

# The Drapers' Charitable Fund

## Guidelines for Applicants

### General Information about our eligibility criteria and grants awarded

- Applications will only be considered from registered charities, unless the organisation is exempt from registration.
- Support will be focused on organisations whose annual income is less than £5 million.
- The main focus of grant-making is in disadvantaged areas of Greater London. Many of the funding priorities include a geographical restriction, but where this is not stated projects and beneficiaries should be based in England.
- Grants awarded are normally for sums up to £15,000 but larger grants may be awarded.
- Most grants are one-off payments, but multi-year grants are selectively awarded when they are subject to an annual progress review.
- Funding is provided for either core costs or for specific projects or areas of work to enable organisations to continue and develop their services.
- Grants will be awarded to organisations/projects which demonstrate quantifiable outcomes and a positive and significant impact upon beneficiaries.
- Grants are conditional on applicants having written safeguarding policies and procedures in place relating to child protection, vulnerable adults and any other issues relating to the welfare of the charity's beneficiaries.
- A further application from an organisation will not normally be considered for a period of three years from the date of the grant.
- Unsuccessful applicants should wait at least one year before reapplying.

### How to apply for a grant

All applicants must complete the Application Summary Sheet (can be downloaded from the *Applying for a Grant* section of the website) which should be submitted together with your application.

Your application should be as concise as possible but no longer than four sides of A4 and in font size no smaller than 11 point.

The application should describe the charity's work or the project for which funding is requested and should include, but not be limited to, the following information:

## **Details about your organisation**

- Its aims and activities, when the organisation was established and its status (eg registered charity, company limited by guarantee etc), who its beneficiaries are, financial details (income, expenditure and free reserves), number of staff and/or volunteers, and the geographical area where it works.

## **Details about the work of the charity (or the project) to be funded**

- The need for the work and how the need was assessed including the outcomes of any pilot project.
- The activities that the work will deliver ie details about the services provided.
- How the work will be monitored and evaluated, the measures you will use and how you will know if the work/project has been successful.
- The outcomes evidence from previous work/projects and the outcomes (changes, benefits or other effects) you expect to achieve. Outcomes are likely to be both quantitative and qualitative and should provide evidence that the work makes a difference to the lives of those supported.
- How many people will benefit from the work and the geographical area of beneficiaries.
- Details of fundraising strategy and income generation activities, other sources of funding secured and applications for funding which are outstanding. Increased financial sustainability through diversified income streams and a reducing dependence on charitable giving is welcomed.

## **Additional information to be provided**

In addition to the application the following attachments should be included:

- A budget for the proposed project/work including specific details of the sum requested from the Drapers' Charitable Fund. If funding is requested for salary costs please ensure that the salary and on costs are separately identified.
- The most recent audited financial statements and trustees report which should not be more than 12 months old. Please explain any significant increases in income or expenditure, the charity's reserves policy, any unrestricted reserves held in excess of the reserves policy, and the requirement for any reserves held in designated funds.
- If funding for a post is required, the job description should be provided.
- Application Summary Sheet.

Applications must be signed, made on the organisation's headed paper or include a covering letter printed on headed paper.

Applications should be submitted by email to [charities@thedrapers.co.uk](mailto:charities@thedrapers.co.uk)

## **How will my application be processed?**

Applications can be made at any time during the year. The Charities Committee meets five times a year (October, December, February, April and June) and applications will normally be considered at the next meeting following submission provided they are received at least four weeks before the date of the meeting. However, this is dependent upon the number of applications received and it cannot be guaranteed that an application will be considered at a particular meeting.

All applications will be acknowledged informing the applicant of the date of the Charities Committee meeting at which the application will be considered. If the proposal is ineligible or there is insufficient support for the application to be considered by the Committee the applicant will be informed.

An assessment visit to the organisation by a member of the Company or staff may be required prior to the application being considered by the Committee.

The Charities Committee will decide at its meetings whether or not to award a grant to an organisation. Applicants will normally be notified, in writing, of the result of their application within three weeks of the meeting at which the appeal is considered.

Due to the large number of applications received, many applicants are unsuccessful even though their application meets the guidelines.

A review visit following the award of the grant may be carried out, particularly if the organisation is selected for consideration for a multi-year award

Successful organisations will be expected to complete an evaluation report following the award of a grant, outlining whether the outcomes have been achieved. In the case of multi-year grants, release of the next instalment is subject to the satisfactory outcome of an annual progress review.

Further requests for funding will not be considered from any organisation unless an evaluation report has been received relating to a previous grant(s).

## **What We Fund**

Applications for new awards are accepted from organisations in the following areas of work.

### **SOCIAL WELFARE**

- **Homelessness**

Programmes in Greater London which break the cycle of homelessness or support those who are vulnerably housed or otherwise at risk of homelessness including:

- i) support to enable people to gain or maintain stable accommodation;
- ii) enabling people to develop the skills to live independently and/or move towards employment or training;
- iii) Day Centres offering shelter and basic services.

- **Prisoners**
  - i) projects should aim to improve the employability opportunities for offenders or ex-offenders; or
  - ii) support rehabilitation, particularly through the provision of education and training opportunities; or
  - iii) re-build family relationships or provide support services to prisoners' families.
  - iv) Projects can be delivered in prisons, through-the-gate or to ex-offenders in the community.
  
- **Ex-Service men and women**
  - i) projects should support or aid the rehabilitation of wounded, injured or sick ex-services personnel, particularly into training or employment; or
  - ii) improve the welfare, health and wellbeing of ex-service men and women in need.
  
- **Welfare**

The provision of support services to the following beneficiaries in situations of high deprivation in Greater London:

  - i) older people eg befriending services, day centre services, or projects helping beneficiaries to continue to live independently in their own homes;
  - ii) supporting people to overcome hardship eg food redistribution services and projects addressing food poverty, debt advice, support to help people remain in their homes;
  - iii) community or family support services eg, community centres, befriending/advice services to develop positive family relationships.
  
- **Disability**
  - i) projects should provide support and improve the quality of life for adults with sensory impairment, mental health support needs or learning disabilities.

## **YOUNG PEOPLE AND EDUCATION**

Projects which raise the aspirations or help to realise the full potential of disadvantaged young people in Greater London including:

- i) support NEET young people into education, training or sustainable employment; or
- ii) support young people from disadvantaged backgrounds to increase their academic attainment, particularly in literacy and numeracy, or to continue or further their education; or
- iii) improve the self-confidence, employability or life skills of disadvantaged young people to deliver a demonstrable impact on their progression into education, training or employment; or
- iv) improve the mental health, resilience, self-esteem and engagement of young people; or
- v) support young carers eg education projects and respite services.

## **TEXTILES AND HERITAGE**

- i) textile conservation projects particularly the conservation, display and public access of textiles of national importance;
- ii) projects which develop textile-related skills and innovations; the support of young people's entrance into and success within the textile industry;
- iii) preservation of the nation's heritage through support of museums, memorials and monuments related to former exploits of the armed forces, the history of London or the textile trade.

**Applications from the following organisations and activities are NOT normally funded:**

### **Organisations**

- Organisations that are not registered charities, unless exempt from registration
- Organisations with an annual income of over £5 million
- Regional charities that are affiliated with national charities or movements
- Schools, colleges or universities
- Churches or other places of worship
- Almshouses
- Hospitals, medical centres or hospices or other palliative care services
- Individuals, or organisations applying on their behalf

### **Activities**

- Capital costs, new buildings or major refurbishments
- Projects which do not support all members of the targeted area of need
- Physical disabilities, medical research or medical conditions including drug and alcohol addiction, HIV/Aids
- Arts projects unless able to demonstrate impact on prisoners, older people or those with less visible disabilities
- Projects where the main focus is tolerance and understanding between faiths and communities or the promotion of religious beliefs
- Projects supporting those experiencing domestic violence, trafficking or sexual exploitation
- Charities whose principal objective is campaigning, lobbying or raising awareness
- Holidays or trips or pre-school projects
- Events such as conferences, seminars and exhibitions
- Animal welfare
- Projects taking place or whose beneficiaries are situated outside the UK
- Work that has already taken place