



### Wesleyan Foundation Small Grants Programme **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, but no later than **3rd June 2019**.

#### **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
- Committee meetings must have a **quorum of at least 3 unrelated** members present
- There must be **at least 2 unrelated** cheque signatories

#### **PROGRAMME PRIORITIES:**

- Grants between £500 and £2,000 are available
- Grants can be made for a wide range of purposes e.g. consumables, activity or project costs
- Any requests for salary, equipment, volunteer costs must be clearly budgeted and only used for the project. Evidence will be requested as part of grant monitoring.

- All applicants will be expected to report against a minimum of one of the key 'impact' indicators:
  - **Health:** projects promoting health and wellbeing
  - **Social:** projects providing local solutions to meet local needs, promote community cohesion, and develop sustainable and supportive communities
  - **Education:** educational projects enhancing learning, upskilling, and developing career opportunities, and supporting people to move towards employment.

### EXCLUSIONS:

- Organisations with incomes over £250,000
- Currently in receipt of a Wesleyan large grant through Foundation Scotland
- Projects with a start date prior to 22<sup>nd</sup> July 2019
- Retrospective funding i.e. costs already incurred/activities taken place
- Individuals or sole traders
- Drama, arts and media focused projects
- Sports clubs and societies (unless the project supports the physically disabled)
- Contact sports such as boxing
- Statutory work in educational institutions
- Capital Builds
- Overseas travel or expeditions
- Direct Replacement of statutory obligation and public funding
- Groups with significant financial free reserves
- Contribution to an endowment fund, payment of deficit funding or repayment of loans
- Animal welfare, unless the project benefits people (e.g. disabled riding schemes)
- Organisations or charities which are solely to promote any particular religion or political activities
- Sponsorship purposes or funding purely for costs of fund raising events
- Organisations who have indicated poor management of any previous grants or who present poor financial health
- Schools, Churches or PTA's unless wider community benefit is demonstrated
- Purchase of second hand vehicles
- Groups who will then distribute the funds as grants or bursaries
- General fundraising appeals or activities
- 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\*\*
- A copy of your most recent bank statement
- Management Committee details (template provided)
- 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](mailto:grants@foundationscotland.org.uk)