

# GRANTS

## General Criteria

The Fund is a Church agency although the help, which will be provided, is not restricted to activities or interests carried out within the Church. The Fund aims to help in Christ's name those carrying on the mission of the Kingdom of God, especially caring for those most in need in the community. Assisting the work of the Kingdom of God and social need is central to the fund and any group applying for a grant should show evidence of these ends. The following general criteria will apply to all seeking assistance.

The Fund encourages applications from community groups, voluntary organisations, charities and other bodies within the areas covered by the Districts of Renfrewshire, East Renfrewshire and Inverclyde. The Fund

- ✓ Encourages applications to start new and innovative projects, especially where access to funds is limited.
- ✓ Asks that groups cost their projects effectively. The Fund would not normally consider more than one application from a group within a four year period and there is cap of three applications on the number of recurring applications provided over a ten year period.
- ✓ Will wish to be assured of the charitable status of applicants where this is appropriate and will require full financial information on the bodies requesting assistance.
- ✓ Does not provide help to individuals for their personal benefit.
- ✓ Does not provide help towards salaries or fees.
- ✓ Does not provide help towards budget shortfalls.

## GUIDANCE NOTES

- ✓ Does not provide funding for building work especially to meet changes in legislation.
- ✓ Does not offer assistance to national charities or any group involved in political campaigning whether or not they are associated with the Church.

**Who the scheme is aimed at?**

Grants will be provided to organisations and community groups providing direct benefit to communities, particularly in the following priority areas:

- ✓ Children and Young People;
- ✓ The Elderly;
- ✓ People with disabilities;
- ✓ Those suffering from the effects of poverty or unemployment;
- ✓ Those suffering as a result of alcoholism and or drug abuse;
- ✓ Individuals or groups in the community suffering from the effects of discrimination;
- ✓ Those who have been or are experiencing mental illness.
- ✓ Those who are refugees or asylum seekers.

**Preference will be given to groups:**

- Where there is considerable involvement of local people as volunteers;
- Which operate on a self-help basis;
- Where funds are limited;
- Where match funding would be applicable;
- Who operate in an area where poverty and deprivation are daily realities;

**GUIDANCE NOTES**

**When can you apply?**








<b>Closing Dates – First Monday</b>	<b>Meeting First Monday</b>
February	March
May	June
August	September
November	December

**How can applications be made?**

**APPLICATIONS MAY BE SENT BY POST OR BY EMAIL.**

Applications for a grant must be made on an applications form, and must be provided with:

- ✓ A copy of the organisation’s governing document - constitution, trust deed or memorandum and articles of association, where appropriate;
- ✓ A copy of the latest accounts where appropriate;
- ✓ Written references from two people in the local community. In the case of a parish based or Catholic organisation, one of the referees should be the parish priest. The other should be a local:

 Minister	 Teacher
 Councillor	 MP or MSP
 Doctor	 Police Officer
 Other appropriate Professional	

- ✓ If applying for purchase of materials/furniture/equipment, it would be important to enclose with your application a copy of any relevant quotation, to justify the expenses stated on the application.

## HOW TO COMPLETE THE APPLICATION FORM

These guidance notes are to help you complete the application form. Please refer to these notes when you are completing your application.

### Section 1 - Contact Details

**Organisation Name:** This should be the full legal name of your organisation as written in your constitution.

**Contact Person:** We will need the name of a main contact for this application. The contact must be someone who can talk in detail about the application, as it may be necessary to telephone them while we are assessing the application.

**Contact address, telephone number etc:** Please provide contact details for office hours.

**Name of Bank Account:** This should be the name of your organisation as it appears in the organisations bank account and cheque book.

### Section 2 - What do you want the grant for?

Why do you need this grant? Briefly outline what the organisation does, its aims and objectives and what are its main achievements to date. We are interested to know who the beneficiaries of your organisation are.

We need to know what needs your organisation has identified. How are you aiming to address those needs?

### Section 3 - How will the grant be used?

What do you want the grant for? We are interested to know how the grant will be used, what will be purchased, what activities will be carried out. We are interested in knowing the time frame, when you hope to start and finish the work. We are also interested in knowing how this grant will help the organisation achieve its aims.

## HOW TO COMPLETE THE APPLICATION FORM

### Section 3 - How will the grant be used? – (Cont)

It is helpful if you can provide a detailed breakdown of costs.

If you are applying for part of the total cost, we need to know what funds you have already raised to support the initiative, or how you are funding the balance of the costs. We would prefer to see total costs under broad subject headings. Make sure the amount you have asked for is based on real and accurate costs. Only ask for what you need! If we are unable to award the full amount we can determine from the breakdown of costs, items or services they can support.

### Section 4 - Referees

Who will provide you with a reference? Please provide written references from two independent referees and include them when submitting your application. They must also be willing to be contacted to discuss your application. You must ensure that they are happy for us to have their contact details. The referee can be someone in the local community who has knowledge of the work of the organisation.

In the case of a parish based or Catholic organisation, one of the referees should be the parish priest. The other should be a local Minister, Teacher, Councillor, MP, MSP, Doctor, Community Policeman, a representative of an organisation you have worked with in the past or someone your organisation has a professional relationship with. They must not be current or former members, beneficiaries or trustees of your organisation or related to current or former members, beneficiaries or trustees or your own relatives.

### Section 5 - Additional Information

We need specific supporting information to assess your application properly. Details are listed under this section. Submitting an incomplete application will delay the assessment of your application. Supporting documentation should be submitted along with your application.

## THE APPLICATION PROCESS

1. Receipt of the application will be acknowledged and the Saint Mirin's Fund may be in touch for more information or to develop the application further. All applications go through an initial assessment process. Initial contact is made by letter and a visit may follow.
2. The Saint Mirin's Fund will send a letter shortly after the meeting, informing applicants of the final decision. If a grant has been approved a cheque will normally be included.
3. The Fund aims to build supportive relationships with groups they fund. The Fund is always interested to hear how projects are progressing. If a grant is awarded further information will be required. Recipients of a grant must confirm by letter that they have received the grant and that it will be used as stated in the Awards Letter.
4. The grant needs to be spent within a year from receipt, and for the purposes stated on the application. If recipients of grant wish to vary their application or the timescale of using the grant (e.g. this exceeds a year), recipients are asked to submit a request for a variation to the Fund and explain the reasons for the variation.
5. Recipients of a grant will also be asked to complete a feedback form. This form will be sent with the Award Letter. We would ask that the feedback form be returned within 6 months of the grant being received. The Fund may also visit during the course of a grant to see how things are progressing.