

Baillie Gifford Programme Guidelines for awards up to £2,000

- Grants between £500 and £2,000 towards a maximum total project cost of £8,000.
- Priorities for the programme are as follows: children and families, elderly people, education, environment, health, people who are physically disabled, homelessness, women and grass roots sports.
- There is a ring fenced budget for projects involving grass roots sports so please use the tick box in the application form if applicable. Priorities for projects involving grass roots sport are pitch/ venue hire, buying equipment and paying for coaching and developing coaching skills. Strips are a low priority.
- There are application deadline dates as follows: **21 January, 4 March, 3 June, 2 September and 2 December.**
- Turnaround time for decisions is **10 -12 weeks** from the deadline so please take this into consideration when planning events.
- 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 make your application to one of these, if there is a good fit.
- Any grant received must be spent within one year of award.
- If your Baillie Gifford application is successful, you will not be able to reapply for another Baillie Gifford grant for 8 months **from the date your grant is approved.**
- We cannot consider applications from groups currently in receipt of an Express Grant, you will need to wait eight months from the date your grant was approved prior to reapplying.
- We cannot award a grant to an organisation if we have not received the relevant

Completion Report from a previous Foundation Scotland grant.

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 do not have electronic versions of your supporting documents you can post them instead. However, please note that you must do so within **5 days** of completing your online application form.

If you are applying less than 5 days before the deadline, you do not have an additional 5 days to submit your documents. Applications, including all of the relevant and signed supporting documents listed on the guidance below, should be submitted by or before the published deadline.

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.
- Management Committee details – template available for download
- 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.

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 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**