

# *The Skinners' Company* **Lady Neville Charity**



## *Guidelines on Grant Making*

The Skinners' Company Lady Neville Charity was formally set up in 1978 following a bequest from Ralph Neville JP. Its aim was to distribute funds across a diverse range of activities and interests within the voluntary sector. As the Charity only has a relatively small amount of income to distribute, its grant-making policy has been further reviewed to make some changes to the Priority Areas and to focus on smaller organisations. This leaflet replaces any previously issued guidelines.

### **Who can apply?**

We will only consider applications from:

- **registered** charities based in the United Kingdom, and working in **one** of the four priority areas.
- organisations employing less than the equivalent of **four full-time, paid staff**

### **What do we fund?**

Awards will only be made for **items of non-recurring expenditure** (eg, equipment, a particular element of capital building works, an event). Please give **specific details and costs** of such an item.

Grants should make a **clear and significant contribution** to a charitable project or activity. The level of each grant will be in the region of £500 - £1,000

### **Priority Areas**

The following are the Charity's areas for priority funding, for the **period up to May 2008**.

#### **Disability**

Activities which provide opportunities for people of any age with a physical or mental disability. (Please note, however, that projects taking place in hospital, nursing or residential settings, or medical research will **not** be considered.)

#### **Local Heritage**

Projects which help local groups to conserve and restore their landmarks, landscape, traditions and culture.

#### **Local Community**

Projects which are involved in improving the facilities or quality of life for people in a deprived neighbourhood.

#### **Performing Arts & Visual Arts**

Groups involved in undertaking a particular activity in any field in this area.

## **Exclusions**

Grants will **not** be made to organisations working in similar areas as the Skinners' Company and its other charities. These include:

- \* Schools, Education and Vocational Training
- \* Care of Elderly People
- \* Grant-making to older and disabled people in need
- \* Sheltered Housing

Also, organisations that have received a grant from the Charity may not re-apply until three years have elapsed.

## **How to apply**

By application form, enclosing a copy of the **latest audited accounts and annual report**, to:

The Charities Administrator  
The Skinners' Company  
Skinners' Hall  
8 Dowgate Hill  
London EC4R 2SP                      Tel: 020 7213 0562

The application form **must** be completed, as it will serve as covering sheet for any other relevant supporting information you would like to submit. You are welcome to contact us to discuss a possible application.

Grant making Committees are held in May and November each year. Applications need to be received **six** weeks prior to the meeting date, therefore **mid-March** and **mid-September** should be treated as deadlines.

**We regret that it is not possible to acknowledge unsuccessful applications. If you do not hear from us, it will mean that your request has not been successful on this occasion.**

*Registered Charity No: 277174*

**THE SKINNERS' COMPANY LADY NEVILLE CHARITY  
APPLICATION FORM**



Please ensure you reply fully to each question, referring to the guidance notes overleaf.

<b>NAME OF ORGANISATION</b>		<b>REGISTERED CHARITY NUMBER</b>	
<b>CONTACT DETAILS</b> (Name, Title, Address, Postcode & Telephone)			
<b>BRIEF STATEMENT OF YOUR MAIN OBJECTIVES</b>			
<b>NUMBER OF STAFF EMPLOYED BY YOUR CHARITY</b> (Full-time equivalents)		<b>NUMBER OF VOLUNTEERS INVOLVED IN YOUR WORK</b> (Please indicate how many of these are Committee members)	
<b>UNDER WHICH OF THE CHARITY'S PRIORITY AREAS DO YOU WISH TO BE CONSIDERED?</b> Please choose <u>one</u>			
DISABILITY <input type="checkbox"/>	LOCAL HERITAGE <input type="checkbox"/>	COMMUNITY <input type="checkbox"/>	PERFORMING / VISUAL ARTS <input type="checkbox"/>
<b>PLEASE GIVE DETAILS OF THE SPECIFIC CAPITAL ITEM FOR WHICH YOU REQUIRE FUNDING.</b>			
<b>WHAT IS THE TOTAL COST OF THIS ITEM?</b>		<b>HOW MUCH OF THIS DO YOU WISH THE TRUSTEES TO CONSIDER?</b>	
<b>IF YOU RECEIVED AN AWARD, WHEN DO YOU ANTICIPATE YOU WOULD BE ABLE TO USE IT?</b>			
<b>DETAILS OF ANY PREVIOUS GRANTS FROM THE CHARITY</b> (Please give amounts and dates)		<b>HOW DID YOU LEARN ABOUT THIS CHARITY?</b>	
<b>SIGNED:</b>		<b>DATE:</b>	
			<b>ACCOUNTS/ANNUAL REPORT ENCLOSED</b> <input type="checkbox"/>

SEE OVERLEAF FOR NOTES

## Notes

Thank you for your interest in applying to the Charity. Before completing this form, please ensure that your application meets the various eligibility criteria outlined in the accompanying leaflet on the Charity's current grant-making policy and procedures.

Please ensure you have enclosed one copy of your most recent audited accounts. If these are missing, your application will be returned to you.

<i>Organisation/ Charity Registration</i>	<b>Only</b> registered charities based in the UK, which employ less than the equivalent of <b>four</b> full-time paid staff may apply.
<i>Contact Details</i>	Please let us have contact details of someone who can respond to any queries we may have on your request.
<i>Objectives</i>	Please outline these clearly and concisely in the space provided. You are welcome to submit other relevant material that supports or illustrates your aims and objectives.
<i>Number of Employees</i>	Include all full and part-time staff employed by your organisation. Please calculate part-time staff in terms of full-time equivalents (FTE), using a formula of 35 hours per week. For example, if you have 10 paid staff each working 12 hours per week, this will equate to 120 hours or 3.4 FTEs.
<i>Number of Volunteers</i>	Please provide the number of volunteers who work with you at least once a month.
<i>Priority Areas</i>	Even if your work extends across several of our priority areas, you are asked to nominate only <b>one</b> of those listed.
<i>Details of Request</i>	The Trustees are seeking to fund capital items or non-recurring elements of your work where their award can make a tangible impact. Grants do not exceed £1,000.
<i>Previous Grants</i>	Please note that if your organisation has received a grant from the Charity in the last three years, it will not be eligible for consideration.
<i>Unsuccessful Applications</i>	With regret, if you do not hear from us, it will mean that your application has been unsuccessful on this occasion.
<i>Grant Monitoring &amp; Follow-Up Visits</i>	Organisations that receive an award are requested to produce a brief report (using a standard monitoring form) on the use to which the Charity's grant has been put. Trustees occasionally undertake informal follow-up visits to beneficiaries, to gain a better insight into the overall impact of their grant-making. Your assistance in this process of evaluation is appreciated.

### **If you would like to seek further clarification, please contact:**

The Charities Administrator  
The Lady Neville Charity  
Skinners' Hall  
8 Dowgate Hill  
London EC4R 2SP

Tel: 020 7213 0562