



APPLICATION FORM GUIDANCE

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

Introduction

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.

We distribute around £80-90k per annum.

This application guidance outlines the type of organisations and services we are looking to fund and aims to help you decide whether you are eligible to apply for a grant.

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.

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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

We welcome applications that:

Cover a wide geographical area.
Address inequalities.
Target areas of high deprivation.

Show long term sustainability/impact (capital investment/training & development)
 Aim to create a new service/contribute to getting a new service up and running, maybe through partnership working.
 Show evidence of partnership arrangements/collaboration with other groups.
 Look for matched funding opportunities to maximise the funding available.

2. Who can apply for a grant?

We make grants to fund charitable work.

We primarily fund registered charities but are willing to make grants to other types of not-for-profit organisations, such as Community Interest Companies (CICs) or constituted community groups if they can explain how they would use our funding for charitable purposes.

We are unlikely to fund national organisations unless reassurance can be provided that the project is locally focussed.

We will carry out due diligence for the purposes of reporting under the Common Reporting Standard. If your tax residency is not in the UK, we will request further information from you for HMRC purposes.

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.

What we look for in the organisations we fund

When we review an application, we use a wide variety of different criteria to assess an organisation. Each application is different and we are not prescriptive in our approach. However, there are some characteristics we think are important for any organisation which we support. We are looking for the following characteristics in all the organisations that we fund:

<p>True to their mission</p> <p>Organisations that are clear and consistent about what they aim to achieve. This is demonstrated through their actions and practice</p>	<p>Person centred</p> <p>The interests of the individual are at the heart of what the organisation does. People are meaningfully involved in developing solutions to the issues they face</p>
<p>Responsive to need and well placed to deliver</p> <p>Well placed to deliver services and aware of what is going on around them</p>	<p>Using resources well</p> <p>High quality, well run organisations that have the skills and capabilities to make proper and effective use of their resources</p>

3. The types of service we fund

We fund organisations 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, for example, Health Service or Local Authority.

4. What you can apply for

- Specific help towards a new project or pilot.
- 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.

5. What we do not fund

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

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.

6. Application process

When you can apply

- The Trustees meet at certain dates in the year to consider grant applications.
- The last date of receipt for applications to be considered will be advertised on the website and facebook page of the charity.
- Urgent applications can be submitted at any time and will be considered as soon as possible by the Trustees. There must be a valid reason for the application to be of an “urgent” nature - an explanation will be required.

How to submit an application

- Please visit our website and click on “apply for a grant” to download a “Word” copy of the application form:

www.thetalbottrusts.com

- Email a copy of the application form, the latest version of your accounts, (I&E information and endorsement if accounts are not available) 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.
- At the general meeting, the Trustees go through each application in turn and discuss and agree on which applications to fund.
- 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.
 - a) Whether there is a real need for the service or project proposed. Is it evidence based? Why is the project needed?
 - b) The ability of the organisation to do the job they propose.
 - c) Whether the request is an unnecessary duplication of services.
 - d) The relevance of the project and how it fits into the priorities within the area and the area covered.
 - e) The overall impact of the grant. How many people will it affect? Is the service offered to everyone who might need it?
 - f) The proposed budget and financial stability of the organisation.
 - g) The ability and willingness of the organisation to raise some part of the project's cost.
 - h) The future sources of funding and likely continuation of the project or organisation.
 - i) The availability of other more relevant sources of funding than the Trusts.
- If any further information or clarity is required prior to a decision being made, you will be contacted within a week of the meeting with a request for the information.
- The Trustees may request a site visit or telephone conversation with your organisation 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.

7. 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 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.