



Small Grant Programme Guidelines for awards up to £5,000

- Grants between £500 and £5,000 towards a maximum total project cost of £20,000.
- Priorities for the programme are as follows: children and families, elderly people, education, environment, health, people who are physically disabled, homelessness, women and grassroots sports.
- There is a ring-fenced budget for projects involving grassroots sport so please use the tick box in the application form if applicable. Priorities for projects involving grassroots sport are pitch/ venue hire, purchasing sports equipment (excluding items of clothing) and paying for coaching and developing coaching skills. In light of Covid19, and difficulties with lost income and funding, we will also consider applications for support of general running costs.
- This is a rolling programme with no deadlines but please **apply at least 10-12 weeks in advance of your project start date** as we cannot consider projects that have already started or will start before you receive a decision.
- Applying to Baillie Gifford does not restrict you from making an application to other Foundation Scotland grants programmes. However, please note you cannot apply for funding for the same project costs.
- Foundation Scotland manages a number of other grant making Trusts and if the Baillie Gifford programme is very oversubscribed we may match your application to one of these, if there is a good fit.
- Any grant received must be spent within one year of award, and a completion report is also required at the end of that one-year period.
- We cannot consider applications from groups currently in receipt of a current Baillie Gifford award or those with outstanding completion report form another Foundation Scotland grant, **you will need to wait eight months from the date your grant was approved prior to reapplying**, and you will need to submit any outstanding completion reports for

previous awards.

IMPORTANT PLEASE READ:

- You will need to consider the following eligibility criteria carefully **before** completing the online application form to ensure your organisation and project are eligible to apply.
- To ensure your application is processed without delay, you must ensure all the required supporting documents are uploaded. If you are unable to upload any documents, these must be emailed within **5 days** of completing your online application form. Applications submitted without all of the required and signed supporting documents will not be considered complete until all documents listed in this guidance has been received. We will not contact you for missing documents.

Eligibility Criteria:

- Only **constituted** groups, with a governing document, can apply
- Annual income in the most recent financial year must be **less than** £250,000
- A bank account must be set up in the name of the group
- There must be **at least 3 unrelated members** on your management committee
- There must be **at least 2 unrelated** cheque signatories
- Committee meetings must have a **quorum of at least 3 unrelated** members present

This programme DOES NOT support the following:

- Organisations with an annual income of more than £250,000
- Statutory organisations
- Work in schools, during school/lesson hours
- Individuals
- Grant requests for less than 25% of the project costs
- Costs already incurred or activities which will take place before we have made a decision on funding (retrospective funding)
- Trips abroad
- The purchase of second-hand vehicles
- General fundraising appeals or activities
- Projects which are mainly for the advancement of religion or politics

- Projects which do not benefit people in Scotland

IMPORTANT: Supporting Documents required:

- A copy of your constitution / governing document**
- A copy of your most recent annual accounts which must be **signed** by the independent examiner**
- **New groups**, which haven't completed their first year's accounts yet, must provide a **projection** of income and expenditure for the first year of operation.
- A copy of your most official recent bank statement showing the bank, your group name as the account holder, the account number and sort code.
- Fully complete management Committee and signatory form – download template from your registration email
- Children / Vulnerable Adults Policy if applicable
- For any capital items (e.g. equipment, construction services) you will need to provide at least two quotations from a supplier. For items exceeding £500 in value, three quotes should be provided. If this is not possible, we will ask you to explain why.

If you are a registered Company Limited by Guarantee you do not need to submit either of these documents as we can access them from Companies House. Please note that **we cannot accept abbreviated accounts therefore please ensure that full accounts are provided if these are not available on Companies House.

We will not contact you if your application is incomplete – please ensure you have submitted all requested, complete and signed documents.

What happens next:

In the first instance, we will check your application is in order and has been submitted with the necessary information.

IMPORTANT NOTE: We will **NOT** contact you if you do not submit all the required information and supporting documents we have requested in order to process your application, so please consider the checklist above carefully to ensure everything is in order **BEFORE** submitting your application documents.

If shortlisted, an assessor may contact you to arrange a short telephone conversation to learn more about your project and request for funding. If you will be unavailable for any significant period, please include a note to that effect in Section 8 of the application form; your request may not be considered if an assessor cannot contact you.

You will be informed of the outcome of your application by email.

If you have any questions about your application please contact the Grant Programmes Administrator on 0141 341 4960 or email **grants@foundationscotland.org.uk**