

David Doig Foundation Guidelines

IMPORTANT: PLEASE READ

- You will need to consider the following eligibility criteria and programme priorities 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 do not have electronic versions of your supporting documents you can post them instead but you must do so within **5 days** of completing your online application form.
- This is a rolling programme with no specific deadlines for receipt of applications. However, the Trustees will meet quarterly to discuss applications and therefore you must apply at least **4 months ahead of your proposed project start date.**

ELIGIBILITY CRITERIA:

- Only registered charities or **constituted** groups, with a governing document, can apply
- 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
- Committee meetings must have a **quorum of at least 3 unrelated** members present
- There must be **at least 2 unrelated** cheque signatories
- Applications up to a maximum of £2000

PROGRAMME PRIORITIES:

The David Doig Foundation firmly believes that access to education should be available to everyone regardless of their circumstances ensuring that everyone has the opportunity to achieve their true potential.

The Foundation will support a broad range of activities that will enable people to take part in education. This could be around building confidence and self-esteem to enable a return to education, providing opportunities and access to activities that might not otherwise be available to young people due to their circumstances, or for work with children who are at risk of or have been excluded from mainstream education.

Please note that applications must demonstrate that the beneficiaries are facing real barriers to accessing education and/or educational activities.

Examples of the type of projects that will be considered are (this list is not an exhaustive list):

- Supporting the cost of a homework club for children and young people aged 5-18 years old affected by HIV and Hepatitis C (HCV)
- Provision of one to one coaching sessions for 5-11 year olds who are at risk of exclusion due to behavioral issues
- Provision of outward bound education courses to a group of 12-18 year olds currently excluded from mainstream education
- Provision of a series of taster sessions aimed at young mothers in order to build skills, confidence to access higher education or return to work

EXCLUSIONS:

- Individuals
- Uniformed associations i.e. Scouts, Guides or the Boys Brigade for general activities and equipment.
- Childcare organisation's including afterschool, playgroups and nurseries for general running costs or purchasing equipment.
- Advancement of religion or politics (including requests to support the core activities of religious or political groups)
- The repayment of loans or payment of debts
- Retrospective funding i.e. costs already incurred/activities already taken place
- Trips abroad
- Purchase of second hand vehicles
- Payments towards areas generally understood to be the responsibility of statutory

authorities

- Groups who will then distribute the funds as grants or bursaries
- General fundraising appeals or activities
- Applications that are for the sole benefit to flora and fauna. Applicants are invited to demonstrate the direct benefit to the local community and/or service users in cases where the grant application is concerned with flora and fauna.
- Projects which do not benefit people in Scotland

SUPPORTING DOCUMENTS:

- 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 recent bank statement.
- Management Committee details – template available
- 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.

If you are posting the required supporting documents please send to: **Foundation Scotland, Empire House, 131 West Nile Street, Glasgow, G1 2RX.**

You will need to ensure you pay the correct postage for the size and weight of your envelope. We do not take any responsibility for the return or non-delivery of letters sent with insufficient postage.

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/posting 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 7 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 letter.

Please do not contact us to find out whether your application has been successful or not as we wish to use this valuable time to process applications. However, if you have not heard from us within 2 weeks of the published decision date, then please contact the Grant Programmes Administrator on 0141 341 4960 or email grants@foundationscotland.org.uk