Watling Charity for? Whilst there is no upper limit on the size of grant, funding of more than £30,000 per application is unlikely.
8. What methods of fundraising are you using for the proposed project? The Trustees will wish to see that you are actively pursuing all appropriate sources of funding. Who else have you applied to and when is their decision expected? Have you considered other ways of finance? (grant, loan, mortgage etc?) Have you thought about phasing the expenditure to reduce the cost?
9. Organisations which are not registered with the Charity Commission should provide a reference for their organisation from an individual who is unconnected with the running or management. The referee should confirm how they know the organisation and provide their opinion on the work being done and the charitable project for which funding is sought.

In order to be considered, grant applications MUST include ALL of the above material.

Please also send any relevant recent publicity material, newsletter etc., which may support your application.

Please e-mail or mail your application and supporting documents, post fully paid, to the Geoffrey Watling Charity at 8a Ber Street, Norwich NR1 3EJ

*Whilst every effort will be made to adhere to the above guidelines and timescales the Trustees reserve the right to amend them without notice. The issue of an application form or correspondence concerning an application does not imply that the application will be considered or that any grant will be made; this is at the absolute discretion of the Trustees.*