



GRASS ROOTS APPLICATION FORM GUIDANCE

(FOR ORGANISATIONS OF LESS THAN £10,000 TURNOVER PER ANNUM)

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.

If you have any queries about the guidance or are unsure whether or not your project fits, please call our Clerk to the Trustees on 0777 3660552.

Contents

1. What do we fund?
2. Who can apply for a grant?
3. What you can apply for
4. Application process
5. Once a decision has been made

1. What do we fund?

We fund organisations who represent the following groups of individuals:

Adults and children who are living with a physical or learning disability
People living with a mental health condition
Elderly people struggling with social/physical isolation
People living with Cancer
BAMER Groups
People dealing with Food Poverty
People suffering from Domestic Abuse
People experiencing Housing Debt and Homelessness

2. Who can apply for a grant?

Charities/Community Interest Companies/Not-for-profit
Organisations/Constituted Community Groups.

Please note: if your organisation is new and we are unable to access your accounts via the Charity Commission or Companies House, we will require information on your income and expenditure for the year and also an endorsement from your Bank or a reputable organisation, such as Voluntary Action Sheffield.

3. What you can apply for

- Specific help towards a new project.
- Help towards specific infrastructure and development costs, if you can show how these will directly benefit your service users.
- Ongoing support to projects/pilots that have been evaluated and have had successful results.

4. Application process

When you can apply:

- The Trustees meet at certain dates in the year to consider grant applications.
- See website/facebook page for the latest closing date for applications to be considered.
- Urgent applications can be submitted at any time and will be considered as soon as possible by the Trustees.

How to submit an application:

- Please visit our website and click on “apply for a grant” to download a “Word” copy of the Grass Roots application form. (your organisation must have income of less than £10,000 per year to be eligible):

www.thetalbottrusts.com

- Email a copy of the application form, I&E information and endorsement (if accounts are not readily available from the Charity Commission or Companies House) and any relevant costings to the following email address:

admin@thetalbottrusts.com

What happens when we receive your application:

- Information about applications is circulated to Trustees who individually assess each application.
- The Trustees meet to go through each application and discuss and agree which applications to fund.
- The Trustees may request a short video of the work you are doing.
- The Trustees may invite you to one of our meetings to chat through your application. *(This will be an informal chat and is just to help the Trustees to get a good idea about the work you are doing and to answer any questions they may have).*

- The Trustees may request a site visit or telephone conversation with you prior to making a decision.
- A letter notifying you of the outcome will be sent to you within two weeks of the decision being made.
- We aim to give a clear reason for the outcome of the decision.

5. Once a decision has been made

What happens if your application is successful?

- If your application is successful, we will write to you with an offer letter outlining the terms and conditions of your grant.
- We will require completion of a simple monitoring form within 12 months of the application being awarded.
- The monitoring form will include any case studies or evaluations of the initiative that the funding has been used for.
- We also welcome any photos or stories that we can share on our social media platforms.
- We will require permission from any individuals who are included in any photos provided.

What happens if your application is unsuccessful?

- If you have had an application for funding declined by us you cannot make another application until at least one year after the date you were notified of the decision.
- We offer written feedback to unsuccessful applicants. If you would like to speak to us about the decision, please call our Clerk to the Trustees, who will be happy to clarify any queries you may have.

Contact number: [0777 3660552](tel:07773660552)

Privacy Notice:

The data you have provided will be held securely by The Talbot Trusts. We store the information you have submitted and process it for the legitimate interests of due diligence, fraud prevention, and evaluation. The information will be shared with our Trustees and Clerk, who are involved in the grant approval process. Information will be retained for up to six years. Paper copies are then destroyed and digital copies are either archived or inactivated, allowing us to access your grant application and award history. You can ask us to remove you from our database at any time.