SMALL GRANTS
HELP INFORMATION FOR THE QUESTIONS ON THE APPLICATION FORM

A. ORGANISATION		
A1	**Name of organisation**	If you are a registered charity or company, we will check your details against official registers. You may need to explain why you are using a different name to the registered name.
A2	**Your organisation address**	We will use the postcode you give in this section to see if you are within our target categories for the Index of Multiple Deprivation. If you will be delivering services from a different place or the majority of your clients live somewhere else, explain this in your answer to Question C3: '*Describe your local area in your own words, explaining the everyday pluses and minuses for local people living here'* and provide either the postcode of the venue where work will be delivered or up to six representative postcodes (of public buildings such as GP surgeries, schools, libraries) where the majority of your clients live. YOU MUST NOT PROVIDE THE POSTCODES OF YOUR CLIENTS' HOMES. **Urban projects not delivered in the same city/town (or borough for London) in which the applying organisation is based, will not be considered. This is not aligned with Trusthouse's ethos of supporting organisations that are embedded in their local community.**
A3	**Please select what type or organisation you are**	If you are a Community Interest Company you are **not** eligible to apply. If you are an unregistered voluntary organisation, we may ask to see your constitution at a later stage of our assessment process.
A4	**Registered charity number**	If you are a registered charity enter your registration number here. **If your record on the Charity Commission / Scottish Charity Regulator / Charity Commission for Northern Ireland register that you have been late making your Annual Return or sending in your Annual Accounts within the past three years, then we regret your application will be ineligible.**

A5	Registered company number	If you are a registered company or industrial and provident society, enter your registration number here. **If your record on the Companies House list shows that you have been late making your Annual Return or sending in your Annual Accounts within the past three years, then we regret your application will be ineligible.**
A6	Year established	This is the year you were set up, not the year the organisation became a registered charity or company etc. ***Note: set up for less than a year? If you do not have at least one year's annual accounts you are not eligible to apply.***
A7	Organisation email address	
A8	Organisation website	
B. PRIMARY CONTACT		
B1	Title	Please select from the drop-down list.
B2	First name	Please ensure that the contact details you give are for the person best placed to answer any queries on the application and who will be available after the application has been submitted. **If applying for a salary, the application should not be made by the postholder.** The application can be made by a trustee or senior manager who will act as a contact point, but may need to ask your organisation's office to help with any additional information we might require.
B3	Last name	
B4	What is your Job Title in the organisation?	**If applying for a salary, the application should not be made by the postholder.** The application can be made by a trustee or senior manager who will act as a contact point,but may need to ask your organisation's office to help with any additional information we might require.
B5	Telephone number	
B6	Mobile number	

B7	**Email address**	It is important to use an email address which is checked regularly as we may need to contact you about your application.
B8	**Primary contact street address**	We may ask you to confirm why the correspondence address needs to be different. Examples of valid reasons are: • the organisation's building is not always staffed (as in the case of a community hall) • you are acting as a volunteer or paid fundraiser and are responsible for all correspondence relating to this funding application.
B9	**Primary contact postcode**	

C. PROJECT DETAILS

C1	**Your organisation: give a brief description outlining the main activities/areas of work.** (450 words)	You should describe in straightforward terms what your overall aims are and give practical details of what services or activities you provide to achieve these aims. Avoid simply giving your 'charitable objects' as they are written in your founding document, as these do not always give us a clear idea of what your aims actually are or what you do to achieve them. A good way to structure your answer would be: • Your overall aim • Why you were set up • What activities/services you provide to achieve your aims • A brief summary of how services are delivered – staff, volunteers, sessional workers
C2	**What is the deprivation rank of the postcode of your organisation?**	We use the Index of Multiple Deprivation (IMD) created for each country in the UK. To check the deprivation rank for the **postcode of your organisation** please see the following websites: **England**: http://dclgapps.communities.gov.uk/imd/iod_index.html . You will see a 2019 map and a 2015 map. On the top right-hand corner, switch off the 2015 map so that you are left only with the 2019 map on screen. On the vertical bar, choose the 'select location' icon and type your postcode into the box. **Your ranking will be shown in the second paragraph that starts "in 2019 this LSOA is ranked..." Please do not give us your Local Authority rank.** **Scotland:** http://www.gov.scot/Topics/Statistics/SIMD. Under Interactive Maps, select Interactive Mapping at simd.scot. On the Map Chooser on the left of the screen, select 2020, then underneath on the Area Finder, type in your postcode. Click on the map marker. In the box on the right-hand side of the screen, your Index ranking will be shown (SIMD overall rank). NB: as you move over the map, the ranks change, so be sure to click on your map marker. For urban projects your rank should be below 1,046 and for rural projects below 3,485.

		Northern Ireland: https://deprivation.nisra.gov.uk/. Type your postcode into the 'enter a postcode' box. For projects in Belfast, Derry/Londonderry, Portadown and Lurgan your ward should be ranked under 134, and for all other areas under 445. **Wales**: https://wimd.gov.wales/ . Enter your postcode in the box. Click on your area as shown on the map and your local ranking will be shown on a scale at the bottom. There are 1,909 wards in Wales: for urban projects, your ward rank should be below 286 and for rural projects under 955. If your organisation's address is not located in a deprived area but you work in areas that are, you will need to supply up to six full representative postcodes from the areas you are delivering your work in. These must be postcodes for public buildings such as community centres, GP surgeries, libraries, post offices etc. You can put these additional postcodes in your answer to question **C3 on the application form.**
C3	**Describe your local area in your own words, explaining the everyday pluses and minuses for local people living here** (450 words)	**If you are supplying additional representative postcodes, put them here. These must be for public buildings and not individual dwellings of your service users.** Tell us in your own words about the **people** and the **place:** 1. Are the residents a tight knit community or are there tensions between different groups? Are the people interested in helping each other and their community but perhaps lack the knowhow to do so? Or is there a loss of hope in the future and a lack of aspiration? 2. The look of the area: is it high rise flats or Victorian terraces; is it poorly maintained; is it scenic but isolated? Are there green spaces which are safe for all ages? 3. What sort of work is available locally? Are people likely to have qualifications? 4. Do the local schools inspire and encourage an interest in learning? 5. Are there social, educational and leisure activities for all ages? Advice: • Avoid using statistics or excerpts from reports by statutory authorities: your own thoughts on your local community tell us much more than numbers • Think of asking your service users how they would describe the area: some of the most powerful descriptions we've received have been the views of local people about their community • If your organisation focusses on a single problem (e.g. homelessness) or a particular group of people (e.g. people with disabilities) we need to know about the problems of the **whole** community, which may further increase the difficulties and challenges your clients face. • Don't include links to websites or videos.

		• Make it clear if this is a rural or urban area.

C4	**Tell us about the difference your work has made in the past 12 months.**
	
	(450 words)
		In this section, we want you to give us the evidence that your work is successful and what impact it has
		    a) on the people who directly participate and
		    b) the local community.
		
		This is one of the questions where we expect your answer to have hard facts and figures.
		
		You could tell us, for example, that 20 young people stopped being NEET last year after attending your courses and have found employment, or that 200 older people were helped to claim benefits totalling £120,000. We are looking for solid evidence of impact so we will not usually find general claims such as "people say they feel a lot better after attending our counselling sessions" helpful. We would like to see instead something like "using our feedback forms, 87% of clients confirmed that their mood had improved significantly and 20 clients have been able to return to employment or take up volunteering opportunities." We are not especially interested in awards or quality standards you have achieved, nor of funding you have received. This section also shows us that you keep track of whether or not you are succeeding in your aims.

C5	**Case history** (450 words)	A case history of someone you have recently helped can be very helpful in demonstrating the impact your work has and can add a real sense of the people who you help. We appreciate that not all organisations can share case histories and it is therefore not a requirement to give this. If you are able to do so, please change any names or give the case anonymously. For data protection purposes, please note your application including the case history, will be held on a secure server. It will be shared with Trusthouse trustees and staff and possibly with other trusts and foundations who ask us for our opinion on your work. It is not given to anyone else.
C6	**Total number of clients/users of your services in the past 12 months**	You should tell us how many people actually participated in the activities/services in the past 12 months. You cannot enter a range, only a single number. If you do not have a precise number of clients, we suggest you enter an average.
C7	**What will you spend our grant on?**	**Tell us about the services, posts or activities a grant would pay for.** Do <u>not</u> include costs of the work here: the budget you attach later for the cost of all the work, should highlight

	(450 words)	what costs a grant from Trusthouse would cover.
		1. Make sure there are enough practical details for us to understand how you will deliver the project e.g.
		• *The parenting course will run twice a week, for two hours, over 10 weeks. There will be 6-8 people for each session.*
		• *The life skills group for our homeless clients will be delivered every Tuesday morning, with a trained facilitator leading the group with the help of two volunteers.*
		2. Don't just put 'running costs': you need to describe fully what costs particularly you are seeking e.g.
		We are seeking a grant for the utilities bills of our community centre for the next year. The community centre is open every weekday and provides a programme of activities for all ages including youth clubs (twice a week), mums and toddlers group (every morning), daily adult training sessions in a range of topics including CV writing, interview techniques, basic IT. We intend over the next year to start opening at the weekend to offer indoor and outdoor activities during the day for 8-11 year olds, as there are few recreational resources locally, and with the overcrowded living conditions of many local families, young people struggle to find a quiet space for homework. If we can find sufficient money to cover the additional utility bills for weekend opening, we will be able to take up offers we have had to provide homework help and sports activities such as football on our external space, which is currently underused.
		3. If you are seeking salary costs, we would need to know the importance of these roles in delivering your services.
	What are the measurable outcomes for the work our grant will be spent on? Provide 3 targets.	**What is an outcome?** Outcomes are the changes or differences that you hope to make through the work that you do and often we're quite good at describing the activities or the services that we deliver but find it more challenging to explain the differences that we hope to make by delivering those activities. So that's what outcomes are all about - explaining the difference or change that you hope to make through your work. **What are your measurable outcomes for the work our grant will be spent on?** We would like to see more than just user numbers to show the real impact of your work. It could be shown by the number of participants successfully completing a course, numbers entering employment or volunteering, a percentage increase in participants reporting improved confidence. **Note that the key word here is 'measurable': you must provide specific**

		numbered targets rather than general aims. **Examples of targets:** • 85% of clients will state that their emotional wellbeing has improved after counselling. • 79% of young people who have been misusing drug/alcohol will have changed behaviour. • 40% of participants will go on to obtain employment, voluntary work, or a job interview. • 4 new volunteers will be recruited and trained. • 70% of clients will report a reduction in feelings of social isolation. • 20 participants will gain nationally recognised qualifications. • 65% of clients will remain in employment after 6 months**.**
C8	**Target 1**	**Define a measureable target that your organisation can report against.** Targets should relate to the difference or change made to your beneficiaries. See examples above. We will ask you to report against these targets when you submit a progress report
C9	**Target 2**	**Define a measureable target that your organisation can report against.** Targets should relate to the difference or change made to your beneficiaries. See examples above. We will ask you to report against these targets when you submit a progress report
C10	**Target 3**	**Define a measureable target that your organisation can report against.** Targets should relate to the difference or change made to your beneficiaries. See examples above. We will ask you to report against these targets when you submit a progress report
C11	**What methods will you use to measure your success?** (450 words)	This could be as easy as keeping a head count of numbers for different activities, but we would really like to see you also using customer feedback surveys a ('customers' could be direct clients and/or other organisations referring participants to you). You might also want to look at recognised sector measures, such as Outcome Stars. We will always expect counselling services and other projects relating to the improvement of mental health to use a

		recognised system.
C12	**How many users will benefit from this work or service over the next 12 months?**	This is the number of people who will actually take part in the project, not people who benefit indirectly such as family members or audience numbers.
C13	**If this is a new project, service or employee role, how and why have you decided it is needed?** (450 words)	We need to know that you have researched the need for your project, through your own knowledge of your area, with current and potential users, and any statutory agencies which could contribute to the success of the project. You may have used surveys and questionnaires, feedback forms or the results of outreach work. We also need to be confident that your organisation has the skills to successfully deliver the project. You do **not** need to answer this question if you are requesting funding for an existing project or post.
C14	**How will you encourage people to participate?** (450 words)	Making people *aware* of a project is one thing: actually seeing them *participate* can be quite another! You might have a number of different ways of helping people to take the big step of walking through your doors. You could have staff or volunteers who attend the activities at the beginning with clients, longer standing participants acting as 'peer buddies', reception staff might be trained on how to welcome new members etc.
C15	**What other local organisations, statutory or voluntary, do you work with whether formally or informally?** (450 words)	We expect that most applicants will be working with other organisations to identify applicants, to benefit from other organisations' advice and expertise and to demonstrate the standing of your project. We are not particularly interested in organisations 'which have expressed interest' but we do want to hear about firm partnerships or existing informal understandings already in place. You need to name the organisations you will be working with.
C16	**What is the total cost of the work, salary or project?**	• The total cost is for the full amount of the work (running costs/salary/project). • If you are applying for a salary, then the total cost is for the whole of that salary and must not include other salaries or running costs. • If you are applying for a general grant towards all running and salary costs, then the total cost would be for all the costs involved (**but please remember that a grant cannot be used to pay for more than 50% of any of the single items or salaries that make up this whole amount**). • The total cost should be the **cash** cost of the project, and not include volunteer time or goods in kind.

		• Enter the amount in pounds; do not include pence. • Do not include £ sign or commas. Note: you can only apply for a single year grant under the Small Grants programme.
C17	**What funds have you secured towards this work or project?**	Funding must be actually secured or be pledged to you for the current calendar year. You cannot include anticipated amounts from sales income or grants which you 'usually' receive but which are not yet actually confirmed. Do not include funds raised for pilot projects which have completed.
C18	**What is the grant amount you are requesting?** **Must be between £2,000 and £10,000; cannot be more than 50% of your answer to C16.**	You can apply for a one-year grant of between £2,000 and £10,000. You can ask for a maximum of 50% of the total cost of the work, running costs **or any one salary**. You cannot apply for a grant larger than your funding shortfall. If we make a grant to you, it may not be for the full amount you request: it depends on the funds we have available and the interest of our Trustees in your work.
C19	**Who else is funding this work?**	**List the confirmed funders of this work.** We expect you to have applied to local sources of funding before applying to us. We would like to see that you have local fundraising initiatives under way. Please give the actual names of other funding organisations rather than 'trusts and foundations'. We prefer to see that you have a portfolio of funders and are not over-reliant on one source. Do not include details of unsuccessful applications.
C20	**What was your total annual income in your last financial accounting period?**	This is the Total Income as given on your latest annual accounts. We do not give grants to organisations with a Total Income over £250,000. Please note that if your anticipated total income or expenditure over the forthcoming year is over £250,000 we are unlikely to make a grant as we do not consider this would be within the spirit of Trusthouse's ethos of supporting smaller organisations. Individual project incomes should not be given - it is the organisation's whole annual income we want to see.

C21	What was your total annual expenditure in your last financial accounting period?	This is your organisation's Total Annual Expenditure as given on your most recent annual accounts.
		If your expenditure was over £250,000, you are likely to treated as low preference as the Trustees may consider you are not within the spirit of our focus on smaller organisations.

D. GOVERNANCE AND MANAGEMENT

D1	Please give a brief description of the way in which your organisation is governed and managed. (450 words)	Give a brief description of the way in which your organisation is governed and managed. Your description should include: number of trustees; their relevant skills; trustee recruitment process; length of appointment; frequency of meetings; who is responsible for Charity Commission requirements; how the trustees work with the management team to support and guide the work of the organisation as a whole and the work of employees; financial controls i.e. checks and balances in place on expenditure, cheque signatories, internal bookkeeping.
D2	Tick to confirm that you have a safeguarding policy which is given to all trustees, staff, volunteers and clients.	If you do not have a policy, we regret that your application will be considered ineligible and will be rejected.
D3	When was the last training/refresher session on safeguarding conducted with staff/volunteers?	Enter the date by day, month and year. **If you have not reviewed your safeguarding policy and/or held training or refresher sessions within the past 12 months of the date of your application, we regret that your application will be considered ineligible and will be rejected.**
D4	Please describe how you handled any reportable incidents within the past 24 months (450 words)	'Reportable incidents' in this context means all safeguarding issues which were brought to the notice of the management/trustees of your charity and/or statutory authorities such as the police, Charity Commission, social services etc. You should briefly describe: • the incident (e.g. a client complained a volunteer had verbally abused her)

		• the date it happened (Month/Year) • what action was taken (e.g. statements taken from client, volunteer and staff member present; client had been told that her behaviour was putting other clients at risk so volunteer had to tell her she could not access the activity) • any additional measures implemented to stop a recurrence (volunteer re-trained, reviewed activity to see if it was appropriate for all clients).
D5	**If you provide no direct services to children of vulnerable adults, when did you last review the safeguarding policy and record of third party orgs with whom you have a formal connection.**	For example, you might own and run a venue used by third party organisations or you commission services for clients from other organisations. As we are interpreting the importance of safeguarding widely, we want to be sure that organisations using third party service delivery organisations take every care to be confident that these organisations have strong safeguarding policies and practices in place. Examples of such situations are: 1. Community centres and village halls hiring out space to youth groups, disability support groups, older people's services. 2. An organisation commissioning a finite project or ongoing work with a specific group from a third-party organisation with experience and skills in working with such groups e.g. a youth organisation buying in services from a therapy company for young people who have had traumatic experiences. Enter the date by day, month and year. **If you have not reviewed the safeguarding policy of any third-party service providers within the past 12 months of the date of your application, we regret that your application will be considered ineligible and will be rejected.**
D6	**Tick to confirm all your staff/volunteers are vetted through the Disclosure and Barring System (DBS)**	If you are working with children, people with disabilities or any other vulnerable groups, you must have a thorough policy of checking staff and volunteers using the current checking mechanisms available through statutory agencies. In England, Wales and Northern Ireland these checks are carried out through the Disclosure and Barring Service (DBS). In Scotland, you may be using the checks provided by Disclosure Scotland, which includes the PVG (Protecting Vulnerable Groups) system, which for these purposes we will equate to DBS checks.

D7	**Number of Staff**	Tell us how many staff you have in your organisation. If you have none, enter 0.
D8	**Number of Volunteers**	Tell us how many volunteers you have. If this is not applicable to your organisation, enter the value 0.
	Reserves: if you have low unrestricted reserves (less than 2 months' costs) or high reserves (more than 6 months') give your explanation here	This is your organisation's Unrestricted, Free or General Reserves as given on your most recent annual accounts. A charity's reserves is the accumulation of its surpluses and deficits over its life. There are two broad categories of charity reserves: restricted and unrestricted reserves. **Reserves Explanation:** to this question, you should ONLY enter an explanation if the following situations apply to you: 1. if your accounts show that you have more than 6 months' unrestricted reserves, your application is unlikely to be treated as a priority unless you explain the need for holding reserves at such a relatively high level. 2. if your accounts show that you have less than 2 months' unrestricted reserves, you will need to explain what steps you are taking to raise these to the generally accepted 3-6 months. Alternatively, you might be funded project by project in restricted funds, but you will need to confirm this.

E. SUPPORTING DOCUMENTS
Maximum file size 10 MB each (ten megabytes) with a total of 25 MB (twenty five megabytes) across all uploads on this form

E1	**Please upload your latest annual accounts here**	Send your latest annual accounts. **These must show your annual income and expenditure for the year (Statement of Financial Activity) and the assets and reserves for the year (Balance Sheet).** **If your organisation has been running for less than a year, and you cannot yet provide annual accounts, we regret that you are not currently eligible for funding.** To upload an attachment, Click the "Choose File" button then look for the file on your computer, select the one you wish to upload by click on the file once, then click "Open". The file has been attached when the file name appears next to the 'Remove File' button on the form. To replace an attached file, click "Remove File" then repeat the above steps. Maximum file size 10 MB each (ten megabytes) with a total of 25 MB (twenty-five megabytes) across all uploads on the form. **Please note that re-uploading a file will overwrite the currently uploaded file.**
E2	**Please upload a budget for all the costs of the**	• **Please do not send us multi-year budgets. Small Grants are FOR A SINGLE YEAR.**

	work/project for which you are applying.	• **The budget should cover the whole cost of the work or project, not just the amount for which you are applying to us. The total amount should match your answer to question C16.** • **Please list who else is funding the work/project and by what amount.** • **If you are applying for running costs, provide a budget for all your running costs FOR A SINGLE YEAR. Do not send us multi-year budgets.** • **If you are applying for a salary, you should show the basic salary; NI; pension contributions; any expenses (e.g. travel) expected FOR A SINGLE YEAR. Please do not send us multi-year salary budgets.** • **Do not send cashflow projections: these are not the same as a budget.**

F. DECLARATION

F	**Click to confirm that all the information given on this form is correct and current.**	If a grant offer is made, you will be required to sign a copy of the offer letter re-confirming the below and your acceptance of our grant terms: 1. You confirm you have the appropriate level of authorisation from your organisation to make this application. Trusthouse reserves the right to request additional information from your organisation by phone, email or letter to confirm your authorisation. 2. You confirm that the information you have given in this application is true and accurate to the best of your knowledge. You understand that knowingly providing false information will invalidate this application and may result in the requirement to repay any grant that may be made. 3. You confirm that if any grant is made by Trusthouse Charitable Foundation to your organisation, it will be used for the purposes described in this application. Failure to do so may result in the requirement to repay the grant. 4. You confirm that we may hold and process the information you have provided on a secure server. The information will be shared with Trusthouse trustees and staff. It may also be shared with other trusts and foundations, who seek Trusthouse's opinion on your organisation, work and project for which you are seeking funding. *Note: If a grant offer is made, you will be required to sign a copy of the offer letter re-confirming the above and your acceptance of our grant terms.*