

FUNDING GUIDE



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Project Officer, Chief Executive's Office, High Street, Elgin, IV30 1BX



01343 563319



equalopportunities@moray.gov.uk



(Wednesday or Thursday only): 18002 01343563603

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Funding from Trusts and Foundations

There are an estimated 8,800+ grant-making trusts and foundations in the UK.

Most derive their income from an endowment, i.e. money given to them by an individual, family or company. Some receive their income from other sources e.g. gifts from a company's current profits or a regular appeal on TV or radio.

It is only the very largest trusts that have paid staff – in most cases the Trustees are the administrators as well.

Trusts are extremely diverse in the scale and number of grants made and the type of trust, but also in their age, style of grant making and in the areas they support.

Many funding applications are unsuccessful not because the funding body does not like the idea, but because the application is incorrectly completed, documents requested are missing, or it simply does not meet the stated criteria.

Proper research and preparation will eliminate the possibility of this happening, ensure that your time is not being wasted and increase your chances for grant success.

The three golden rules for trust fundraising are:

- Do your homework beforehand
- Prepare your application carefully
- Leave plenty of time

Points to remember when applying to trusts:

- Trusts are not the best funders for on-going costs
- Three year funding is a long time for most trusts
- Projects are usually the best bet
- Once a relationship is formed, a trust will often support continuing projects in the same vein or area of work, but may need a year or so "rest" before you approach them again
- Most trusts give small grants (only about 10% of all trusts give large grants i.e. over £10k)

GETTING STARTED

If your organisation is looking for a small amount of money, then local fundraising activities could be enough to cover the costs.

When a larger amount of money is needed, the organisation will perhaps need to look at one of the major trusts or Lottery funding. If that is the case, then some or all of the following documents could be needed:

- Constitution or Memorandum of Articles, depending on what type of group you are
- Charity Number if a registered charity
- Annual report (if organisation has been in existence for more than a year)
- Audited accounts (or independently examined on your income)
- Business / Development Plan
- Members of governing body/board/management committee
- Three months of recent original statements
- Organisation structure how the organisation is managed
- Equal Opportunities policy
- Disclosures in place (if working with children / vulnerable adults)

PLANNING AHEAD

lanning ahead is important. If this is your first application for funding for the particular project, you may not have all the facts or other evidence to hand. Agencies such as your local Voluntary Organisation or the Local Authority could supply statistics should they be needed. Accessing the type of information or evidence that you may need could be time consuming so it is best to plan ahead and give yourself enough time to gather your information. Remember that your local Voluntary Organisation or local authority staff are always happy to help.

Timescales

What timescales are you working to? When would you need the money for? Some funders will give definite closing dates; other funders can say that their Board meets to discuss applications e.g. twice a year in May and November.

Is there likely to be a gap between your current funding and possible receipt of other funding? How are you going to bridge that gap? Remember, funders are unlikely to fund retrospectively so you need to bear that in mind re the start date of your project / activity.

How was the need identified?

You will need to explain how the need for your project came about. It shouldn't be simply a case of 'It'd be nice to have'. You will find that funders are looking to provide funds for projects that will make a difference to people's lives, could enhance a community or give to those groups who are usually less able to help themselves.

Consider the following:

- How did you decide that the project was necessary?
- Have you evidence of polling your community, users or group? Can you show this?
- Be precise in your description use hard data, numbers, statistics, costs, surveys, opinion polls, petitions etc
- Avoid writing a general statement e.g 'This is the busiest hall for miles around' Instead write something like '20 groups with a total membership of? used the hall on a weekly basis between March and July. There is a waiting list of 4 groups who cannot be accommodated due to lack of space'
- Is your committee / group supportive of the planned project? Has it been recorded in the minutes?
- Do you have a plan (who, how and when) to ensure that the project progresses satisfactorily and is carried out?

- Do you or your group have existing experience that can be deployed?
- Sustainability Does the project form part of a larger, longer term plan? Can you describe and provide that plan?
- What happens after the funding? What is the legacy? Who'll look after the funded project?

Describe the Project

Give your project a title. Preferably one that gives an idea of what the project is about. E.G 'Anywhere Hall Improvement Project' or 'Tiny Tots Play Project'

- Describe what you would like to make happen, change or improve and why?
- Is there a barrier to be overcome?
- Are you short of funds for a project? Do you need a better service? Do you need professional advice or instruction? Do some people need assistance?
- Is this new to your group or an extension of something that is already happening?
- Is there an element of uniqueness, innovation or creativity? If so, what?
- When is the project to take place and how flexible can you be?
- Why can't it be done with existing resources?
- Do you have the necessary authorisations to carry out the project?

Costs - £££££££££

ork out a breakdown of the costs and be realistic.

Organisations sometimes think that if they ask for less, then they are likely to be more successful. In fact, the opposite is true. It really does not matter what the cost of the project is as long as the costs are realistic. Remember that grant assessors have a lot of experience in reading application forms / letters and have an idea themselves of costs that are likely to be incurred.

How much are you asking for? If it is a large grant that will cover two to three years, many factors will need to be considered. If you do not have a treasurer with substantial experience and knowledge you may need to find expert help. Contact your Local Authority or Voluntary Organisation for assistance. Remember, the help is there, you just need to ask.

Do you have estimates or quotations? Funders will probably ask to see more than one estimate / quotation especially if there is capital expenditure involved.

- Is the request for ongoing recurring costs or capital?
- Over what period is the funding required (if this is not a one off project) and do you have an expenditure schedule?
- Which other sources of funding are available to you?
- Which other funders do you intend asking? (Sometimes funders will follow other funders; sometimes funders do not want to be the sole source)
- How much volunteer contribution will you put into the project? (Time, Funds, Services?)
- How will you measure the volunteer contribution?
- Are you putting some of your own money into the project? If not, why not?
- Has your committee / organisation organised any fundraising activities such as car boot sales, dances, family fun days, bring and buy sales, raffles etc?
 Funders can be more inclined to support groups / organisations that do try to help themselves and are not always totally grant dependant.

BENEFICIARIES: Who? What?

ry to resist the temptation of telling the funder how good an organisation you are. If you are good, it will be very evident from the supporting evidence you provide. The funder will want to know *who* or *what* is actually going to benefit from the money and in what way they will benefit. Remember the funder is more interested in what good the money is going to do, how it is going to change the lives of people or a community, for the better.

Checklist:

- Who will benefit from your project? Will it be a local community or group?
- Will the project have wider appeal? What is the people criterion? Old, young, vulnerable (in what way) disadvantaged (in what way) Ethnic group?
- Provide a detailed estimate of the benefit to be achieved. Again do not generalise, be specific (e.g. 25 young people, aged 15 20, will participate twice per week, with a plan to increase the numbers after 6 months by engaging the 10 15 age group)
- Will there be additional income as a result of the project? How will that be managed?
- What changes do you anticipate in your group or community after the project?

OUTPUTS, OUTCOMES AND SOFT OUTCOMES

Outcomes: The changes, benefits, learning or other effects that result from what the project or organisation makes, offers, or provides e.g. An increase in community groups organising fundraising coffee mornings because their members have the Food Hygiene certificate

Outputs: Products, services or facilities that result from an organisation's or project's activities e.g. *At the end of the training, 20 people received their Food Hygiene Certificates*

Soft Outcomes: Outcomes that are less easy to observe or measure, or which involve some form of change inside people, such as change in attitude or a change in the way they see themselves e.g. Almost half of those who completed the course said that they felt more confident and would be more willing to participate in further learning opportunities

MONITORING AND EVALUATION

Monitoring

unders do not throw money away. They, as well as the recipients, need to be accountable as to how money is allocated. The funders aim is to ensure that there is a real and positive outcome for the project / beneficiaries, that their money has made a real difference.

If a group has good monitoring systems in place, it will be much easier to report back on progress.

- Monitoring helps you keep your project on track and maintain progress towards your project's outcome
- Work out the most appropriate way of monitoring the work
- Keep evidence like diaries, minutes of meetings, progress reports and accounts
- Always keep any evidence that pertains to your project. You never know when it could come in useful.

Evaluation

Nothing sends participants out of a room faster than being asked to complete an evaluation sheet. But it is an important component to any project. It is one way of seeing how your project actually did against what it set out to do. It is also a great way of letting you see what changes (if any) could be introduced to improve the project in the future.

Evaluations can help to:

- Focus resources on areas where you are doing the most good
- Identify any gaps
- Identify the group's strengths and weaknesses
- Avoid repeated mistakes
- Demonstrate that you've done what you said you would do
- Address any questions on cost and best value
- Get the project further support.

DON'T WASTE YOUR TIME - OR THEIRS

Identifying the appropriate funder for your project can be a time consuming business. You will need to ensure that your project's aims and outcomes match the funding criteria as expressed by the funders. If your project does not match the criteria, do not apply.

Look at the sum of money that the funder usually gives. This information is readily available via the Funding Information Books from the Directory of Social Change – details at end of this guide the internet or in Funderfinder¹ for example.

Is the sum that you are requesting within the amount that they normally fund? If not, then you may have to look for another funder or consider more than one funder for your project.

Examine the guidelines, the priorities and the exclusions. If in doubt, give the funder a call. Funders are always pleased to answer any queries and will keep you right. They are as keen as you are that neither your time nor theirs should be wasted.

Some funders change their funding criteria on a regular basis so it makes sense to check that your project's aims meet with their current funding priorities. Equally, look at the exclusions, to determine what the funder will not consider, (some grant givers will only fund registered charities for example).

Thorough research at this point will save time later. The research and the attention to detail of what is requested will ensure that at least when your application finally reaches the funder that you are competing on an equal basis with other groups and organisations who have paid the same attention to detail as you for a limited pot of money.

TYPES OF GRANT

Capital or Revenue?

Capital costs are one-off costs; buildings, equipment, vehicles – spending on items that become capital assets of your organisation.

Revenue costs are your ongoing running costs, items of expenditure such as heat, light, rent, wages, pensions, transport, insurance etc.

¹ Funderfinder will ceased operating in summer of 2011.

Core / Project

nother important distinction in terms of type of costs that may be funded is between core costs and project costs. Many funders will only fund projects and are reluctant to fund core costs, the central costs of running the organisation.

Statutory funders are more likely (than company or trust funders) to fund an organization's core costs, although they are also unlikely to support groups in a long-term funding agreement.

Within your revenue budget you may be able to define certain areas of project work and systematically assign percentages of core costs to each project using a cost-centre approach.

Regular / One -off Distribution

For some funding programmes there will be just one chance a year to apply, for other short term or one-off funding programmes there may be a number of deadlines. For longer-term schemes there may be one application round every three years. Check with the funding organisation early on.

The process of decision making may be quite long and complicated, with several different stages to the application process. You may need to apply a long time in advance of actually getting the money.

THINGS TO AVOID

Downbeat Applications

Avoid what is known as the 'downbeat application' trap. Funders do not want to read that you 'hope to' or 'It is hoped' or 'hopefully'. These applications are viewed as full of problems rather than solutions. Substitute 'hope to' with 'we will', 'it is intended' etc. Other positive words that could be used are for example increase, maximise, minimise, save, and assist.

Do I know you?

Also beware of the assumption that the funder knows who you are. Tell them clearly and concisely what you do

Acronyms

Try and avoid acronyms. Consider: The FAP has to book the DAB in advance to collect the OAPAS.

What's being said? Explain yourself: The Fishington Action Project has to book the Dial a Bus in advance to collect the Old Age Pensioners' Association.

EXIT STRATEGY

ometimes a group is asked about an exit strategy when an explanation is needed as to what will happen when the project ends. Is that likely to be the end of the project or will you be looking for funding to continue? If money is being sought to continue, is this a development of the project that has already been planned?

Unless a project is a one-off, funders like to see a development, or a progression, before they will consider funding again. One funder is unlikely to fund exactly the same as a previous funder. That gives the impression that the original funders' money has made no difference at all. You should try to think of your project as in stages. One funder has made a positive difference to stage one; now you are at stage two, with, if possible, a different aim and outcome, and looking for further funding to support that work.

COMPLETING AN APPLICATION FORM

Unless you are a funding guru, it is unlikely that you will be able to complete the application form first time. It can take several attempts to get it right.

If it is a paper copy, you can photocopy the form so that you can have several attempts to get it right. Having a copy of the form that you can practice on will pay dividends.

Remember that you are competing with other organisations for a grant. In 2010, The Esmee Fairbairn Foundation received 2900 eligible applications for funding and made 219 grants for over £20m. Competition is fierce!

- Go over the form and the guidelines to ensure that you have the answers. If there are likely to be any difficulties, highlight those areas and either discuss with the funder or colleagues.
- It is better if you have someone to share the load. Two heads, or more, are better than one.
- Answer all of the questions. Never leave any blanks. If the question does not apply to your organisation, write in 'N/A'
- Spell out how your proposal fits in with the funders priorities.

- Be clear and concise. Avoid jargon. Say what you know and state facts and figures. Use the evidence that you have gathered. 'Ten people have completed an entry level course and now have the confidence to study for a qualification' and not 'we organised a popular course and the learners want to go further'.
- State facts; avoid the use of jargon. Do not use 'economically disadvantaged' or 'economically dis-empowered' try something like '10 families living on the minimum wage and so have limited choice'. The latter statement will give more depth than the two quotes earlier.
- Read over the form or get someone else to do it. Is there any weakness there?
 Provided you have allowed plenty time, you should be able to strengthen your answer.
- Believe in what you are doing. Show passion for your project. Sometimes funders like to be inspired.

inally, when you are completely satisfied that you have answered all questions to your satisfaction, arrange for the form to be completed in print. If you have absolutely no means of getting it typed, use black ink. (Remember the application will probably be photocopied for other trustees to view, so it needs to photocopy well). And of course, keep a copy of the form for your fundraising file, both for your own records and in the hopeful event that the funder gets back to you.

Just as important as the form, is the need for the supporting documents / evidence. Have a check list of what needs to be sent. One missing piece of evidence / supporting documents could scupper your chances of funding. This could spell disaster for your organisation after all of the hard work and effort that has gone into the application.

REJECTION

It can be hard to take when your application for funding is turned down.

Remember, not everybody gets it right first time. Funders do not need to give a reason as to why your application was refused. Sometimes it can be a case of not enough money in the pot to distribute.

Some funders will offer advice as to why the application did not get through, so take advantage of that opportunity.

When the initial feeling of despondency and hurt lessens, turn your thoughts to the positive. You have completed an enormous piece of work so why waste it? The original application form is still there. You still have the evidence. Are there other funders that you can apply to?

THE FUNDER

One funder or more?

If the project for which you are seeking funding has more than one element, it may be that you need to apply to different funders for each part of the project. A Trust may fund capital costs but not revenue for example.

APPLYING BY LETTER

- Keep your letter clear and concise. It should be a maximum of two sides of A4
- Address your letter to a specific named person. Do not write to Dear Sir / Madam. In the unlikely event that you cannot find a named person or current address, call the funder and enquire
- Ask for a specific amount of money because it will give the funder a better idea of the size of the grant to be awarded
- State what you need the money for. Enclose a list of the proposed expenditure
- Enclose a statement of accounts
- If you have any photographs, or newspaper clippings, attach one or two for their information. Don't overwhelm them
- If and when you get your funding, write and thank the funder. The funder likes to be thanked
- You may also want to show how their grant has made a difference. Send a
 photograph or some other evidence that shows how their money is being used.

A SAMPLE LETTER

Southdown Conservation Volunteers 7 Newtree Road, Southdown SU1 1AT Tel: 01999 830200

Ms B Greene Smith and Jones Charitable Trust Snodgrass Accountants 2 High Street Southdown SU1 3XZ

3rd January 2004

Dear Ms Greene,

I am writing on behalf of the Southdown Conservation Volunteers to ask for the support of the Smith and Jones Charitable Trust for our work.

The Conservation Volunteers have been operating now for about 5 years. We are run by a voluntary management committee and are a registered charity no. 654789.

We aim to involve a wide range of local people in practical conservation projects. We work closely with the youth club and community centre in recruiting volunteers. We have been involved in many local projects, most recently, last summer's dredging of the canal with the help of young people from the Southdown Youth Club.

We have received funding in the past from the local authority for basic equipment and to pay volunteers' expenses, but these are only one-off grants and we can't go back to the council.

We have now got to the point where we need to replace our stock of tools. It's important that we provide the tools as many of our volunteers are unemployed and couldn't afford to provide their own. I am attaching a breakdown of costs involved. The total amount we need is £460.00

I hope you will support the work of the Southdown Conservation Volunteers and look forward to hearing from you. Please let me know if you need any further information.

Yours sincerely,

Janet Muddey
Chair, Southdown Conservation Volunteers

Enclosed Costing for Project

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THE MORAY COUNCIL'S FUNDING SUPPORT WEBSITE

www.morayfundingsupport.org

The website provides information and support for accessing funding for activities, which fall within The Moray Council's Services Plans. The pages contain summary information on a variety of funding opportunities available for Moray as well as a more in depth look at different aspects of raising funds. On the home page there is a regular update of the latest grant giving bodies, while on another page there is the list of the most recent funding streams to have become available.

The website provides information on:

- European Funding including Highlands and Islands, Transnational programmes and more
- Lottery Funding gives more information about the five Lottery programmes in Scotland
- Trust Funding Top trust funds in Scotland, Researching funds, sample application etc
- Funding news Featuring news on closing dates and latest awards of funding from the Lottery, Europe and other funders
- Help and advice There is so much helpful advice within these pages for both the experienced and the inexperienced fundraiser.

Further Useful Web Links

Below is a selection of web links giving useful advice and information around raising funds, including details of some funders:

Skye and Lochalsh CVO

http://www.slcvo.org.uk/ctoolkit?PageName=fundraising/index.html

A range of information from planning a fundraising strategy and preparing effective applications to suitable funding organisations.

Fife CVS

http://www.cvsfife.org/funding

In this website funders are divided into categories

Aberdeen Council of Voluntary Organisations

http://www.aberdeenccn.info/accn_funding_search.asp

On this page there is a search facility that allows you to input type of funder and geographical scope to get results

Voluntary Action Highland

http://www.voluntaryactionhighland.org/community

Information from planning a fundraising strategy to preparing effective applications to suitable funding organisations

Web Links to Identify Potential Funders

Trustfunding.org.uk

www.trustfunding.org.uk

Is a subscription-based website with details of around 4,400 grant-making trusts.

Funderfinder

www.funderfinder.org.uk

Produces Groups In Need and People In Need software, and has links to hundreds of funders' websites (*This service will cease in the summer of 2011*).

Directory of Social Change

www.dsc.org.uk

Has a whole section of reference books on all aspects of fundraising.

Association of Charitable Foundations

www.acf.org.uk

Has links to websites of hundreds of grant-making trusts and foundations as well as helpful guidance on applying for funding.

Access Funds

www.access-funds.co.uk

Funding Information.org

www.fundinginformation.org

Grants Online

www.grantsonline.org.uk

Sites for Information on Fundraising

Institute of Fundraising

www.institute-of-fundraising.org.uk

Is the professional body for fundraising in the UK. You can also learn about good practice in fundraising here by downloading the Institute's Codes of Fundraising Practice free.

Fundraising Standards Board

www.frsb.org.uk

Is the new body running the self-regulation of fundraising schemes in the UK.

Fundraising Co Uk

www.fundraising.co.uk

Has all sorts of fundraising information including a discussion forum, suppliers directory, blogs and how-to resource guides (available for a small charge).

HM Revenue and Custom www.hmrc.gov.uk/charities

Offers guidance on tax-efficient donations to charities.

OSCR Office of the Scottish National Charity Regulator

http://www.oscr.org.uk

LOCAL CONTACTS

Name	Contact Details	Address	Additional Information
Reni Milburn (Principal Development Officer)	Telephone: (01343) 563425 (Ext: 3425) e-mail: reni.milburn@moray.gov.uk	Environmental Services Planning & Development Section High Street, Elgin. IV30 1BX	www.morayfundingsupport.org The website provides information and support for accessing funding for activities, which fall within The Moray Council's Services Plans.
Eileen Bush VAM Chief Officer	Telephone 01343 541713 e-mail: vam@voluntaryactionmoray.org .uk		Voluntary Action Moray, formerly MVSO. Can advise on fundraising and funders. www.voluntaryactionmoray.org.uk
Mr David Watson LEADER	Telephone: 01343 563570 e-mail: david.watson@moray.gov.uk	The Moray Council Offices High Street Elgin IV30 1BX	http://www.morayleader.org.uk/ Further information about LEADER within A – Z section
Gary Matheson HIE Moray http://www.horizon-scotland.com/	Telephone: 01309 696000 e-mail: gary.matheson@hient.co.uk	Horizon Scotland The Enterprise Park Forres Moray. IV36 2AB	Assistance for social enterprises with growth potential

COMMUNITY SUPP	COMMUNITY SUPPORT UNIT			
John Ferguson	Telephone: 01343 563404 / 07967 748 906 e-mail: john.ferguson@moray.gov.uk	The Moray Council Offices High Street Elgin IV30 1BX	Community Planning and Development Manager	
lan Todd	Telephone: 07800 670 669 e-mail: ian.todd@moray.gov.uk	The Moray Council Offices High Street Elgin IV30 1BX	Community Support Manager	
Gillian Bailey	Telephone: 01343 559980 / 07966 120 571 e-mail: gillian.bailey@moray.gov.uk	The Moray Council New Elgin Primary School Annexe Bezack Street New Elgin IV30 6DP	Community Support Officer Elgin North & South area Milne's area Speyside area	
Denise Gormley	Telephone: e-mail: 01343 559978 / 07779 999 228 e-mail: denise.gormley@moray.gov.uk	The Moray Council New Elgin Primary School Annexe Bezack Street New Elgin IV30 6DP	Community Support Officer Laich area Forres area	
Linda Adam	Telephone: e-mail: 01343 559979 / 07966 120 587 e-mail: linda.adam@moray.gov.uk	The Moray Council New Elgin Primary School Annexe Bezack Street New Elgin IV30 6DP	Community Support Officer Buckie area Keith area	

AN A – Z SELECTION OF **SOME** OF THE CURRENT FUNDING OPPORTUNITIES

Awards for All			
Contact Information	What / who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
http://www.awardsforall.org.uk/	You can apply to Awards for All if you are a not-	Application is to be sent	You can apply for a
scotland/index.html	for-profit / voluntary and community sector	3 months prior to the	grant of between
	group, community council, and school or health	beginning of the project.	£500 and £10,000 to
Scotland@awardsforall.org.uk	body. A range of organisations can apply but		be used within a
	are prioritised by smaller voluntary and	The project is to be	year.
Scotland Information Team on	community groups with an annual income of less	completed within one	
0300 123 7110	than £20,000.	year.	Organisations can
			apply for up to
		Decisions are made	£10,000 within any
		within 30 working days of	12-month period.
		receipt of application.	

BBC Children in Need			
Contact Information	What / who they will fund Whether group needs to be a charity	Deadlines	Amount
BBC Children in Need Appeal	Grants are open to organisations working with	Apply well in advance of	General grants
BBC Scotland	disadvantaged children and young people who	your chosen closing	programme, you can
G10, 40 Pacific Drive	are 18 years old and under.	date.	apply for:
Glasgow		Closing date: 15 January	
G51 1DA	Your organisation and project must be based in	- Decisions given Mid	Small Grants of
	the UK and you need to be a registered charity	May	£10,000 or less per
http://www.bbc.co.uk/pudsey/g	or other not-for-profit organisation.	Closing date: 15 April -	year for up to three
rants/		Decisions given on 1	years.
		August	
pudsey@bbc.co.uk		Closing date: 15 July -	Main Grants over
		Decisions given on 1	£10,000 per year for
0141 422 6111		November	up to three years.
		Closing date: 15 October	
		- Decisions given Mid	
		February	

Big Lottery – Investing in Communities			
Contact Information	What / who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
1 Atlantic Quay	Fund a wide range of organisations including	Application Open /	Maximum / Minimum
1 Robertson Street	voluntary and community organisations, local	Closes dates:	Grants:
Glasgow	authorities and community councils, social		
G2 8JB	enterprises and private companies. We cannot	30 June 2010 - 30 June	£10,000 - £1 million
	fund individuals or sole traders.	2015	
http://www.biglotteryfund.org.u			
k/prog_investing-in-	There are three investment areas which make		
communities	up Investing in Communities:		
enquiries.scotland@biglotteryf	Growing Community Assets aims to help		
und.org.uk	communities have more control and influence		
	over their own future through ownership of		
0141 242 1400	assets		
	Life Transitions aims to support projects that		
	help people at key times of change, helping		
	them to make their lives better for the future		
	Comparation 24St Contour Life since to some set		
	Supporting 21 st Century Life aims to support		
	projects that build stronger families and stronger		
	communities.		

Big Lottery – Investing in Ideas			
Contact Information	What / who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
1 Atlantic Quay	Investing in Ideas is an easy-to-access scheme	Before you apply contact	Apply for up to
1 Robertson Street	to enable groups to think about, develop and	the Information Line	£10,000 for research
Glasgow	test new ideas for projects or improved ways of	0300 123 7110 to	and development
G2 8JB	working that will bring real improvement to	discuss your idea. They	costs.
	communities, and the lives of people most in	will tell you if they think	
http://www.biglotteryfund.org.u	need.	your project fits with our	
k/scotland/funding-		investment area	
sco/new_programmes-	The purpose of Investing in Ideas is to fund	outcomes and give you	
sco.htm#newprogscot	groups and organisations of all sizes to improve	advice on the next step.	
	their skills and knowledge to think differently		
enquiries.scotland@biglotteryf	about how a service is delivered and / or help	For stage one	
und.org.uk	them to design and test new projects or better	applications, they expect	
	ways of working.	to give decisions within	
0300 123 7110		six weeks from receiving	
		a completed application	
		form and for stage two	
		applications they expect	
		to give decisions within	
		four months of receiving	
		a completed application	
		form.	

Calouste Gulbenkian Foundation			
Contact Information	What / who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
50 Hoxton Square,	Funding is available to support a small number	Initial Enquiries can be	Grants will average
London	of truly exceptional ideas and / or projects that	submitted at any time of	between £10,000
N1 6PB	contribute to meeting the identified objectives	the year but please allow	and £25,000.
	under our three main strategic aims: Cultural	at least three months	
http://gulbenkian.org.uk/innova	Understanding, Fulfilling Potential and	between submission and	
tion-fund/fund.html	Environment.	the proposed starting	
		date.	
bkarch@gulbenkian.org.uk	Not-for-profit organisations (not individuals) can		
	apply for Research and Development funding to	Proposals are assessed	
020 7012 1400	scope a new idea which enables them to work	at monthly meetings in	
0845 872 9930	together with other organisations or experts	the context of other	
	outside their usual practice, or to enable them	applications.	
	to undertake active research into areas they		
	would not normally have the time or money to	If proposals are short-	
	explore.	listed, fuller information	
		will be requested and	
		applicants invited to	
		discuss their project.	
		Final applications will be	
		Final applications will be considered at one of our	
		three annual Trustee	
		Meetings	

Cashback for Communities – Small Grants Scheme			
Contact Information	What / who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
Balfour House	The CashBack for Communities Small Grants	The deadlines for	The start up costs of
19 Bonnington Grove,	Scheme has been established to support local	applications are:	a unit or youth group
Edinburgh	volunteer led groups, who may not previously	1st December 2011	(up to £1,000)
EH6 4BL	have had access to external funding, to enhance their programmes for young people and get	ist December 2011	The costs (or part of
www.youthscotland.org.uk/proj	positive projects off the ground.	1st March 2012	the costs) of a
ects/cashback-small-grants-	positivo projecto en tilo greanar	101 111011 2012	particular
scheme.htm	Local youth groups which meet all the following	1st June 2012	programme of
	criteria:		activity (up to
0131 554 2561			£2,000). This can
	Led by volunteers,		include equipment.
	Have members which include young people		
	aged 10 or over,		
	Based in Scotland, and		
	A member of one of the six partnership		
	organisations listed above, including Youth		
	Scotland.		
	This last requirement is to ensure all groups		
	awarded a small grant have the appropriate		
	national organisational support, with clear		
	operating policies in place, and are properly		
	constituted.		

Cashback for Communities – Larger Grant Scheme			
Contact Information	What / who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
Balfour House	Grants of up to £30k for youth work interventions	No deadlines set	Up to £30K
19 Bonnington Grove,	constructed and for young people aged 10 – 19.		
Edinburgh			
EH6 4BL	All organisations offering youth work activities		
	for local young people can apply.		
www.youthlinkscotland.org/Ind			
ex.asp?MainID=11384	Check guidelines		
0131 554 2561			

The Cooperative Community Fund			
Contact Information	What / who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
Community Fund New Century House	Community groups, voluntary groups, self-help groups, community charities or local branches of	Process should take no longer than four months	Community Fund grants, between
Manchester M60 4ES	national charities are eligible to apply.		£100 and £2,000 are awarded to
	What types of things can my group apply		community,
http://www.co-	for?		voluntary, or self-
operative.coop/membership/lo	Anything from equipment to event costs, help		help groups to run
cal-communities/community-	towards rent or fixtures, sport or computer		projects that meet
fund/	equipment.		the following criteria.
	Online applications only.		
community.fund@co-			If you are a newly
operative.coop			formed group (less
			than three months)
0844 262 4001			or you are unable to
			provide accounts to
			support your
			application, the
			maximum you can
			apply for is £500.

The Cattanach Charitable Trust			
Contact Information	What / who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
The Cattanach Charitable	The Trustees will consider applications from	Rolling programme	Grants are between
Trust	charities working in Scotland. Organisations		£3,000 and £15,000
15 Warriston Crescent	should be registered with the Office of the		a year.
Edinburgh	Scottish Charity Regulator. The Trust does not		
EH3 5LA	fund individuals, or organisations which are not		The Trust makes
	registered charities.		multi-year grants, for
http://www.cattanach.org.uk/			up to 3 years
	Your organisation must be working with children,		
info@cattanach.org.uk	preferably those under 10 years of age, and		
	their families. The Trust will consider projects		
0131 557 2052	which work with children only, as well as those		
	which take the needs of the parents into		
	account; will consider applications focussed on		
	parents of young children, provided the needs of		
	the children are also considered.		
	Online applications only.		

Contact Information	What / who they will fund Whether group needs to be a charity	Deadlines	Amount
Kings Place, 90 York Way, London N1 9AG www.esmeefairbairn.org.uk info@esmeefairbairn.org.uk 020 7812 3700	It is responsive to requests for support across the broad range of our interests, which are: the arts, education and learning, the environment and enabling disadvantaged people to participate fully in society. Strongly advise you to consult the website before applying to get a better sense of the sort of applications favoured.	Acknowledge receipt of your first stage application within a week of receiving it. Then email you within a month either to invite you to make a second stage application or to decline support. Second stage application, will ask you for additional information in order to clarify and expand on what you have already explained.	In 2010 we received around 2900 eligible applications to the Main Fund and made 270 grants totalling £21.4m. The average grant size was £79,000.

European Funding			
Contact Information	What / who they will fund Whether group needs to be a charity	Deadlines	Amount
Reni Milburn Environmental Services Planning & Development Section High Street, Elgin. IV30 1BX	Contact Reni Milburn directly for all funding enquiries		
reni.milburn@moray.gov.uk 01343 543451			

The Foyle Foundation – Smal	The Foyle Foundation – Small Grants Scheme				
Contact Information	What / who they will fund	Deadlines	Amount		
	Whether group needs to be a charity				
Rugby Chambers	Small Grants Scheme is designed to support	There are no deadlines	One year grants of		
2 Rugby Street	smaller charities in the UK, especially those	for submission.	between £1,000 and		
London	working at grass roots and local community		£10,000 to charities		
WC1N 3QU	level, in any field, across a wide range of	Applications will be	which can		
	activities.	received at all times but	demonstrate that		
www.foylefoundation.org.uk		it may take up to four	such a grant will		
info@foylefoundation.org.uk	Not able to support individuals.	months to obtain a	make a significant		
020 7430 9119		decision from Trustees.	difference to their		
	Applications are welcomed from charities that		work.		
	have an annual turnover of less than £100,000	Please apply well in			
	per annum Larger or national charities will	advance of your			
	normally not be considered under this scheme.	requirements.			
	Nor will the Scheme generally support charities				
	that are able consistently to generate				
	operational surpluses or which have been able				
	to build up unrestricted reserves to a level				
	equivalent to three months turnover.				

The Gannochy Trust			
Contact Information	What / who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
Kincarrathie House Drive	There are 4 themes that groups can apply for	Advised to contact the	No minimum or
Pitcullen Crescent	but 2 of the themes are only funded in Perth and	Trust to check Trustee	maximum is
Perth PH2 7HX	Kinross.	meeting dates.	specified by the
			Gannochy Trust.
www.gannochytrust.org.uk admin@gannochytrust.org.uk	The 2 themes funded Scotland wide are :		
01738 62065	Inspiring Young People and Improving the		
	Quality of Life of the Disadvantaged and		
	Vulnerable.		
ı			
	Charities only		

Garfield Weston Foundation			
Contact Information	What / who they will fund Whether group needs to be a charity	Deadlines	Amount
Garfield Weston Foundation Weston Centre 10 Grosvenor Street	Recent funding has supported projects in the following categories: Arts, Community, Education, Welfare, Medical, Religion, Youth	There are no formal deadlines for submitting applications and	There is no limit on the size of grant.
London W1K 4QY	and Environment. All applications should be sent by post.	organisations should allow approximately four months for a final	Every application is considered on its own merits as the
www.garfieldweston.org	Applicants should be registered charities	outcome, though acknowledgement letters	organisations the Foundation supports
020 7399 6565	although there are exemptions for churches, housing associations and educational establishments.	are sent within four weeks.	vary significantly in size and scope.

William Grant Youth Opportunities Fund			
Contact Information	What / who they will fund Whether group needs to be a charity	Deadlines	Amount
Empire House 131 West Nile Street Glasgow G1 2RX http://www.scottishcf.org/ 0141 341 4967	A fund of approximately £250,000 is available to voluntary organisations and charities providing services to re-engage young people not in education, employment or training (NEET), or to prevent them from beginning a NEET path The William Grant Youth Opportunities Fund with the Scottish Community Foundation.	No deadlines set	Applications for less than £5,000 will be managed through the Foundation's community grants programme.
			So far, the William Grant Youth Opportunities Fund has awarded grants ranging from £3,000 to £75,000.

Charles Hayward Foundation				
Contact Information	What / who they will fund Whether group needs to be a charity	Deadlines	Amount	
Hayward House 45 Harrington Gardens London,	Normally make grants to UK registered and exempt charities	No deadlines	Typically £1,000 to £20,000.	
SW7 4JU	Like to enable things to happen that would not otherwise happen. Prefer funding a project in its		From time to time, larger grants to fund	
http://www.charleshaywardfo undation.org.uk/	early stages rather than finishing off an already well supported appeal.		projects of an exceptional nature which show	
020 7370 7063	Value projects that are preventive or provide early intervention. The preferred area of impact is at the community and neighbourhood level.		outstanding potential.	
	Wish to promote good practice and would like to help with the development of solutions to society's problems and help to expand the take-up of these solutions where they are most needed.		Where agreed, project funding may be for up to a maximum of three years in duration, and will be tapered downwards if appropriate.	
			Small grant scheme makes grants of up to £5,000 only to organisations with a turnover of less than £250,000 per annum.	
			Predominantly fund capital costs.	

LEADER			
Contact Information	What / who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
Mr David Watson	The aim of LEADER is to increase the capacity of	The under noted can	All projects will
The Moray Council	local rural community and business networks to	apply	require a minimum of
High Street	build knowledge and skills, and encourage	 Constituted 	50% match funding,
Elgin	innovation and co-operation in order to tackle	Community	some of which can
IV30 1DX	local development objectives.	Groups	be in Kind.
		 Social 	
http://www.morayfundingsup	The Moray LEADER programme will be available	Enterprises	
port.org/funding/european/str	to rural areas throughout Moray, i.e., All of Moray	Voluntary	
uctural/leader.php	with the exception of Elgin and National Park.	Organisations	
		Charities	
David.watson@moray.gov.uk	• • •	Micro Businesses	
04040 500570	Rural transport	Public Sector	
01343 563570	Community facilities	Bodies	
	New approaches to rural services Youth enterprise		
	Youth enterpriseAdding value to local products		
	Micro enterprise/diversification		
	Cooperation, e.g. in tourism		
	• Cooperation, e.g. in tourism		
	Eligible costs include:		
	Physical building works		
	Environmental improvements		
	Staffing costs		
	Professional fees		
	Direct overheads		
	Childcare costs		
	All projects will require a minimum of 50%		
	match funding, some of which can be in Kind		

Lloyds TSB Foundation for Scotland - Henry Duncan Award			
Contact Information	What / who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
Riverside House	Registered charities with an annual income of	All awards are for one	Two application
502 Gorgie Road	less than £500,000 can apply to us for funding	year only	forms and
Edinburgh	through this programme.		accompanying
EH11 3ÅF			guidance notes: one
	Expect funding to provide benefit that difference		for amounts up to
http://www.ltsbfoundationfors	to the lives of disadvantaged people.		£2,500 for
cotland.org.uk/index.asp?tm			organisations with a
=11	Improve support for at risk groups;		turnover of up to
	Reduce isolation		£25,000, and one for
0131 444 4020	 Improve community cohesion and integration; 		grants over £2,500.
	Improve health and well		
	Increase independence or life skills		You must choose
	Improve family welfare		which one of these
	Increase citizenship.		forms you wish to
			submit, as we can
			only accept one
			application from you.

Lloyds TSB Foundation for Scotland The capacity building programme			
Contact Information	What / who they will fund Whether group needs to be a charity	Deadlines	Amount
Riverside House 502 Gorgie Road Edinburgh EH11 3AF	At their recent Board meeting, Trustees agreed to review the Capacity Building Programme to identify the best way to deliver capacity building from 2012.	No deadlines for 2012 as yet.	
http://www.ltsbfoundationfors cotland.org.uk/ 0131 444 4020	As a result, final Capacity Building grants, in their present form, will be made at the December Board meeting.		

MacRobert Trust			
Contact Information	What / who they will fund Whether group needs to be a charity	Deadlines	Amount
The MacRobert Trust	The Trustees of The MacRobert Trust have	The window for new	Grants vary, but
Cromar	determined that a revised charitable donations	applications for the	most lie between
Tarland	policy should be developed in the light of the	October 2012 meeting	£5,000 and £10,000.
Aberdeenshire	current economic climate and the large increases	will open on 1st	
AB34 4UD	observed in the number of applications received.	November 2011 and will	
	A revised policy will be considered by Trustees at	run through until 31st	
http://www.themacroberttrust	their October 2011 meeting.	May 2012.	
.org.uk/index.htm			
	With this in mind, potential future applicants	Consider applications	
013398 81444	should check against the revised eligibility criteria	twice a year in March	
	when they are published on The Trust's new	and October received for	
	website post-October 2011.	the March meeting	
		before 31st October	
	Currently, the major categories under which the	October meeting before	
	Trustees consider support are:	the 31st May.	
	Science and Technology		
	Youth		
	Services and Sea		
	Ex-Servicemen's & Ex-Servicewomen's		
	Hospitals and Homes		
	Education		
	Disabled and Handicapped Operation in Markets		
	Community Welfare		
	Applications returned by POST only.		

Moray Firth Radio Cash for Kids				
Contact Information	What / who they will fund	Deadlines	Amount	
	Whether group needs to be a charity			
PO Box 271	Two application forms; individual and group.	Two distributions of		
Inverness		funds per year, one in		
IV3 8UJ	Applications can only be made to individuals and	Spring and one in		
	groups within the MFR broadcast area.	Autumn.		
http://www.mfr.co.uk/charity/				
cashforkids@mfr.co.uk	Consideration for grants will only be given to	Applications forms are		
01463 227700	children, groups or projects aiming to help	ONLY available during		
	children under the age of 19.	application time.		
	Grants will only be given to children, groups or	Meets twice each year		
	projects aiming to help children:	and all applicants will be		
	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	notified within a month of		
	a) Suffering mental, physical or sensory disabilities	each distribution		
	uisabilities	meeting.		
	b) Suffering behavioural or psychological	Closing date will be		
	disorders	broadcast on Moray Firth		
		Radio and published in		
	c) Living in severe poverty or situations of	the local press.		
	deprivation			
	d) Suffering distress, abuse or neglect			
	a) canoning distress, abase of neglect			
	e) And to projects which prevent distress and			
	disadvantages linked to the above			
	0.5			
	f) Providing opportunities for young people			

Peoples Postcode Trust			
Contact Information	What/ who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
Suite G4	Your project must last for no longer than 3	Applications for under	Funding is available
Great Michael House	months, and be completed within six months of	£2,000 in Scotland are	from £500 to
14 Links Place	receiving the grant payment.	assessed on a monthly	£10,000.
Edinburgh EH6 7EZ		basis.	
-	People's Postcode Trust funds areas where		To apply for more
www.postcodetrust.org.uk	players of People's Postcode Lottery are at the		than £2,000, you
	highest intensity.		must be a registered
info@postcodetrust.org.uk			charity and be able
•			to provide a charity
0131 555 7287			number.

The Robertson Trust				
Contact Information	What / who they will fund	Deadlines	Amount	
	Whether group needs to be a charity			
The Robertson Trust 85 Berkeley Street Glasgow G3 7DX http://www.therobertsontrust. org.uk/ admin@therobertsontrust.org .uk 0141 221 3151	The four main priorities areas are: Care Health Education and Training Community Art and Sport Further 7 categories for support which are: Animal Welfare, Civil Society, Communities, Culture, Heritage and Science, Environment, Saving Lives and Young People and Families. Four types of donation have been established; small main major capital development	The Trustees meet 6 times a year usually in May, July, September, November, January and March. Do not have deadlines for applications	Rarely award donations of less than £500 or more than £100,000.	

Scottish Community Foundation Women's Express Programme			
Contact Information	What / who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
Empire House	Organisations predominantly run by/for women	All 2011 Deadlines are	Eligible groups can
131 West Nile Street	and women-only projects that seek to support and	now passed. 2012	apply for grants
Glasgow	empower women to turn their lives around.	deadlines will be	between £2,000 and
G1 2RX	Women's Fund for Scotland funding is available	announced in due course	£5,000
	for projects that meet the following		,
www.scottishcf.org/grantsfor	aim:		Sometimes also able
women	To support projects that enable women to be		to make awards of
	better able to cope with the		up to £10,000 /year
0141 225 6670.	effects of the economic downturn and to make		for up to 3 years to
	changes that enable them to		projects.
	turn their lives around.		projecto.

Scottish Community Foundation Express Grant Programme			
Contact Information	What / who they will fund Whether group needs to be a charity	Deadlines	Amount
Empire House 131 West Nile Street Glasgow	Funds small charities and community groups that deliver support, services and activities in the heart of their communities. The groups we fund tend to	There is no closing date for applications.	Awards ranging from £250 and £2,000
G1 2RX	be small volunteer-led organisations or have just one or two paid members of staff. Only make	Please bear in mind the 6 week turnaround time	Currently only consider applications
http://www.scottishcf.org/	grants for projects that benefit people living in Scotland.	for a decision and apply well in advance of your	from smaller organisations that
0141 225 6670	Your group must have a written constitution and a bank account in order to apply.	project taking place.	have an income of less than £250,000 per year.
	You don't need to be a registered charity, but your group should be a non-profit making organisation with charitable aims and objectives.		Don't fund activities for more than 12 months, and grants must be spent within one year.

Tesco Charity Trust			
Contact Information	What / who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
Tesco Charity Trust PO Box 980 Canterbury CT1 9DX	To provide small amounts of funding for local community based projects which aim to improve the welfare and education of children, including special needs schools.	31 January 2012 (multiple)	Applications are accepted for amounts from £1,000 to a maximum of £4,000.
http://www.rdfunding.org.uk/q ueries/ListGrantDetails.asp? GrantID=896	Applications are considered for supporting children's welfare and children's educational projects, including special needs schools, for children aged 0 - 19 years old.		

Trusthouse Charitable Foundation			
Contact Information	What/ who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
The Trusthouse Charitable	Grants programme supports projects in the UK	Large Scheme - For	
Foundation	which address issues in Rural Communities and /	applications between	
6 th Floor	or areas of Urban Deprivation.	£10,000 and £30,000	
65 Leadenhall Street	·	(Capital appeals only).	
London	Within these two main headings, interested in		
EC3A 2AD	helping established projects which work in the	Small Grants - For	
	fields of	applications between	
http://www.trusthousecharita	Community Support;	£5,001 and £9,999	
blefoundation.org.uk	Arts,	(revenue and/or capital).	
	Education & Heritage;		
020 7264 4990	Disability & Health Care.	Fast Track Scheme - For	
		applications of £5,000	
		and below (revenue	
		and/or capital).	
		All grants are for 1 year	
		only.	

The Tudor Trust			
Contact Information	What / who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
The Administrator	The Tudor Trust is most interested in helping	You can apply at any	No minimum or
The Tudor Trust	smaller, under-resourced organisations which	time – Tudor makes	maximum amounts.
7 Ladbroke Grove	offer direct services and which involve people	grants on a rolling	
London	they work with in their planning. Priority funding	programme and there	
W11 3BD	areas are:	are no deadlines.	
	Youth		
http://www.tudortrust.org.uk/	Older People		
	 Health – Mental Health 		
020 7727 8522	 Health – Substance Misuse 		
	 Relationships 		
	Community		
	Housing		
	Learning		
	Financial Security		
	Criminal Justice		
ı	3		
	Do not need to be a charity.		
ı			
	Check out the guidelines		

Volant Charitable Trust via Scottish Community Foundation			
Contact Information	What / who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
http://www.scottishcf.org/res	Projects must demonstrate a strong focus on		Provide awards of up
ources/funds/view/66/volant-	supporting women affected by hardship or		to £10,000 per year.
charitable-trust/?from=V/1	disadvantage and on tackling the issues they face		
	in order to make a lasting difference to their lives		
0141 341 4964	and life chances.		

Wooden Spoon			
Contact Information	What / who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
7 Fox Covert	Wooden Spoon aims to enhance the quality and	No deadlines as such for	£20,000 - £100,000
Fetcham	prospect of life for children and young people in	applications as they go	
Leatherhead	the United Kingdom and Ireland who are	forward to next available	Will fund between
Surrey	disadvantaged physically, mentally or socially.	board.	25% - 100% of total
KT22 9XD			project costs.
	Normally for capital projects with a reasonably	Applications for grants of	
http://www.woodenspoon.co	long-term prospective lifetime.	under £50,000 go	
m/projects/how_to_apply_for	Seldom for revenue costs.	forward to a monthly	
_funds.php		meeting.	
01276 410 180			

Woodward Charitable Trust			
Contact Information	What/ who they will fund	Deadlines	Amount
	Whether group needs to be a charity		
Allington House (1st Floor)	It is recommended that all applicants take time to		Majority of grants are
150 Victoria Street	read these guidelines in order to avoid submitting		for less than £5,000.
London SW1E 5AE	applications that are likely to be rejected.		
			Small grants, £100-
www.woodwardcharitabletrus	Priorities are:		£5,000 (around 80
t.org.uk			grants made per
	Children and young people who are isolated, at		year).
contact@woodwardcharitabl	risk of exclusion or involved in anti-social		
etrust.org.uk	behaviour.		Large grants, over
	Minority groups including refugees, gypsies and		£5,000 (around 5
020 7410 0330	travellers. Projects that promote integration and		grant are made per
	community cohesion will be favoured.		year).
	Prisoners and ex-offenders. Projects that help the		01.31
	rehabilitation and resettlement of prisoners and/or		Children's summer
	ex-offenders are supported as well as requests to		playscheme grants
	help prisoners families.		£500-£1,000 (about
	Disability projects which can include rehabilitation		30 grants made per
	and training for people who are either physically disabled or learning disabled, as well as help to		year).
	improve employment prospects.		Trustees favour
	Homelessness, especially affecting young people		small-scale, locally
	and women, and covering facilities such as		based initiatives.
	women's refuges.		Funding is primarily
	Arts outreach work by local groups for the benefit		for one-off projects,
	of disadvantaged people.		but the Trustees are
	Environmental projects, especially with a strong		willing to consider
	educational element.		funding running
			costs (including core
			cost and salaries).