



**Foundation
Scotland**



Investment managers

Baillie Gifford

Programme Guidelines for Multi-Year Awards

£2,000 - £5,000 per year up to a maximum of 3 years

Please read the guidelines carefully before applying. There are limited funds available and we will not be able to consider any applications that do not meet all the eligibility criteria. This includes projects starting before decisions are made and applications which are not accompanied by the required, fully complete and signed supporting documents. We are unable to process incomplete applications so please ensure that all relevant documentation is submitted by the stated deadline.

The programme can support:

- Grants between £2,000 and £5,000 per year up for up to 3 years towards a maximum total project cost of £60,000 (less if applying for less than £5,000 per year). The total amount applied for should be for at least 25% of the total project cost.
- Priorities for the programme are as follows: Reducing isolation, Homelessness, Financial inclusion (including food poverty) and Employability.

- Applicants must have an annual income of less than £250,000 unless they are applying under the financial inclusion or homelessness priority where no income cap applies.
- The application deadline is **4pm** on Thursday **30th April 2020**.
- We do not fund retrospectively. This means that your project must not start before a decision is made on your application. For this programme your project should not start before 1 August 2020.
- 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 when making an application to other Foundation Scotland programmes.
- We cannot consider applications from groups currently in receipt of a Baillie Gifford Community Award. You cannot hold a Baillie Gifford Community Award and Multi-year grant award at the same time.
- We cannot award a grant to an organisation if we have not received the relevant End of Grant monitoring form 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 that all the required supporting documents are uploaded. If you do not have electronic versions of your supporting documents, then 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 the relevant, signed supporting documents listed in the guidance below, should be submitted on or before the published deadline.

Eligibility criteria:

- Only **constituted** groups with a governing document can apply
- If applying under the reducing isolation or employability theme, then your annual income in your most recent financial year must be **less than** £250,000.
- If applying under the homelessness or financial inclusion theme, then it **does not** matter how much your annual income in your most recent financial year was.

- A bank account must be set up in the name of your group
- You must have **at least 3 unrelated members** on your management committee
- You must have **at least 2 unrelated** cheque signatories for your bank account
- Committee meetings must have a **quorum of at least 3 unrelated** members present

This programme DOES NOT support the following:

- Statutory organisations
- Work in schools or 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 decided on the 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 person who has independently inspected them**

- A copy of your most recent, official bank statement showing the name of the bank, the name of your group as the account holder, the account number and sort code.
- A completed management committee details form – a template for this will be sent with your registration email
- A completed project budget – a template for this will be sent with your registration email
- A relevant Child Protection and/or Vulnerable Adults policy where applicable
- At least two quotations from a supplier if you are applying for any capital items e.g. equipment or construction services. For items that exceed £500 in value then 3 quotes should be provided. If this is not possible, we will ask you to explain why.

**If you are a registered Company then you do not need to submit your accounts and governing document as we can access these 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/email or posting documents.

If shortlisted, an assessor will 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 application 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 Programmes Administrator on 0141 341 4960 or email grants@foundationscotland.org.uk