

The Cervus Trust 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.

PLEASE NOTE: You are **strongly** advised to contact Sian Langdon, Philanthropy Advisor, to discuss your project idea before you apply to ensure that your project meets the criteria for the programme as only a small number of grants will be available and we don't want you to spend a long time completing the application form if your project is unlikely to be successful.

Sian can be contacted on 0141 341 4967 or email sian@foundationscotland.org.uk

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.

However, if you apply **less than 5 days**, or on the day, of the published deadline, please note that we must receive your supporting documents at the time that you apply. The closing date for the receipt of applications is **4pm** on Wednesday **31 July 2019**. If we do not receive your supporting documents by the time and date stated then your application cannot be processed and will be automatically **withdrawn**.

Turnaround time for decisions is 10 -12 weeks from the deadline so please take this into consideration when planning events.

Applying to the Cervus Trust 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 Cervus Trust 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 Cervus Trust application is successful, you will not be able to reapply for another Cervus Trust grant for **8** months from the date your grant is approved.

We cannot award a grant to an organisation if we have not received the relevant Completion Report from a previous Foundation Scotland grant.

ELIGIBILITY CRITERIA:

- Only **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

PROGRAMME PRIORITIES:

The Cervus Trust is interested in supporting charitable activities under the following themes:

Food Poverty: projects that are empowering and help people to help themselves e.g. community growing projects rather than foodbanks.

Mental Health issues: Projects targeting those with depression and anxiety, support for those who have experienced adverse childhood experiences (ACES), projects that help to develop emotional resilience; projects supporting carers with their mental health.

The Arts: using arts, including music tuition, as an enabling tool to develop skills, confidence, and emotional well being.

Education: projects which involve outdoor education and play are preferred. School based initiatives will be a low priority unless they involve non statutory provision and involve the wider community.

Disadvantaged families and children: support for projects that will help families and children to thrive.

Grants up to £2,500 are available through this fund towards a maximum total project cost of £10,000.

Priority will be given to charitable organisations and social enterprises in **Fife** and the fund is willing to support seed funding for pilot projects. Organisations from other areas of Scotland are able to apply but will be considered a lower priority for funding.

Grants may be awarded for the following kinds of activities (please note that this is not an exhaustive list):

"Towards the cost of delivering cookery workshops over a six week period to encourage more local people to learn how to grow and cook simple, nutritious food using community grown produce."

"The grant will contribute towards the costs of sessional workers to enable our carers' support group to organise and deliver a programme of therapeutic and social activities."

"Towards the cost of a 12 week programme of equine therapy for young people who are disengaging from school to develop their personal, social and emotional resilience."

"Towards the cost of delivering Coastal classroom and Forest school sessions with primary school age children."

EXCLUSIONS:

- Individuals
- 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
- Organisations with an annual income of more than £250,000
- 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)

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 – access the template [HERE](#) and then click 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.

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.**

Please send completed applications to:

Foundation Scotland, Empire House, 131 West Nile Street, Glasgow, G1 2RX

For any questions please contact Sian Langdon, Philanthropy Advisor on 0141 341 4967 or email sian@foundationscotland.org.uk