Guidance Notes for Grant Applicants

The Gannochy Trust Grant Strategy July 2022 to June 2027

General Guidance Notes

We strongly advise you to read through these Guidance Notes carefully before starting your application and refer to them as you complete your application form.

To help you with your preparation, a list of all the questions that you will be asked in the application can be found in Appendix 1 of this document. You can use this to prepare your questions but please do not submit this.

Applications to The Gannochy Trust should be submitted through our online application system. You can access this through the link on the [Applying for a grant](#) page of our website. Once you have registered for an account, you can apply for funding through either the Perth and Kinross or the Rest of Scotland programme, depending on where your activity is taking place.

If your activity is taking place in both Perth and Kinross **and** another local authority, you can either:
a) Apply for funding for ONLY the Perth and Kinross element of the activity by applying through the Perth and Kinross programme; or
b) Apply for funding for the activity across several local authority areas using our Rest of Scotland programme and outcomes.
If you are unsure about which programme to apply through, please contact us to discuss your options further.

Once you have started your application, your progress will automatically save when you click onto the next question, so you can leave and come back to work on it whenever suits you. Please be aware that the application will time-out if there is no activity on the page for a while. Please ensure that your work has saved before you leave your computer. If you have any questions, you can message us through the message function within your application request.

To help guide you, any mandatory questions in our online application form are marked with a ★ symbol. Most questions have been set with a word limit to help guide you as to how much information we are expecting you to provide in each section.

Further guidance can be found throughout the application form by clicking on the ❓ question symbols.

A – CONTACT DETAILS

To begin, you are asked to search for your charity by typing the name into the search bar. This list is updated regularly from OSCR. Once you have found your charity, click on the name. The system will display the charity name and number which you will be asked to confirm. If you can't find the name of your charity here, you can manually enter it by entering the following:

1. **Legal Name of organisation/Name that you are known by**
   This is the name on your governing document that matches the name on your accounts and bank statements, and your Office of the Scottish Charity Regulator (OSCR) or Charity Commission entry. If you are commonly known by another name, you can tell us in question B1.
2. **Charity Number**
   To apply for funding from the Gannochy Trust you must be a charity registered with the Office of the Scottish Charity Regulator (OSCR). Please provide your charity number, which we will check with OSCR.

A1/A2: Details of the person who will be our main point of contact and answer any queries during the assessment process. We will also need their address if this is different to that of the organisation (they may work out of a different office), direct telephone number and email address. Depending on the size of the organisation this may be a Trustee, Chief Executive, Manager or Fundraising staff.

B – ABOUT YOUR ORGANISATION

B2/B3: The main office address for the organisation together with your postcode, telephone number and website address (if applicable).

B4: Give a brief description of your organisation and who it supports
This section provides an opportunity to tell us about: your organisation and its main aims; who your beneficiaries are; and describe the range of services you provide to support them.

B5: Please state the number of people involved in your organisation
Staff: Please tell us the number of full-time and part-time staff that are employed by your organisation. You should include any sessional staff numbers in your part-time response.
Volunteers: This is the number of people that help your organisation to deliver services without payment.

B6: Board of Directors/Trustees
We expect your organisation to have a minimum of 3 directors or trustees that hold regular meetings. Please provide us with their name and position on the board/committee.

C - THE TYPE OF FUNDING THAT YOU ARE REQUESTING

C1: What type of grant are you applying for?
- **Project Funding:** Costs associated with the direct delivery of a specific project or activity which could include salaries or sessional staff, activity costs, volunteer expenses, transport, training costs and a contribution towards overheads.
- **Core Funding (Perth and Kinross only):** The Trust recognises that the core costs of running an organisation can help to create, maintain and build strong organisations; enable flexibility and responsiveness; and strengthen the sector generally. Core costs might include salaries, overheads and day to day operational running costs but are not restricted to these.
  The Trust will consider core grant applications from charities which have been a grant recipient within the last three years and therefore have an established relationship with the Trust. New applicants who have not previously received funding are expected to apply for project funding in the first instance.
- **Capital Funding (Perth and Kinross only – as part of a two-stage process):** Applications for capital grants could include: the purchase of equipment, land and/or buildings; the costs associated with the creation or improvement of an asset – a new construction, expansion, refurbishment/renovation or replacement. Applications for capital funding will go through a two-stage process. A Stage 1 Project Summary can be requested by emailing grants@gannochytrust.org.uk. Once completed, Trustees will then review your submission and decide if your project will progress to Stage 2 – which is submission of a full funding application.

Rest of Scotland applications only
  Within which local authority area(s) will the activity take place?
  Projects or activities may take place across multiple local authority areas. Please select all that apply from the drop-down list. Please refer to the guidance at the start of this document if your project takes place in both Perth and Kinross and another local authority area.

C2: What level of funding are you requesting and for how long?
- Small Grant – £1,000 to £10,000 per annum for up to three years
- Main Grant - £10,001 to £30,000 per annum for up to three years
- Major Grant (Perth and Kinross only) – over £30,000 per annum for up to three years
- Capital Grant (Perth and Kinross only) – as part of a two-stage process

In order to establish or re-establish a relationship with the Trust, first time applicants or organisations that have not received funding during the past ten years should only apply for one year project funding. If you are not sure if you fall into this category, then please contact the Trust Office for assistance.

C3: Which Gannochy Trust aim(s) are you applying under?
The Trust has different criteria for charities working in Perth and Kinross, than those across the Rest of Scotland. We intend to fund charities to deliver the undernoted aims:
- Perth and Kinross
  - To improve the quality of life
  - To improve the availability or quality of the built and natural environment for wide community use
  - To develop and inspire children and young people (from age 0-21 inclusive)
- Rest of Scotland
  - To develop and inspire young people (from age 11 to 21 inclusive)

We appreciate that work within Perth and Kinross may fit more than one of the Gannochy Trust aims and would ask you to select the aim(s) which most closely align to the funding you are requesting and the Trust's outcome(s) you choose below.

C4. Please select up to three of the Gannochy Trust outcomes that you hope to achieve with the funding.
All of the grants we make will meet at least one of the Trust's outcomes (the impact or long term change we hope to make) which are listed on Page 4 of the Grants Strategy 2022-2027 and replicated below. Some applicants may find their project or activity meets more than one of these outcomes. If this is the case, you can identify up to three of those listed that fit your work. Please note, you do not need to address more than one outcome. Applications will be assessed on the quality of your work rather than the number of outcomes that you are working towards.

If you consider that you address more than three of the Trust's outcomes, please select the three where you believe your work has the greatest impact.

Regardless of whether you are applying for capital, project or core funding, the activity that you outline in Section D of the application will have to clearly demonstrate how it meets the aim(s) and outcome(s) that you have chosen.

	Perth and Kinross			**Rest of Scotland**
AIMS	**To improve the quality of life**	**To improve the availability or quality of the built and natural environment for wide community use**	**To develop and inspire children and young people (From age 0 to 21 inclusive)**	**To develop and inspire young people (From age 11 to 21 inclusive)**
OUTCOMES	At least one of these:	At least one of these:	At least one of these:	At least one of these:
	• Positive change in people's lives and communities. • Increased inclusion, enablement, independence, mental health and wellbeing. • Increased access to employment, volunteering, learning, culture, sport, and leisure opportunities. • Increased equality of opportunity and active citizenship.	• Greater access to services and facilities. • Improved infrastructure. • More sustainable services and facilities that reflect local priorities.	• Increased participation, opportunities and experiences through culture, leisure, play, environment, and heritage. • Increased access to sporting opportunities at all levels of participation and ability. • Increased leadership or mentoring. • Accredited non-formal learning through voluntary activity in the community.	We want to focus on quality work with young people to deliver: • Increased peer leadership or peer mentoring. • Better employment options that can be measured. • Accredited non-formal learning through voluntary activity in the community. Programmes that lead to improved mental health or wellbeing are particularly encouraged.

What targets/indicators will be measured to show that you have met the intended outcome(s)?

We would like you to identify the targets or indicators you will use to measure how well you have met the intended outcome(s). These may be tasks, services or activities. Examples include: running groups, courses or programmes of activity; producing and distributing information; building a community centre; access to and use of facilities. It is useful to use action words to describe what you will do such as: to provide, to run, to organise, to produce, to recruit, to support, to promote etc. We would also like to know the number of people that you aim to involve and benefit from your activity. The activities should clearly link to a more detailed description within Question D2 of your application.

What methods/criteria will you use to evaluate this work?

You should describe how you will gather the evidence which will demonstrate that you have been successful. The evidence can come from a range of sources, including: things you observe; things you are told by service users (casual feedback, questionnaires, video diaries, focus groups etc.); things you are told by people in service users' lives (e.g. feedback from parents, carers); records you keep (e.g. attendance, assessments); external statistics (comparisons with your service users); Accredited awards and standards achieved by your organisation and/or your service users (e.g. Youth Achievement Awards, Duke of Edinburgh's Awards). The evidence can be both quantitative and qualitative.

The Gannochy Trust requires all grant holders to report on how they have achieved their intended outcome(s) by completing an End of Grant Report. If you receive multiple year funding, an annual End of Year Report will be required. Please note that a successful report will release the following year's grant. The End of Year/Grant Report form will be available for you to complete online through your applicant dashboard.

You may feel that the last thing you want to think about at the start of your work or activity is the End of Year/Grant Report but considering it now will help you complete this section of the application form and plan what information you will need to measure and collect from beneficiaries about the impact that your work has had.

In particular, we want to understand from your application:

- How you will know if the work has been a success and that you have made a difference, change or impact?
- What steps will you take to collect quality data to assess and improve the service – both qualitative and quantitative methods?
- That you have considered what you will need to measure to find out whether you have made the difference, change or impact that you had hoped for.

If you are asking us to fund existing work you may wish to reference or provide evidence on the difference it has made to the lives of the people you support (e.g. evaluation report, impact statement). If it is a new project or activity and there is evidence to demonstrate that it is effective, please include this information (e.g. from a pilot).

D - PURPOSE OF FUNDING

D1: Purpose

What we are looking for here is a one-line description of the purpose of the funding which we can use in correspondence with you.

Examples of a **project grant** descriptor might be:

- BeActive Development Worker Salary costs
- Youth employability support (YES) programme
- Little Stars project

Example of a **core grant** descriptor might be:

- Core Funding April 2024-March 2027

Examples of **capital grant** descriptors might be:

- Extension to Village Hall
- Heating upgrade

D2: Description of the work or activity, who the beneficiaries are and any collaboration/partners

This must be linked to the answers given to Questions C4 and C5. You should clearly demonstrate that the work or activity that you wish us to fund meets the Gannochy Trust aim(s) and outcome(s) that you have identified.

We want to understand what you plan to deliver, and this could include information about:

- The type of service(s), activities or facilities that you will provide (e.g. support, advocacy, advice, apprenticeships, programmes of activity, skills development and accreditation, mentoring, new building or refurbishment)
- Who will deliver the service (e.g. counsellor, volunteer, advice worker, youth worker)
- Who the beneficiaries are and the frequency of contact (e.g. 1 day a week for 12-weeks; 5 days a week for 6-months etc) and how the services are provided (group-based or 1:1)
- How have the beneficiaries been identified (e.g. referral agencies)
- For capital applications, what difference will the new or renovated facilities make to your community or beneficiary group
- If relevant to your application: the number and type of accredited awards; number and type of training opportunities

The Trust is keen to support collaborative work/partnerships that deliver a better service, improve efficiency and/or effectiveness and lead to better outcomes for beneficiaries of our funding. It also helps us to see how you link with other organisations in the community. If your work or activity will be delivered with partners, please provide details within this section.

D3: How have you identified the need for this work, activity or facility? Who have you consulted and how have you included the views of your beneficiaries and/or stakeholders in this?
This is an opportunity to demonstrate how your charity contributes towards a solution to a particular need. For example:
- what are the challenges facing the individuals, groups, or communities that you support?
- how are you responding to these challenges?
- what needs do your target group have?
- how do you know that they have this need?
- why is it important that these needs are met?
- are your facilities appropriate to your needs?
- how will new or improved facilities meet the needs of the group or community they serve?

D4: The number of staff and volunteers involved in delivery of the grant work that you are requesting support for
Within the table, please provide the number of staff (full-time, and/or part-time and sessional), and volunteers involved in delivering the work.

The number of people that will benefit from your proposed project
Please provide a breakdown by the age categories of those that will directly benefit as a result of the grant requested. If it's a core or capital grant, list all beneficiaries. If it is a project grant, just list those that you expect to benefit from the project.

D5: Will you need to recruit any new staff to fulfil your project/proposal
If yes, then you should detail the name(s) of the post(s) and whether these are full, part-time, or sessional. We will also need a copy of the job description and person specification which should include the salary range that you will offer for the post(s), please attach this at section **G2.**

D6: When would you like this funding to start and finish
This should be a realistic timescale. Depending on when your application arrives with us, it can take up to 4 months from its receipt to a decision being made and advised to you. Please bear this in mind and ensure that your start date is in the future as the Trust will not fund a project retrospectively. Capital projects may take longer due to the 2-stage process. For applications requesting core funding we expect the timescale to reflect your annual accounting period.

D7: Any additional information you wish to share with us about your application.
If required, please use this section to tell us anything else that you think it would be useful for us to know in support of your application.

E - BUDGET

The Gannochy Trust will not fully fund organisations, projects or activities. We will expect you to provide details of other funding including any contribution from your own funds, if applicable. As a general rule, the Trust will not fund

more than 50% of a project or core costs within Perth and Kinross, or 30% of project costs within the Rest of Scotland.

General guidance
- You may insert as many additional lines within the budget template as you require.
- The budget should include all the costs of your project or activity and a contribution towards overheads, if applicable.
- Full cost recovery (both the direct costs of the project and the relevant portion of overhead costs) will be considered by the Trust where the calculations are considered to be fair, reasonable/proportionate and associated with the project or activity being applied for.
- If you are applying for multi-year funding, we expect to see a yearly increase in costs and salaries, if appropriate, or to take account of development or growth.
- If you are applying for core funding, we would expect to see a full cashflow or budget breakdown of your organisational costs and anticipated income for each year.
- If your budget includes salary costs you should indicate if this is a full, part-time, or sessional post/s and include the employers NIC and pension costs.
- You should consider what in-kind contributions you will be able to secure and be clear about the basis for any estimates. Be as realistic and reasonable as possible.

E1: Projected expenditure
Please include a detailed breakdown of the main items of expenditure associated with your project, core, or capital request.

E2: Confirmed income
The Trust would expect to see a contribution towards the project, core, or capital request from the charity's own funds where possible. This section should also include confirmed income from other sources detailing the funder and the amount.

E3: Anticipated income
Please list information on other funding applications which you have made or intend to make. You should provide the name of the funder, the amount requested and when a decision is expected.

E4: Summary of budget
Please enter the totals for E1 to E3 and the shortfall and amount you are applying to the Trust for. Please check that you are not requesting more than 50% of a project or core costs within Perth and Kinross, or 30% of project costs within the Rest of Scotland.

E5: Any comments you would like to make on the budget
This is an opportunity for you to provide an explanation on the financial information that you have provided within the budget template (if required).

F - GOVERNANCE, POLICIES AND PROCEDURES

F1: Governance
The Trust is receiving a growing number of applications where a trustee is also a paid employee. The Trust will accept applications from these organisations where they can demonstrate compelling reasons why it is in the best interest of the charity, that their governing document allows for this, and they have a policy in place to mitigate any conflict of interest.

F2: Policies and procedures
The Trust is committed to ensuring that the beneficiaries of our funding, particularly children, young people and vulnerable adults are kept safe from harm. If applicable, we expect you to be able to meet the requirements outlined in this section and you may be asked to provide evidence or copies of appropriate policies. Please do not send these to us with your application – if we require them as part of the assessment process then we will contact you.

G1: Please ensure that you submit a copy of your most recent signed annual accounts.

G2: Please ensure that you submit a copy of job descriptions for any post(s) detailed in your Budget. This includes any new posts, or existing posts that will be supporting the activity.

G3: Please ensure that you submit a copy of any relevant evaluations or business plans.

G4 to G5: If you are a new charity (i.e. your charity does not yet have its first years' examined or audited accounts), we will require a copy of your constitution or governing document together with a copy of your most recent bank statement and a projected cashflow statement for the first year of operation.

G6 to G13: If you are seeking funding for a capital project (**only available in Perth and Kinross**) you should submit a Stage 1 Project Summary for consideration by our Trustees in the first instance. You can request the Stage 1 application by emailing grants@gannochytrust.org.uk. If you are invited to progress to Stage 2 (submission of a full funding application) you would be expected to also provide us with the undernoted information:

- Information on the current title or lease of the building or land and any plans regarding the future of the title
- Approval/confirmation from the landlord (if the property or the land is not owned by the organisation/project)
- Information/evidence of how the local community would benefit from the project and the groups/numbers likely to be involved
- Justification and/or evidence that such additional or new community space is required and not available elsewhere, and is not to the detriment of other community venues or facilities
- Plans (preferably A4 or A3)
- Fully costed schedule of the proposed work

REVIEW AND SUBMIT

Declaration
By submitting your application you are confirming that you are authorised to submit the application on behalf of your organisation. Authorisation should be sought from one of the following people - Chair, Vice-Chair, Treasurer, Secretary, or Chief Executive Officer.

Submitting your application
Before you click the Submit button, please ensure that you have read through and are confident that your application has been fully completed. Once submitted you will be unable to edit your application. If you're unsure and would like a member of the Trust team to have a brief look over your application prior to submission, please send a message through the message centre to request this, leaving plenty time before the deadline closes.

Help and Support
If you have a question regarding your application, you can send us a message through your applicant Dashboard – just click on your application number and click 'Create a new message'. We would encourage you to use the messages function rather than emailing us so that all our communication is kept together and is visible to both of us.

We will communicate with you regarding your application through the messages section the online application portal. You will receive an email to tell you that you have an unread message. Login to your account and click the envelope icon to view your messages. You can also see the status of your application by visiting your Dashboard and clicking 'View your applications'.

If you have any queries, please do not hesitate to contact the Grants Team:

If you have registered for an online account: Please send us an online message through the application website.
If you do not yet have an online account: Please email us at grants@gannochytrust.org.uk
If you would like to speak to a member of the team: please call us on 01738 620653

Appendix 1: Summary of application form questions

Section A – Contact details

Section B – About your organisation

B1: By what name should we address the correspondence to the charity?
B2: Charity contact details
B3: Website address
B4 Give a brief description of your charity and who it supports (your beneficiaries) *(250 word limit)*
B5: Please state the number of people involved in your organisation (Full time, Part time/sessional staff, Volunteers)
B6: List your Board of Directors

Section C – Type of funding

C1: What type of grant are you applying for?
C2: What level of funding are your requesting and for how long?
   Rest of Scotland applications only Within which local authority area(s) will the activity take place?
C3: Which of the Gannochy Trust's aims are you applying under?
C4: Please select up to three of the Gannochy Trust outcomes that you hope to achieve with the funding.
   Please list up to 3 Targets/Indicators for each outcome. *(150 word limit)*
   What methods/criteria will you use to evaluate this work? *(100 word limit)*

Section D – Purpose of funding

D1: Purpose of funding
D2: Description of the work or activity *(500 word limit)*
D3: Need and consulation. How was the need for the work, activity or facility identified? *(200 word limit)*
   Who have you consulted and how have you included the views of your beneficiaries and/or stakeholders in this? *(200 word limit)*
D4: Please state the number of people involved in the grant that you are requesting from the Trust (Full time, Part time/sessional staff, Volunteers)
D5: Will you need to recruit any new staff to fulfil your project/proposal? If yes, please name the post(s) here and attach the job description at Section G.
D6: When do you need to this funding to start and finish?
D7: Any additional information you wish to share with us about your application. *(250 word limit)*

Section E – Budget

E1: Projected expenditure
E2: Confirmed income (including own contribution)
E3: Anticipated income
E4: Summary table
E5: Any comments you would like to make on this budget *(200 word limit)*

Section F – Governance, policies and procedures

F1: Are any of your Trustees also paid members of staff?
   If yes, please provide details
   Does your governing document allow for this?
   Do you have a conflict of interest policy in place?
F2: Are staff and volunteers given appropriate health and safety training or guidance for the work you undertake?
F3: Are appropriate risk assessments carried out as necessary?

F4: Does your work involve children, young people or vulnerable adults?
     If yes, are appropriate protecting vulnerable groups policies in place?
     Are they reviewed regularly?

Section G – Supporting Documents

G1: Please upload your most recent signed annual accounts
G2: Please upload a copy of job descriptions for any staff post(s) included in your Budget Template
G3: Please upload any relevant evaluations or business plans

If you are a newly established organisation we also require:
G4: A copy of your constitution or governing document
G5: A photocopy of a recent bank statement
G6: A projected cash flow statement for the first year

Applicable to Perth and Kinross Stage 2 capital applications only
If you are seeking funding for a capital project we also require:
G7: Information on the current title or lease of the building or land and any plans regarding the future of the title
G8: Approval/confirmation from the landlord (if they property or the land is not owned by the organisation/project)
G9: Details of current position within statutory planning consents
G10: Plans
G11: Fully costed schedule of the proposed work
G12: Management arrangements/details for delivery of the project
G13: Business plan
G14: Future operating plan