Frequently Asked Questions (FAQs)

1) Who can apply for a grant?

The Trustees welcome relevant applications from independent organisations recognised as charitable by the Office of the Scottish Charity Regulator in Scotland (OSCR).

All funding requests must be for work within Scotland.

The Trust no longer offers grants to large charities with an income of over £2.5m/yr. Applicants should hold reasonable but not excessive free reserves, unless there is a particular reason for holding a higher level. In the case of start-up organisations with limited reserves, applicants can provide evidence of their likely sustainability over the term of the grant.

Grant requests to the Trust can be towards an organisation's core costs or direct project costs, including staff salaries and overheads.

2) What type of projects do you fund?

Applications must fit within one of the two policy areas described below:

A. <u>Charities that help disabled people.</u>

Such charities may assist specific groups of people, for example those living with learning disabilities, mental ill health, specific types of cancer, cerebral palsy, autism, visual or physical impairments. These are examples only and applications from other relevant service providers are welcomed.

B. <u>Charities that assist with the education and training of disadvantaged people aged 16 years or over who have left school.</u>

Disadvantaged people includes those whose life experiences or environment have so far denied them opportunities to develop the skills to support themselves and contribute positively to society.

In light of these two policy areas, the Trust will invest in registered charities that deliver key services to these individuals; removing barriers that restrict life choices and enabling people to lead fulfilling lives and contribute to society.

Priorities for the Trust include services or projects that focus on:
a) Self-management and awareness
b) Advice, support and information
c) Life-skills training
d) Employability, particularly in relation to IT, literacy and numeracy

e) Helping people participate and contribute to their community

In addition, the Trust is particularly keen to hear from the following:
- smaller charities with a strong local community presence
- causes that do not have a strong public profile, including start-up organisations
- charities developing innovative approaches, including pilot projects

The Trust expects to see progression and development in the project/service for which the funding is sought, in terms of the project delivery and outcomes as well as the sustainability of the organisation itself.

3) What type of projects do you not support?

- Organisations that are not registered with OSCR
- Projects/services outside Scotland
- Charities with an annual income of over £2.5m
- Projects/services designed solely to support children under the age of 14
- Organisations under the control of the UK or Scottish Government
- Projects/services which are primarily intended to promote political or religious beliefs
- Individuals – including students
- Expeditions, overseas travel or international projects
- General appeals or circulars, including contributions to endowment funds
- Statutory requirements of local authorities, hospitals, schools, universities and colleges
- Medical research
- Hospices
- Clinical work within hospitals
- Animal welfare
- The breeding and training of assistance/guide dogs for blind/disabled people
- Capital projects (buildings and equipment)
- Initiatives focused on sports, arts or the environment except where these are being used as a vehicle to engage with one of the Trust's key areas of support
- Normal youth club activities
- Holiday schemes
- Small UK charities supporting very limited numbers of people with rare disabilities/ illnesses

4) When can I apply?

Applications under the Main Grants Programme will need to be submitted before the published deadline. There are two decision meetings a year (November and May/June), and their deadlines will be approximately 10-12 weeks prior (typically late August/ early September and late February/ early March). During the assessment period the Main Grants Programme will be closed to new applications.

5) What information do I need before I apply?

We recommend that you have considered your project/service carefully and can supply detailed information on: the people who will benefit from your project, how it will be

delivered, what activities you will carry out and when, who will deliver the activities and how you will monitor and evaluate the project. We will ask for financial information about the organisation as well as supporting documents such as a:

- Project Budget
- Annual Report
- Audited (or independently examined) Accounts
- Governance document
- any relevant Job Descriptions

Please do not include personal details - i.e. named individuals - in any of the supporting documents, unless it is a legal requirement to do so (e.g. Trustee names in Accounts), in line with the Trust's Privacy Policy and GDPR regulations.

We ask all applicants to read and accept our Privacy Policy at http://www.agneshunter.org.uk/privacy-policy/. The Trust will only process your information where it is necessary for our own legitimate interests, in accordance with the Article 6 (1) (f) lawful basis for processing personal data.

6) Do you offer multi-year funding?

Yes, the Trust will fund two and three year grants (as well as one year grants) providing funding on an annual basis, subject to satisfactory monitoring reports from the grant holder each year. Please supply a clear rationale behind the request for a termed grant.

7) Do you support repeat applications from the same organisation?

Repeat funding to organisations that have previously received grants from the Trust will be considered. This may be for the same service/project but a different aspect or even a different service altogether. The Trust also recognises that there may be core services which meet a continual demand.**

8) Can I apply for funding if my organisation has been unsuccessful in the past?

Yes, you can apply for a grant if your project/service meets with the Trust's eligibility criteria and policy areas.

9) If we are already in receipt of a grant for another project, can we apply for a grant for an additional project?

We recommend that you discuss your position with the Trust Manager in the first instance.

10) Do you fund core costs?

**Yes, core costs can be included in the grant application provided that they are reasonable and directly related to the project/service described.

11) How much can I apply for?

The Trust looks to make maximum impact on the delivery of a project or service, and therefore the preference is to fund a greater proportion of the total project cost (TPC). Therefore, the Trust will only award grants that equate to at least 10% of the TPC.

The Recent Grants webpage provides information on the levels of grants awarded at recent Board meetings. Whilst most grants are between £3,000-£10,000 the Trust reserves a degree of flexibility on these award values.

12) How long will it take for a decision on my application?

Applications under the Main Grants Programme are assessed and taken to the Board of Trustees meeting twice a year (November and May/June). Typically, the deadlines for submitting your application will be 10-12 weeks prior to the decision date. The Trust Manager will contact you soon after the Trustee meeting to advise you of the outcome.

13) What will happen if my application is successful?

If you are successful, you will receive a Grant Award letter which will set out the terms of the grant. You will need to sign and return a section of the letter to the Trust Manager. There will also be a Bank details form to complete. Upon receipt of these items, and subject to any additional conditions being met, the Trust will process the grant payment. Depending on the length of the grant, this may be the full grant amount or the first instalment.

As part of the project monitoring process the Trust will email you a link to access a Progress Report (for termed grants) or an End of Project Report (for projects lasting up to 12 months). These must be completed and returned along with an updated Project Budget or cash flow by the deadline date stipulated.