



# Guidelines for Grant Applicants 2012/13

Version of 25 October 2011

## 1. Introduction

The United St Saviour's Charity operates two grant making programmes: Small Grants and Large Grants.

The aim of both programmes is to provide support and opportunities to people in need, significantly improving their lives.

In 2011/12 we had a total grants budget of £500,000 and we expect to repeat this in 2012/13. In order to help people and voluntary organisations navigate the choppy waters of the age of austerity, we have doubled our grants budget in the last two years. Even so, in 2011/12 we received about five pounds of applications for every one pound we had available. We therefore have to prioritise and these guidelines are to help you to decide if your project meets our criteria.

### ***Where we operate – the “Area of Benefit”***

Your project must benefit people who live in our Area of Benefit for grants which is North Southwark & Bermondsey (and the surrounding areas - being those areas of postcodes SE1, SE5, SE11, SE15, SE16 and SE17 which lie within Southwark). This implies priority for applications benefitting North Southwark and Bermondsey.

A map of the Area of Benefit and surrounding area is attached.

We do not fund certain organisations and activities and these are set out at the end.

### ***Help***

If you want any help in applying for a grant please do not hesitate to contact Michael Juffs or Jim Wintour at our head office. Indeed, we actively encourage you to ring up to discuss your application or to email us a draft of your application for informal comment.

United St Saviour's Charity, St Saviour's House, 39-41 Union Street, London SE1 1SD

website: [www.ustsc.org.uk](http://www.ustsc.org.uk);

email: [michael.juffs@ustsc.org.uk](mailto:michael.juffs@ustsc.org.uk) or [jim.wintour@ustsc.org.uk](mailto:jim.wintour@ustsc.org.uk)

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## 2. Small Grants

The Charity has a small grants budget of £100,000 in 2011/12 and expects to award a similar amount in 2012/13.

Grants are up to £5,000, but are often in the range £1,000 to £4,000.

Preference will be given to applications from organisations whose headquarters are in the area of benefit and whose liquid assets are less than £50,000.

We tend to fund one-off projects delivered by grassroots organisations in the community such as parent's groups and tenants' and residents' associations. We can also help towards small capital projects such as funding sporting or IT equipment.

Examples of projects funded in 2011/12 include:

- **Bermondsey Nursery**  
£4,037, for a five-a-day fruit and vegetable programme to promote the health of young people
- **Camberwell Gardeners**  
£450, for coach hire for a trip Wisley Gardens to support activities for pensioners
- **Colombo Centre**  
£3,394, for annual pensioners' dinner and for aerobic classes
- **Lucy Brown House**  
£3,400 improving garden, improving kitchen and series of pensioner outings in this sheltered housing scheme
- **Pembroke House**  
£4,448, for Pembroke Lunch club to fund food, a Chef, and IT sessions for disadvantaged young people
- **Queensborough Centre**  
£2,039, to relaunch the pensioners' centre with furniture, repainting, and three events
- **Southwark Pensioners' Centre**  
£4,800, to fund tutor for IT courses for pensioners

We will not consider further grant requests for the same project within 12 months of a previous decision, whether a grant was awarded or not; and we will not give two grants to the same organisation in the same financial year.

A short two-page application form is used for the small grants programme. A copy is available from our website: [www.ustsc.org.uk](http://www.ustsc.org.uk)

If you are seeking a small grant, applications may be submitted at any time but will be considered at our Grants Committee meetings which are presently scheduled for 17 January 2012 (deadline 9.00am on 23 December 2011), 27 March (deadline 9 March 2012), 19 June (deadline 1 June 2012), and 18 September 2012 (deadline 31 August 2012).

### 3. Large Grants

The Charity awarded £400,000 of grants and £100,000 of loans in 2011/12 and expects to award a similar amount in 2012/13.

Grants are from £5,000 to £100,000, with most applications being for under £50,000.

Projects must provide support and opportunities to people in need, significantly improving their lives. The focus this year is on **Inclusivity**, for example projects that inspire and enable disadvantaged children and young people to fulfil their potential, projects that help adults to get off welfare and into work and projects that tackle loneliness helping people to participate fully in community life. We are looking for a creative response to need.

Preference will be given to applications from organisations whose headquarters are in the area of benefit and to projects which require seed funding but will become self-funding in subsequent years.

Preference will also be given to projects which require loans rather than grants.

The projects we shortlisted in 2012/13 are as follows.

<b>Organisation</b>	<b>Project</b>	<b>Amount</b>
Bede	Bede Youth Adventure Project	£47,377
Bloomfield Learning Centre	Administrator/ Fund Raiser	£16,000
Cambridge House	Resources for all	£24,000
Centre for Literacy Primary	Parents as partners	£12,000
Downside Fisher	Empowering Young People	£45,000
London Bubble	Building Inclusion	£50,000
Look Ahead Housing	Gateway move on	£45,000
Manna Centre	Day Centre Services Worker	£29,358
Millwall for All Trust	Leadership Project	£38,870
Pembroke House	Youth Club	£51,000
Prisoners' Families & Friends	Court Project	£15,000
Rockingham Estate Play Assn	Youth Night	£40,000
Tideway Sailability	Young Active and Inclusive	£45,000
Volunteer Centre Southwark	Transitions back to work worker	£40,000
<b>Total (compared to a total budget of £400,000)</b>		<b>£498,605</b>

The deadline for large grants was 23 September 2011 and we received applications totalling £2.4 million, compared to a budget of £400,000. If you were shortlisted, you will have been asked to submit a longer form in consultation with us by 9.00am on Friday 23 December 2011. A final decision, when we reduce the total grants to £400,000, should be made on Monday 30 January 2012.

#### **4. Which Projects are not eligible for a Grant?**

We do not fund:

- political lobbying or political parties
- religious activities
- commercial activities (e.g. where there is no public benefit)
- work which does not benefit people residing in the area of benefit.
- medical or academic research
- projects or building work which have already taken place
- statutory duties
- an individual as opposed to an organisation
- a grant-making body to make grants on our behalf
- a school, university or other educational establishment when projects are solely targeted at their own pupils or students
- two grants to the same organisation in the same financial year.

#### **5. The Process**

##### ***How to apply:***

Read through these guidelines carefully to ensure that you are eligible. Complete the relevant application form obtainable on our website, [www.ustsc.org](http://www.ustsc.org)

We prefer to receive all applications via email. If you send in an unsigned application by e-mail, please follow up with a signed form in the post. If you post your applications, remember that we have to be strict about closing dates and that we cannot take postal delays into account. You can also hand deliver them to our head office at St Saviour's House, 39-41 Union Street, London SE1 1SD.

##### ***Outcome reporting monitoring and evaluation:***

If your application is successful any requirements for ongoing monitoring reports to the Charity will be agreed with you upon acceptance. Large grants will require more monitoring detail than small grants, with monitoring returns every 6 months. We will send you a report and evaluation form two months before the completion of your project. Completion of this form will be a requirement of grant acceptance.

##### ***Publicising the Charity's donation:***

We expect all grant recipients to acknowledge our donation in their annual report, in relevant events and in other appropriate ways. We ask that all publicity material also includes the Charity's seal as seen on this guidance document and the full name of our Charity "The United St Saviour's Charity" -please contact us and we will send it to you electronically. Where you refer to the Charity, we would also like you to include our website address which is [www.ustsc.org.uk](http://www.ustsc.org.uk).

When the Charity funds an event the Charity would normally expect that the staff or trustees be invited to the event, although they will not necessarily be able to attend. The Charity will publicise the grants given in its publications and on its website and we ask that photos are taken of the project or event so we can freely use them for this purpose.

Please do not hesitate to contact us if you have any questions!