# THE TALBOT TRUSTS

### APPLICATION FORM

**GUIDELINES FOR APPLICANTS**

The Talbot Trusts are a grant-making registered charity which distributes funds to support health-related charitable work for Sheffield residents and those on the surrounding boundary.

#### ELIGIBILITY

We welcome applications from registered charities who provide services and facilities that will directly benefit persons who are sick, convalescent, disabled or infirm and which are not readily available to them from other sources.

#### GRANTS

We recognise that we cannot respond to all needs. Projects which could or should normally be funded from other sources such as statutory authorities will not be supported. However, consideration may be given to contributing towards the funding of appropriate projects in conjunction with statutory or other charitable funders.

Grants will not normally be considered for research, educational projects and major fund-raising and general appeals.

**EQUAL OPPORTUNITIES**

We will strive to be an Equal Opportunities Organisation.

***Completed Application Forms should be emailed to:***

admin@thetalbottrusts.com

Telephone: 0777 3660552/01246 570643

A Registered Charity No. 221356

PROCESS FOR GRANT APPLICATIONS

1. The Trustees meet in June and December each year to consider grant applications.
2. The last date of receipt for applications to be considered at meetings is 15 May or 15 October.

1. For some applications a site visit may be requested.
2. Information about applications is circulated to Trustees and advisers for their comments and advice on suitability of making a grant.
3. The Trustees carefully consider each application in the light of the Trusts approved objects and any comments received, taking into account the following further factors when evaluating requests. ***PLEASE CONSIDER EACH ONE WHEN FILLING IN YOUR APPLICATION FORM.***
4. Whether there is a real need for the service or project proposed. Is it evidence based?
5. The ability of the organisation to do the job they propose.
6. Whether the request is an unnecessary duplication of services.
7. The relevance of the project and how it fits into the priorities within the area and the area covered.
8. The overall impact of the grant. How many people will it affect? Is the service offered to everyone who might need it?
9. The proposed budget and financial stability of the organisation.
10. The ability and willingness of the organisation to raise some part of the project’s cost.
11. The future sources of funding and likely continuation of the project or organisation.
12. The availability of other more relevant sources of funding than the Trusts.
13. Monitoring of grants may be undertaken and an evaluation of the service may be required.

***FUNDING STRATEGY FOR 2018/19***

***1) Wellbeing of people with Mental Health issues***

***2) Nutrition & isolation issues in Older People***

In addition to individual applications, we welcome joint applications from small charities that show evidence of a collaboration/partnership approach by putting forward a business case to work with another charity.

***We seek to fund each project within the region of £2,000 - £5,000***

***Small Organisations Fund:***

We also invite grant applications from small charities who provide services and facilities that will directly benefit people living with other health related issues.

***We seek to fund applications of up to £2,000 per charity.***

*Founded in 1928 by Frederick John Talbot and Sarah Talbot*

**THE TALBOT TRUSTS**

# GRANT APPLICATION FORM

*Please complete as fully as possible:*

1. Name of organisation ……………………………………………………………......

Contact person ……………………………………………………………………….

Telephone Number ………………………………………………………................

Address for correspondence ………………………………………………………..

………………………………………………………………………………………….

Site address if different ……………………………………………………………...

………………………………………………………………………………………….

1. Registered charity : Yes No

Registered Number ………………………………………………………………….

Year organisation established ………………………………………………………

Tax residency in UK only: Yes  No  *(If “no”, further information will be requested for HMRC purposes under the Common Reporting Standard)*

1. Aims of organisation …………………………………………………………………

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1. How much are you applying for? £……………………………………….……….
2. Project aims/Description of Programme and purpose of grant application ……………………………………………………………………………………….…………………………………………………………………….…………….…………………………………………………………………………………..…………………………………………………………………………………..………………………………………………………………………………….

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1. Total amount required if different from grant requested £ …………….………..

How will the remainder be financed?………………………………………………………..

7. When is funding required? *(indicate if deadlines are involved)*

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8. If the grant sought is for a project, how will it be kept going once it is started?

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1. Have you applied to other Trusts, businesses or local authorities?

What was the outcome? *(please give details)*

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1. Details of last grant (if applicable) from Talbot Trusts

Date received ……………………….Amount………………………………………

Details of Use ……………………………………………………………………………………………………………………………………………………………………………………

**IMPORTANT**

Please attach the following information

* A copy of your latest accounts
* Costings relevant to application
* Current Annual Report

(or information leaflet or any other supporting material)

* Supplementary information where appropriate

Name: …………………………………………………………………………………………

Signature of Chairman

(or Trustee Member): ……………………………………………. Date: …………….