



Small Grants Funding Guidelines from October 2020

Who We Are

Trusthouse is an independent foundation which makes grants of around £2.5 million a year to charitable organisations based in, or working in, areas of extreme deprivation in the UK.

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 local organisations with a demonstrable track record of success working to address local issues in communities of extreme urban deprivation and deprived rural districts
- Revenue costs including core costs, salaries, running and project costs

Organisations We Do Not Fund

- Organisations whose postcode is not within the Index of Multiple Deprivation (IMD) limits set out on page 2
- Individuals, whether direct or through a third party
- Newly established organisations with no previous annual accounts
- Charities or NGOs registered outside the UK
- Statutory services including state schools, local or national authorities, prisons, NHS hospitals or services
- Universities, further education colleges and independent schools
- Organisations with an annual income over £1m
- Hospices
- Grant-making or umbrella organisations
- Organisations that have applied to us unsuccessfully within the previous 12 months
- Organisations which have made their annual returns to the Charity Commission or Companies House late within the past three years
- Organisations which have not reviewed their safeguarding policy and/or held formal safeguarding training/refresher sessions within the past 12 months

Types of Projects We Do Not Fund

- Capital projects
- Projects outside the UK
- Animal welfare
- Environment & conservation
- Medical research
- Feasibility studies
- One-off events (except under the Small Grants programme)
- PR and awareness raising; fundraising salaries, events, initiatives or websites
- Projects primarily concerned with the production of films, podcasts or other media
- Urban projects not delivered in the same city/town (or borough for London) in which the applying organisation is based

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Urban and Rural Deprivation

Your organisation's postcode, or the area where activities are carried out, must be ranked within the most deprived 15% of the Index of Multiple Deprivation (IMD) for urban areas or if you are located in a rural area, your postcode must be within the most deprived 50%.

Please do not apply if you cannot satisfy the IMD requirement.

Your application should describe your community in your own words, explaining the everyday pluses and minuses for local people living there, giving a good grassroots sense of the people and place. We will then be able to understand the wider context of your work.

You should read the Help section next to the questions on the on-line application form for a full understanding of what we need and expect in your description.

Rural Deprivation

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.

Urban Deprivation

We classify as 'urban' those areas with a population of more than 10,000. Our focus is on areas of extreme deprivation and your postcode (or that of the area where you deliver your work) must be ranked within the most deprived 15% of the Index of Multiple Deprivation.

Your community must be based in an area where disadvantage is exacerbated by local issues of unemployment, low incomes and poor housing.

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 15% of the Index of Multiple Deprivation.

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Small Grants Programme

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

Single year grants between £2,000 and £10,000 for core costs, salaries, running and project costs.

Projects must have a focus on community support.

Applicants cannot apply for more than 50% of the total cost of the work for which a grant is requested.

Successful applicants can re-apply for a further two years. No further applications can be made after the completion of a third grant.

Notes

1. Please only apply for one grant at a time i.e. you cannot apply for two different costs at the same time, whether to the same or different grants programmes.
2. Please do not apply too far in advance of the time when you need the funding, as your application is likely to be unsuccessful. We expect recipients of grants for salaries, core costs, running or project costs to start spending the grant within 1-3 months of the award being made.

Types Of Projects

We want to fund work which addresses the challenges of local communities.

The list below gives examples of the projects we fund, but we are always interested to hear about different projects which provide appropriate solutions to local problems.

Our preference is for front line organisations working directly with people in need. We are unlikely to support campaigning, organisational development or capacity building.

We will consider new work which is a logical extension of existing work, but do not support work which represents a significant shift away from your existing core aims and experience.

We will not fund more than 50% of the total cost of the project/ salary/core/running costs. You will need to show a viable fundraising plan for the remaining costs.

Theme focus: Community Support

- Community Services: information, advice and guidance services; community transport schemes; employability training; volunteering; healthy eating and living; foodbanks which support clients out of crisis into long term sustainability; intergenerational projects, befriending, community cohesion.
- Community Centres: salary or running costs for community centres or village halls which offer a range of activities for all ages.
- Alternative Education: support schemes for young people struggling in mainstream education; homework clubs; supplementary education classes for vulnerable individuals.
- Training, mentoring, employment and volunteering opportunities.
- Youth: youth clubs and detached youth work; after school and holiday clubs; opportunities for NEETs.
- Counselling: for any age in areas where statutory services are unable to cope with demand.
- Family Support Services: early intervention, families coping with addiction, prisoners' families.
- Substance Misuse: recovery projects.

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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.
- It is important that you check the **IMD deprivation rank** for the postcode of your organisation to ensure it falls within our stated limits. Our [FAQs](#) on our website explains how to do this.
- If you meet our **IMD criteria**, you can visit our website and complete an **eligibility quiz** for the type of grant you are interested in. We 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 be directed to the **Small Grants on-line application form**.
- We strongly advise you to read the information on the **Help button** attached to each question on the on-line application form.
- 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**.

What Happens To Your Application

- When you submit your online application, you will automatically be sent an email acknowledging receipt.
- You will receive a final decision within 8 weeks of the receipt of your application, assuming we need no further information from you.
- You will receive an electronic letter with the outcome of your application.
- This is a rolling programme and there are no deadlines.

Payment Of Grants

- All grants are paid by **BACS**.
- 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.
- We expect you to start spending your grant within a month of payment being made, so please do not apply too early as grants should be spent out within 12 months of payment.

Reporting to us

- 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 and the grant fully spent.
- We know that unexpected events occur to delay work, and it is important to contact us as soon as possible if this happens to you.

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Applying Again

- **Unsuccessful applicants must wait a minimum of twelve months from the date of being notified of the outcome of their application before re-applying**
- **Grant recipients can re-apply for a further two years. No further applications can be made after the completion of a third grant.**
- **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 limit further applications from your organisation for a given time (usually 5 years).**

Contact

grants@trusthousecharitablefoundation.org.uk

Ms Jessica Brown (Grants Director): Major Grants

Ms Sandra Collazo (Grants Manager): Small Grants

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 Smith Square Trading Ltd. a subsidiary of the Centre for Social Justice. The two charities are entirely independent of each other.**
- **We are a small team (one full time, one part time) so please be patient when contacting us by phone.**