



# Funding Application Pack

Version 2 - November 2010

Scottish Charity No: SC003133

# THE GANNOCHY TRUST FUNDING APPLICATION PACK

## Background

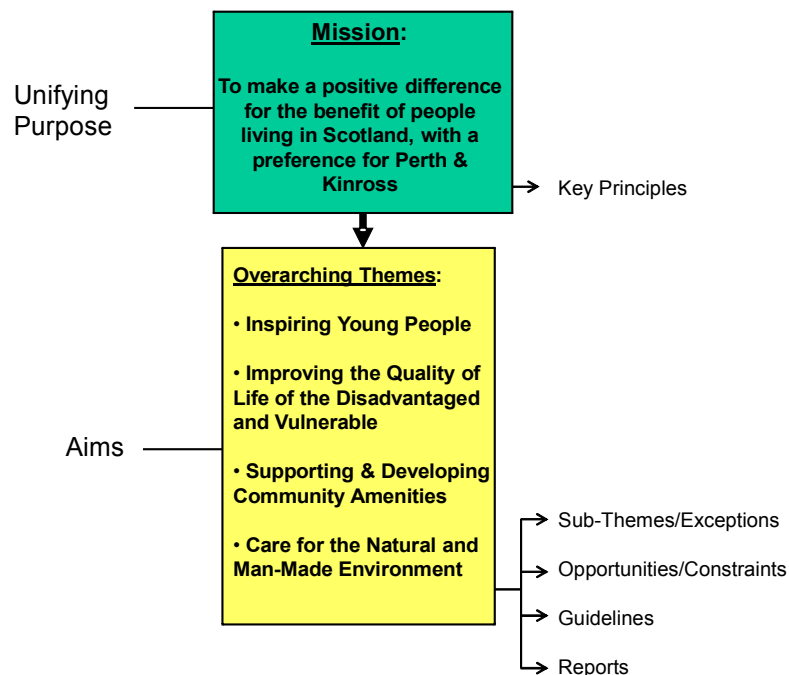
The Gannochy Trust was founded in 1937 by Arthur Kinmond Bell, known as A K Bell, for charitable and public purposes for the benefit of the Community of Perth and its immediate environs as a direct result of his family's successful whisky distilling business.

A K Bell's philanthropy has been developed into one of the more substantial grant-making trusts in Scotland. Originally, the Trust contributed to worthy charitable causes solely within Perth and its immediate environs. In 1967 a Scheme of Alterations was approved by the Court of Session to expand its grant-making footprint to the whole of Scotland, but with a preference for Perth and its environs. The Trust has made significant contributions to a wide variety of projects across Scotland over many years, ranging from major national flagship projects to smaller, but nonetheless important, community projects.

## Mission

The Gannochy Trust's Grant-Making Mission is:

**'To make a positive difference for the benefit of people living in Scotland, with a preference for Perth & Kinross'**



The Mission provides the unifying purpose for all of the Trust's grant-making activities. Indeed, any projects should be able to be traced to the Mission through the Overarching Themes that are explained and developed below.

## Key Principles

The Gannochy Trust upholds the following **Key Principles** that are consistent across all aspects of its grant-making activities and which support the Mission:

- The Trust only operates in Scotland and has a preference for appeals within Perth & Kinross.
- The Trust is an independent grant-making trust.
- The Trust assesses all requests for funding.
- The Trustees make decisions based on the evidence presented to them and maintains an unbiased approach.
- The Trust is committed to diversity and inclusion.

## Overarching Themes

The Gannochy Trust will achieve its Grant-Making Mission through its 4 **Overarching Themes**. The Themes are:

- Inspiring Young People.
- Improving the Quality of Life of the Disadvantaged and Vulnerable.
- Supporting and Developing Community Amenities.
- Care for the Natural and Man-Made Environment.

The Themes are further sub-divided into Grant-Making Sub-Themes later in this document.

## Opportunities, Constraints and Restraints

Charities requesting funding from the Gannochy Trust should be aware that awards are **constrained** by the funds available and may vary from year-to-year, or even during the course of a particular year. There may be cases where an appeal for funding meets all of the necessary criteria but is not successful purely because of the priorities at a particular time or the allocation of funds for a Theme is fully committed. The Trust may apply self-imposed **restraints** from time-to-time. These restraints may apply to particular Themes or Sub-Themes.

The **opportunities** available to the Trust are:

- Awarding grants based on an appeal's individual merits.
- Awarding grants based on the outcomes and effects of a project.
- Being sufficiently flexible to adjust the focus of awards based on the changing needs of communities in Scotland.
- Working in co-operation with similar organisations within the Grant-Making Sector in Scotland.

The Trust is **constrained** by:

- Awarding grants within the funds available.
- Awarding grants only to organisations which meet the OSCR Charity Test.
- Awarding grants only within Scotland.

## Grant-Making Sub-Themes and List of Exclusions

The Themes have been further developed into 4 sets of **Sub-Themes** which expand the Overarching Themes and provide more detail in order to manage the grant-making process. The Sub-Themes are also expressed in terms of outcomes. The List of Exclusions has been prepared to show which projects will not be considered by the Trust. The purpose of establishing Sub-Themes and Exclusions is to:

- Provide clear guidance to organisations preparing applications for funding
- Provide direction to Trustees when considering applications

...in order to make the grant-making process more streamlined and efficient and help the Trust to ensure that it is being effective in meeting its aims.

Organisations applying to the Trust for funding are strongly recommended to consult the Sub-Themes and Exclusions and follow the Application Submission Guidelines. The Sub-Themes and Exclusions may be varied from time-to-time at the discretion of the Trustees.

## Application Submission Guidelines

The Application Submission Guidelines have been prepared to streamline the grant-making process. Therefore, organisations applying for funding from the Trust are strongly recommended to follow these guidelines. The Application Submission Guidelines should make the application process more straightforward, as they offer a framework which reflects the Trust's consideration criteria. The Gannochy Trust has, historically, made donations to both small and large organisations.

## Donation Reporting Guidelines

The Trust's grant-making activities are regulated by OSCR and are governed by accountancy and audit procedures. It is therefore essential that donations made by the Trust are fully accountable and that organisations report on the effectiveness of the donation. The Donation Reporting Guidelines have been devised to provide a framework to meet the audit requirements of the Trust and demonstrate good governance throughout the regulatory chain.

## Donation Acceptance Agreement

The Donation Acceptance Agreement is an agreement between the Trust and successful grant applicants. The Agreement will provide a vital link between the Trust and organisations receiving funding to ensure the continuity of purpose and good governance during the course of a project through a series of conditions. The Agreement may vary between one organisation and another. In the case of smaller, uncomplicated grants the conditions of the award may be set out in the Letter of Award. For more substantial awards, it will set out the respective responsibilities of the parties connected with an award on acceptance of a grant.

## **GRANT- MAKING SUB-THEMES – WHAT WE MAY CONSIDER?**

### **THEME 1 Inspiring Young People<sup>1</sup>**

<u>Topic</u>	
1.1	Sports and recreation projects to develop Young People through active participation.
1.2	Develop citizenship in Young People, including team-building and community activities.
1.3	Encourage and develop Young Role Models.
1.4	Projects developing leaders and coaches to promote leadership and team-building skills in Young People.
1.5	Increase availability and provide information about recreational, creative and sporting activities and facilities, with an emphasis on enhancing the core elements provided by government/statutory funding.
1.6	Encourage participation and develop Young People's skills in musical, choral, theatrical, artistic and creative activities.
1.7	Develop the social and life skills of Young People.
1.8	Encourage and involve Young People in charitable work and voluntary activities.

### **THEME 2 Improving the Quality of Life of the Disadvantaged and Vulnerable**

<u>Topic</u>	
2.1	Projects promoting participation in sports and recreational facilities for the educationally and socially disadvantaged.
2.2	Therapeutic drama and music for the disabled and educationally and socially disadvantaged.
2.3	Rehabilitation of Young People due to the effects of drug or alcohol abuse.
2.4	Promoting healthy lifestyles, especially among the young.

<sup>1</sup> 'Young People' is defined for the purposes of this document as any person up to the age of 25 years old.

2.5	Supporting the 'hard-to-reach' disadvantaged and vulnerable in society.
2.6	Promote social inclusion, including the re-integration of Young Offenders and projects to encourage and maintain the cohesion of prisoner's families.
2.7	Support those who care for the disadvantaged and vulnerable, including Young Carers and projects to address abuse, with an emphasis on Young People.

**THEME 3**  
**Supporting & Developing Community Amenities**  
**(Currently Restricted to Projects Taking Place in Perth & Kinross)**

<u>Topic</u>	
3.1	Development of village halls and community centres, with an emphasis on recreational and leisure facilities.
3.2	Improve recreational, creative, sports, cultural and leisure facilities in remote and smaller communities.
3.3	Selected arts projects and events within Perth & Kinross.
3.4	Touring companies performing in remote venues that provide distinct benefits consistent with educational programmes.

**THEME 4**  
**Care for the Natural and Man-Made Environment**  
**(Currently Restricted to Projects Taking Place in Perth & Kinross)**

<u>Topic</u>	
4.1	Projects promoting access to the countryside and natural environment, including paths, cycleways and waterways.
4.2	Educational projects connected with countryside and heritage-related activities.
4.3	Projects promoting training and volunteering in conservation, restoration and preservation work.
4.4	Green spaces in urban areas and community woodlands.
4.5	Stimulate development of museums and heritage-related projects.

### **EXCLUSIONS – WHAT WE WILL NOT CONSIDER?**

1	General applications for funds will not be considered – applications must be specific, and preferably for a project with a defined outcome.
2	Donations will not be made to individuals.
3	Donations will only be made to charities which meet the OSCR Charity Test. Community Amateur Sports Clubs will not be considered.
4	Projects where the benefit of a donation will be realised outside Scotland.
5	Donations will rarely be made to projects that do not demonstrate an element of self or other funding.
6	Donations will not be made that contribute to an organisation’s healthy reserves or endowments.
7	Applications will seldom be considered for more than a 3-year commitment.
8	Applications will not be considered for holidays, with the exception of those for the disabled and disadvantaged living in Perth & Kinross where the project has a tangible recreational or educational theme.
9	Applications will not be considered for animal welfare projects, with the exception of wildlife projects within Perth & Kinross that meet the sub-themes within Theme 4.
10	Applications will not be considered from schools for recreational facilities unless there will be a demonstrable and sustained community involvement, preferably for the disadvantaged or vulnerable.
11	Applications will not be considered from pre-school groups, play schemes, after school clubs and parent-teacher associations.
12	Applications will not be considered from cancer and other health-related charities unless they provide palliative services within Perth & Kinross and would not normally attract statutory funding.
13	Applications from places of worship will not be considered unless there is a distinct community benefit through use as a community centre or village hall, and where there is not a similar facility nearby.
14	Applications will not be considered from charities re-applying within a year of their previous appeal or award, or instalment thereof.
15	Applications will not be considered where funding would normally be provided by central or local government.
16	Waste disposal/landfill, pollution control and renewable energy projects will not be considered if they are the sole purpose of the project, and unless they meet the criteria within Theme 4.
17	Applications will not be considered for political or lobbying purposes.
18	Applications will not be considered from higher or further education establishments unless the project has been initiated by the Trustees.

## **GANNOCHY TRUST APPLICATION SUBMISSION GUIDELINES**

Applicants should complete their organisation's details on the attached form. It is essential that the text of submissions is confined to 3 sides of A4 paper. Any additional information should be in the form of free-standing documents, not continuation sheets. The Trustees meet periodically throughout the year to consider applications.

Applications are to be from or accompanied by a supporting letter from a director or trustee from the charity.

The following questions and requirements must be covered in the text of the application:

- What is the Charitable Purpose of your charity?<sup>2</sup>
- What is the Public Benefit of your project, and are there any Private or Commercial Benefits?<sup>3</sup>
- What are the aims of your project, and how will you meet them?
- Which one of the Gannochy Trust Grant-Making Strategy Sub-Themes does your project most closely match?
- What difference will your project make?
- State the criteria which will be used to assess the project or specific funding request, and how will you measure or evaluate its success or failure?
- How would you spend the money, and when will the project commence and end?
- What would you do if the Gannochy Trust does not provide funding?
- Is this an application for a new activity or project for which you are seeking funding, or a funded or part-funded current activity or project for which you are seeking re-funding on the reduction or at the end of one or more funding streams? If so, then specify which organisation(s) have either ceased or reduced their funding to you.

The following documents must be provided with the application:

- Up-to-date signed and dated full copy of your charity's accounts and of any connected charity or other organisation to support your appeal. The accounts should be audited or, if relevant, supported by an independent examiners report.
- Up-to-date financial information to include:
  - A current bank statement.

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<sup>2</sup> OSCR: Meeting the Charity Test, November 2995, Part B, pp5.

<sup>3</sup> OSCR: Meeting the Charity Test, November 2005, Part B, pp8-18.

- Details of changes of trustees and staff since the last accounts were prepared.
- An explanation of any significant financial or governance issues that have arisen since the last accounts were prepared.
- A full breakdown of costs to include:
  - What are the total project costs?
  - A funding strategy/plan to include who else will provide funding for your project?
    - Please give details of actual donations, promised pledges and any attached conditions, and applications pending.
  - A clear statement of what your organisation will contribute to the project. How much of this will come from internal reserves?
  - If the balance of funding will come from external sources, this must be shown and not subsequently made up from internal reserves.
  - The amount requested from the Gannochy Trust.
- The following documents should also be provided to support the application, if applicable:
  - Project-related documentation – business case, plans, CDs, studies, consultations, job descriptions.
  - The latest approved Annual Report.

Completed applications should be sent to:

Mrs Fiona Russell  
Secretary  
The Gannochy Trust  
Pitcullen Crescent  
Perth PH2 7HX

Tel: 01738 620653  
appeals@gannochytrust.org.uk



## ORGANISATION DETAILS

<b>Name of Project:</b>	<b>Purpose of Project:</b>	
<b>Name of Organisation:</b>	<b>Contact Address:</b>	<b>Charity No:</b>
<b>E-Mail Address:</b>	<b>Website:</b>	
<b>Name of Principal Contact:</b>	<b>Position:</b>	<b>Contact Details:</b>
<b>Name of Alternative Contact:</b>	<b>Position:</b>	<b>Contact Details:</b>
<b>Names and Positions of Trustees and/or Management Committee:</b>		

Please continue the text of the application, addressing the points in the Application Submission Guidelines, on 3 sides of A4 paper.

## **GANNOCHY TRUST DONATION REPORTING GUIDELINES**

Recipients must include responses to the following questions and requirements in the text of their reports. Reports are to be accompanied by a covering letter from a director or trustee of the charity.

- What were the agreed aims of the project for which the donation was awarded, and how did you meet them?
  - Were there any substantial alterations to the project? If so, when were they advised to the Trust, and how have the changes affected the project?
- What overall difference did the project make, and how was this measured?
- What difference did the Trust's contribution make?
- When did the project commence, and when did/will it end?
- If the project is ongoing, describe the future of the project.
- How did the project perform against the criteria which were established at the application stage to assess its success or failure?
- Provide a breakdown of project costs to include:
  - How much money did you require?
  - How did you spend the money, and when?
  - Who else provided funding for your project?
  - How much self-funding did you provide?