



# GRANT APPLICATIONS

## Guidance Notes

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.

These notes should be read alongside the Yorkshire Common Application Form (YCAF) for grants made by Yorkshire-based funders.

### 1. **Invitation to apply**

The YCAF may be used for applications for revenue grants up to £5,000 in value which comply with the criteria set out in these notes.

A copy of the YCAF may be downloaded from [www.thetalbottrusts.com](http://www.thetalbottrusts.com)

### 2. **Procedures for completion of YCAF**

The YCAF must be completed online via the link featured on our website.

### 3. **Video Applications**

We will accept video applications as long as they answer the questions in the application form.

### 4. **Emailed Application**

In exceptional circumstances, we will accept an emailed copy of the grant application. Please get in touch with the Clerk if you require a blank form to be emailed to you.

### 5. **Priorities for grants**

Applications may be made to us for projects, services and activities which focus on the following key priorities:

- Reducing impact of poverty with focus on homelessness and insecure housing
- Improving health outcomes in cancer/CVD and respiratory diseases

- Improving mental health in children and adults

Grants are not normally given for the following types of activity:

- Research
- Major fund-raising and general appeals

## 6. **Eligible organisations**

Applications are invited from the following types of organisations and groups

- Registered charities
- Non-profit-making organisations
- Community groups
- Grass roots organisations (maximum income of less than £10k per annum)
- Branches of National organisations who are financially independent

Grants are not normally made to the following types of applicants:

- Profit-making organisations
- Individuals
- National Organisations

## 7. **Key criteria for grants**

Applications should fit the following criteria:

- Cover a wide geographical area (within Sheffield and the surrounding boundaries)
- Address inequalities
- Target marginalised communities
- Target areas of high deprivation
- Show long term sustainability/impact
- Aim to create a new service/contribute to getting a new service up and running
- Show evidence of partnership arrangements/collaboration with other groups
- Look for matched funding opportunities

All proposals eligible for a grant must address our priorities. Please explain how and evidence this on the application form.

## 8. **General criteria for grants**

- Applications cannot be considered if an organisation has over 12 months of operating costs in their unrestricted reserves, unless an explanation is provided that is acceptable.

- Applications need to include all costs relevant to the application in the budget section.
- There is no lower limit to the size of grants which may be applied for, we typically fund applications of around £3,000 and, in exceptional circumstances, we would consider grants up to £5,000.
- Applicants will be requested to provide financial information (as set out in the list of Supporting Documentation at the end of this form), and consideration will be given to evidence of ongoing planning beyond project completion, including evidence of financial viability in the longer term. We will have discretion to take account of applicants' other sources of funding, such as other grants secured and/or pledged.
- Applicants may be asked to submit further information as appropriate.
- For all applications, we may, at our discretion, give priority to applicants who have not received funds before or who offer new benefits that meet our priorities.
- All grant awards are made at the discretion of The Talbot Trusts and the decision of the Trustees in each case is final.

#### 9. **Assessment process**

Our normal arrangements and cycle for the assessment of grant applications is as follows:

- 2 x grant rounds per year
- Submission dates – end of May/end of October

Please see our website for details of our next funding dates and deadlines.

Our procedures for assessing and deciding on submitted YCAFs:

- We will individually assess each application.
- We will contact applicants for further information if necessary
- We will 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.
- We may request a site visit or telephone conversation with your organisation prior to making a decision.
  - We will notify you of the outcome via email or letter within two weeks of the decision being made.
  - We aim to give a clear reason for the outcome of the decision.

## 10. Next steps

After consideration of eligible YCAFs, applicants will be informed of our decision and, if a grant is approved, applicants will receive an offer letter, setting out:

- the terms and conditions of the grant
- evaluation form requirement at the end of grant-supported project, service or activity

## 11. EDI Statement

The EDI section of our website details in full our response to the Booska Paper which set out goals for funding organisations in addressing racism.

## 12. Data Protection

Please see the privacy notice in the “apply now” section on our website.

## 13. Our contact details:

Email Address: [admin@thetalbottrusts.com](mailto:admin@thetalbottrusts.com)

**Tel: 07773 660552**

**14. Supporting documentation for submission with this form (as applicable for individual applicants):**

Most recent audited financial accounts

Recent bank statement & endorsements (if the above is not available)