

A Guide to Grant Applications



The Grant Application Process

Grant applications vary significantly between different trusts however most follow these general stages.



*A successful application is likely to result in ongoing interaction between the funding body and the charity for the duration of the project. Many trusts expect project updates and continued contact upon project completion to help them with publicity e.g. The Lions Club.

Researching Grants

- Searching for Grants
 - Grants Online (subscription required, starting at £15 + VAT for one month)
 - Grants Central (subscription £120 + VAT per year)
 - Google
 - The Directory of Grant Making Trusts
- Single grants are usually open to a range different projects types, these often include (examples on following slides):
 - Education/training
 - The prevention or relief of poverty
 - Overseas aid/famine relief
 - Disability
 - Sanitation/health
- It is useful if you can find examples of previous projects/charities supported to see if your project fits in.
- After finding a promising grant opportunity, contact the trust to ensure eligibility criteria are met before investing time in an application.

The Austin Bailey Foundation
Grant Application – Overseas Charities



The Hilden Charitable Fund

Grant Examples



Scott Bader give grants of £25,000 to between 2-4 large community based projects annually. Projects should benefit young or disadvantaged young people anywhere in the world.

Type of projects supported:

- Education
- Health/sanitation
- Medical
- Infrastructure and building
- Livelihoods

*Scott Bader also have the **Small International Fund** which accepts applications all year round. This fund offers grants from £500-2000 for overseas projects from UK registered charities.

Examples:

Swinfen Telemedicine – received £25,000 in July 2011 to build a small clinic to serve 4 villages high in the Himalayas in Nepal and provide health care for the villages of Khalte, Laame, Bhangara, and Dadra, with a population of around 14,222

Afrikids - £25,000 to train 25 teachers in five schools in northern Ghana, dramatically enhancing the quality of education in the classroom for over 1,000 children every year. Afrikids will build gender-friendly toilets, provide teaching and learning materials and set up child rights clubs in each of the five schools. They will work with teachers, communities, school authorities and parents to make sure that education is prioritised and valued in poor, rural communities. They will significantly impact low pass, retention and enrolment rates while driving up standards across the schools.

Pump AID - £25,000 to build water pumps and sanitation facilities at two Community Based Childcare Centres (pre-schools) in Malawi, improving life chances for young children and their communities. The project will give 1,400 people access to safe water, teach safe hygiene and sanitation practices and boost nutrition through kitchen gardens, dramatically reducing child illness and mortality rates and improving attendance and achievement in early years.

African's Initiatives - £25,000 to complete the final year of their 'School AIDS Free Generation Project' in Kilimanjaro, Tanzania, which works with 1,792 Primary school children, parents, teachers and community members in areas with high levels of AIDS orphans. The project increases awareness and understanding of HIV, dispels harmful myths and provides early intervention, testing, treatment, care and counselling.

Emerge Poverty Free – received £25,000 in May 2013 towards setting up 3 bakeries and 3 grinding mills in Ikotos South Sudan, by training 90 returnees from Khartoum, which will be run as co-operatives. In return for support, bread rolls will be provided for 1,000 children for one year at the AIC Primary School, enabling the school to save money that will pay for orphan schooling.



MATCHING GRANT

Project examples include but are not limited to:

- Projects impacting the lives of youth in developing countries, including schools, orphanages and centers for street children
- Projects impacting the lives of the disabled, including physical rehabilitation and the provision of facilities and equipment to help address the specific educational and vocational training needs of the disabled
- Projects that strengthen access to and improve the provision of medical care in communities, including expanding and equipping charitable or not-for-profit medical facilities
- Projects to address the needs of at-risk and vulnerable populations in the community, such as expansion of nursing homes, hospices, facilities for the elderly, food banks, and clean water and sanitation installation in developing countries
- Projects that support long-term disaster reconstruction of important public and community facilities damaged or destroyed by natural disasters after all other LCIF funding has been fully expended (such as major catastrophe grants and designated disaster grants)

Non-eligible projects:

- ✗ Requests under US\$10,000 or over US\$100,000
- ✗ Start-up facilities, including new medical centers
- ✗ Individual assistance
- ✗ Situations more appropriately funded by the government or other institutions
- ✗ Operating and/or administrative expenses
- ✗ Grants intended to repay loans or establish reserve funds, including endowments
- ✗ Community “beautification” projects: parks, swimming pools, playgrounds, monuments, memorials, gardens and athletic fields
- ✗ Single-club projects (grants require a minimum involvement of two clubs)
- ✗ Scientific research
- ✗ Construction of residential housing
- ✗ Purchase of land and buildings
- ✗ Lions clubs meeting facilities and clubhouses
- ✗ Salaries, stipends, scholarships or honorariums
- ✗ Community centers/multi-purpose facilities
- ✗ Projects lacking Lions identity and involvement
- ✗ Consumable supplies and shipping expenses

Other considerations:

- The grant minimum is US\$10,000 and the maximum is US\$100,000. Only 75 percent of the overall project cost can be requested.
- To receive a grant, projects must not have begun in any way
- There must be at least two clubs involved in the financial support of the project
- Projects seeking LCIF funding will have a strong Lions identity and ongoing involvement of local Lions.
- The LCIF Board of Trustees have meetings three times per year in August, January and May to consider applications. Applications must be received at LCIF no less than 90 days before the board meeting date.
- Approved grant-funded projects shall be implemented in a reasonable timeframe and completed within two years from the date of the grant approval.



The Rotary Club - Grants

The Rotary Club is renowned for grant giving and is a huge international funding body with large financial resources. The process of obtaining funds is not as straight forward as some as you have to become a member. However, as the figures below show, there is great potential for funding – so it could be worth an enquiry.

Are you interested in applying for a grant? You must be a member of a Rotary club to be eligible.

\$18.7 mil

in grants given to water and sanitation projects

Steps to apply for a grant

- Learn about our [global](#) and [district](#) grants.
- Get [qualified](#).
- Start and manage your application at the [Rotary Grant Center](#)

\$10.9 mil

in grants given for education and literacy projects



The Rotary Club Examples of Projects Supported

Most relevant projects/causes:

- Education
- Sanitation and Clean water (public health)

WASH IN GUATEMALA SCHOOLS

Rotary clubs in Guatemala improved conditions for as many as 1,793 children in 10 schools in the town of Escuintla by providing toilets, washing stations, water tanks, and training

WATER FOR A COMMUNITY

Rotary clubs partnered with local organizations to install a rainwater harvesting and distribution center for 4,000 people in Madan, India. They also delivered training programs for women in the community and students in 35 schools.

WATER SUPPLY IN TANZANIA

A dozen Rotary clubs collaborated with local partners to establish a water supply and delivery system for 1,500 people in the village of Kigogo, Tanzania. They also taught the community how to maintain the systems and provided hygiene education.

Smaller Grant Making Bodies

The Austin Bailey Foundation Grant Application – Overseas Charities

- Most overseas grants are between £300 and £500.
- The trustees have a strong preference to give grants where work is self-sustaining.
- If you are applying under Overseas Charity category, you must be registered UK charity operating in the developing world.
- The trustees of the Austin Bailey Foundation normally meet in June and December, so apply a few months in advance to be considered.

The Hilden Charitable Fund

- Average grants are £5,000.
- To receive funding for overseas projects in developing countries projects should focus on community development, education, and health.
- Trustees particularly welcome projects that address the needs and potential of girls and women.
- Trustees will be pleased to hear from UK Non Governmental Organisations/charities and hope that UK NGOs/charities will encourage their local partners to apply directly to Hilden for grant aid.

Applying for Grants

The information required for grant applications varies between funding bodies. Some trusts have online application forms with questions, whereas others can be more ambiguous, asking you to summarise in a short letter why your organisation deserves a grant. This document will give examples of real applications

Generally, you will need the following information to complete an application...

- **Project description**
 - Why
 - How (strategy)
 - Where
 - Who
- **Project Goals** (and how to measure success)
- **Project Future**
- **Budget**
- **Business details**



Lions Clubs International FOUNDATION

APPLICATION

SECTION 1 Project Description, Goals and Objectives

1. Problem identification and justifications for the project. Explain the following:
 - a. The particular problems to be addressed.
 - b. Detailed reasons and justifications for the project.
 - c. The goals and objectives to be achieved.
 - d. Geographical area and communities that will be served, including socio-economic data.
 - e. Number of people who will directly benefit from this project on an annual basis.
2. Project strategy and plan of action. Provide the following information:
 - a. A detailed plan for this project, indicating how the objectives will be reached.
 - b. If the goal is to expand services to reach more people in need, indicate how many people have benefitted to date.
 - c. Background information and an explanation of the supporting role of any other organizations participating in this project; include a letter of intent from the organization(s) confirming their involvement.
 - d. Project timetable for implementation and completion including key milestones.
 - e. If the plan is to build a permanent structure, give a physical description of the facility, its contents, including dimensions, architectural drawings, photographs and construction cost estimates; include documentation to verify land ownership.
 - f. If plans are to purchase capital equipment and similar items, please provide description of usage; include product brochures, pro-forma invoices, and supplier price quotations for all items to be purchased.
3. Explain how the project will be sustained in future years. Describe who will be responsible for operational, maintenance and administrative expenses. Provide a detailed five-year financial plan outlining operating income and expenses.
4. Describe how Lions will be involved in the proposed project.
 - a. Explain the Lions' roles and responsibilities. Include relevant history relating to Lions' involvement.
 - b. Outline plans for Lions' continued participation after LCIF support has concluded.
 - c. Indicate how this project will be identified and promoted as a Lions-supported project.
 - d. Describe the plans for recognizing the support and involvement of LCIF. Any publicity materials and media regarding this project should acknowledge the support and involvement of LCIF and local Lions.

SECTION 2 Project Budget

5. Include an itemized budget for the entire project using the format below:
 - a. Income must equal expenses.
 - b. Indicate which currency is being used and the exchange rate to US dollars.
 - c. In the income section, list all funding sources separately and specify the amount each is contributing.
 - d. Clarify the status of each income source as pledged, collected or anticipated. For pledged and anticipated amounts, indicate the date by which the funds will be readily available for the project.
 - e. In the expense section, list and itemize all expense items.

Currency Type: _____

Exchange rate to US dollars: _____

Income				Expenses		
Source	Amount	Status	Notes	Expense Description	Amount	Explanation of Expense
Lions				1		
				2		
Partners				3		
				4		
LCIF		Anticipated		5		

SECTION 3 Key Contacts

6. Provide contact information for all Lions and non-Lions who should be copied on future correspondence regarding this application. This should include current Lions leadership, the project coordinator, as well as the current LCIF multiple district/district coordinator. Please provide a name, title, mailing address, telephone number and email address for all persons.

SECTION 4 Application Endorsement

1. Cabinet or council certification must be included with every grant application. Please submit a copy of the cabinet (single or sub-district) or council (multiple district) meeting minutes at which the application was certified.
2. For single and sub-districts, only the **district governor must sign** the application (please refer to items 2 and 3 of regulations).
3. For multiple districts, only the **council chairperson must sign** the application (please refer to items 2 and 3 of regulations).

Application Form

THE SCOTT BADER
COMMONWEALTH GRANT
APPLICATION FORM

1. The form
2. **Summary of the project**
3. Target
4. Bank details of charity
5. Budget
6. Declaration
7. Attached Files
8. Summary



- Summary of the project which funds are required for and a breakdown on how the funds will be spent
- Why is there a need for your project?
- How will your project benefit the public?
- Where will the project operate?
- What difference do you want to make?
- How will you track your progress?
- Please describe the expected outputs of the project?

The Austin Bailey Foundation

Grant Application – Overseas Charities

Section 1	Details of organisation
Name of charity	
Address including postcode	
UK Charity Number	
Patron and/or trustee names	
Contact name for grant	
Telephone number	
E-mail address	
Have you attached a copy of the most recent accounts or details of where (e.g. website) a copy may be found?	

Section 2	Purpose and main beneficiary group		
Briefly describe the main purpose of your charity.			
What is your main target or beneficiary group?	Yes	No	Comments/further information
Children and young people			
Families			
Community involvement/cohesion			
Those with disabilities			
Elderly/senior citizens			
Support for those with medical conditions or health issues			

Section 3	Grant funding request
Briefly describe the project or activity for which you are requesting funding.	
Where will the project/activity take place?	
Over what period of time?	
How many people do you expect to benefit from the funded activity?	
How much funding are you requesting?	
What percentage of the funding will be used for management and administration?	
Any additional important information to help the decision-making process.	
Signature	
Date	

The Hilden Charitable Fund

Application

1. A concise case for funds (no more than 2 sides of A4),
2. The following supporting documentation is essential:
 - a) Your most recent independently inspected accounts
 - b) Your most recent annual report
 - c) Projected income and expenditure for the current financial year

In this example, what should be included in 'a concise case' for funds is open to some interpretation, here are some tips:

Bid writing

- Identify problem/ need for project
- Clearly define project aims
- Clearly state how success will be tracked
- Show your competence, give examples of previous achievements
- Risk assessment and mitigation steps
- Link project objectives with overall charity vision
- If your project is ambitious, demonstrating willingness to form partnerships may be valuable
- A realistic, modest budget

Style/Tone

- Read guidelines carefully to ensure you meet eligibility criteria
- Research the funder and tailor the application
- Check if there are restrictions on how the grant can be spent and steer clear of these
- Get someone unconnected to the organisation to check the application over
- **Don't** send unessential documentation, be clear and concise
- **Don't** be greedy and ask for too much

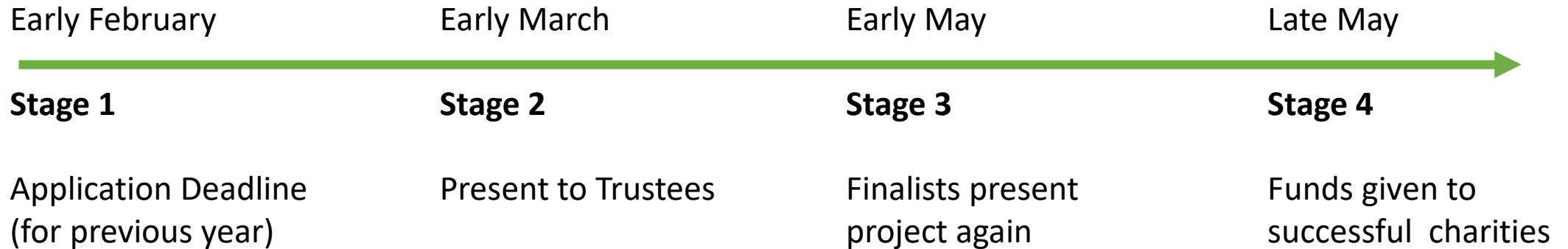
Additional Application Considerations

- Ensure you check application deadlines and submit applications in advance (or at the very least on time!) Any incomplete applications will be sent back and may not be viewed until the next board meeting.
- Create timelines for all grants you are applying for to ensure you have availability on dates where presentations/meetings might take place.
- Be prepared to compromise on the funding amount and to meet any conditions set by trustees.

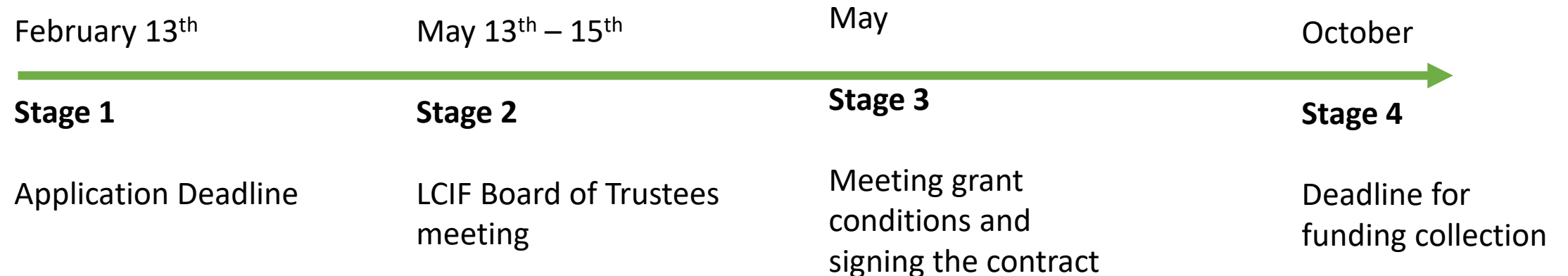


Timeline Examples

*4 month application process



*4 -10 month application process



LCIF will acknowledge receipt by email or letter. A specialist will follow up with the multiple district with any questions to clarify the goals and objectives of the project.

The board may approve a grant (at the full request or a reduced amount), table a grant (pending the need for more information or revision), or deny a grant request.

LCIF will not release the grant funds until conditions are met.
Lions have six months from the approval date to collect their funding.

Other Potential Grant Making Trusts

1. Andrew Anderson Trust

- General charitable purposes
- Education/training
- The prevention or relief of poverty
- Overseas aid/famine relief

2. The Ammco Trust

- Education/training
- Overseas aid/famine relief
- Arts/culture/heritage/science
- The advancement of health or saving of lives
- Amateur sport
- Disability

3. The Roy and Pixie Baker Charitable trust

- Education/training
- The advancement of health or saving of lives
- Disability
- The prevention or relief of poverty
- Overseas aid/famine relief

4. The Hedley Denton Charitable Trust

- General charitable purposes

5. The GNC Trust

- Education/training
- The advancement of health or saving of lives
- Disability
- The prevention or relief of poverty
- Overseas aid/famine relief
- Arts/culture/heritage/science
- Amateur sport

6. The Open Gate Trust

- Environmental, land-based and sustainable projects
- Schemes advancing social diversity and inclusion
- Promotion of well-being and welfare of people
- No geographical bias (UK and Abroad)
- £500-£2500

7. The Shears Foundation

- Creating stronger more sustainable communities
- Promoting health and medicine, with an emphasis on research or education
- Protection, preservation or enhancement of the natural environment
- The development and provision of educational opportunities for adults/ children
- Favour applications for work in north east England however will consider international projects

Securing Funding Through Partnerships

Goodman Foundation+



Goodman Foundation+

How we do good in the world

Goodman Foundation is committed to addressing disadvantage and making a tangible difference to the lives of the people in our community. We partner with like-minded local organisations to fund explicit projects and activities that have clearly defined timelines and outcomes and in doing so, provide real support where it is needed most.

Think Pacific could benefit from a partnership to support either educational or community/public health projects

Children + youth+

Charity organisations who help protect, nurture and support children or young people.

Food rescue + environment+

Charity organisations who reduce waste and support those in need by redistributing fresh food or useful items that would otherwise go to landfill.

Community and community health+

Charity organisations who support those living with a condition, illness or disability, or whose efforts help to create a more inclusive and equitable community.

The Goodman Foundation currently have partners in Australia, New Zealand, USA and China

Education

The Helmsman Project

The Goodman Foundation is a founding supporter of The Helmsman Project. Their innovative programme is designed to bring about long-term change and opportunity to students of low SES schools.

The Helmsman Project programme has been developed on a foundation of evidence-based research in consultation with leaders in the fields of coaching, psychology and adventure education. The programme is designed to equip adolescents who are at risk of not fulfilling their potential with the life skills and broadened perspective necessary to set meaningful goals, overcome setbacks and persevere in the pursuit of their dreams.

With the benefit of Goodman Foundation's long-term commitment for funding, The Helmsman Project was able to attract a research grant from the Australian Research Council which will facilitate the expansion of the research programme. The Goodman Foundation continues to fund the programme within several schools to ensure as many disadvantaged students as possible get the opportunity to reach their full potential.



Partnership Examples

Public Health

The Black Dog Institute

The Black Dog Institute is a world leader in the diagnosis, treatment and prevention of mood disorders such as depression and bipolar disorder. They are about creating a world where mental illness is treated with the same level of concern, immediacy and seriousness as physical illness; where scientists work to discover the causes of illness and new treatments, and where discoveries are immediately put into practice through health services, technology and community education.

The Goodman Foundation has supported their insight education programme which is delivered at schools across Australia to educate students on the signs and support mechanisms for youth that suffer anxiety, depression or other mental health challenges.



These projects have common ground with some of TP's projects, so the foundation might also be interested in supporting TP.



The Queens Commonwealth Trust

HEALTH

Caring for the good of everyone

Clean water, adequate food, proper sanitation and good hygiene practices remain out of reach for millions of people. We champion projects that help people live healthier lives.



EDUCATION

Transforming lives with learning

One-third of Commonwealth countries are yet to achieve universal primary education. We support ideas that help children into learning, and the social mobility and prosperity that education brings.



SPORT

The power to unite

The Commonwealth has a history of sporting excellence. We will help young leaders use the incredible power of sport to forge bonds between communities and boost self-belief, health and well-being.



The Queens Commonwealth Trust - Partnership Examples



EDUCATION

Giving a voice to Tongan youth

A partnership between Tonga Youth Leaders and The Queen's Commonwealth Trust is enabling youth-led projects in Tonga to access the funding and recognition they deserve.



EDUCATION

Supporting young educators to empower the next generation

A partnership between Teach For All and The Queen's Commonwealth Trust is supporting youth educators in the UK, Bangladesh and Malaysia to empower the future generation.



Tonga Youth Leaders is a small enterprise in Tonga comprising less than 15 members of staff. Think Pacific has a similar mission to Tonga Youth Leader but is slightly larger, self sustaining and growing quickly – therefore may have a reasonable chance of success if they applied to enter a partnership with the Queens Commonwealth.



TP's Next Steps

- Design projects to be funded.
- Draft generic email about TP and project to send to funds/trusts to enquire about their application process.
- Enquire with the Lions Club Foundation about their matching grant. The Board of Trustees meet three times per year in August, January and May. Applications must be received more than 90 days before the board meeting date, so...
 - January deadline submission would need to be by the end of September
 - May deadline submission would be required by beginning/end February
- Enquire about forming partnerships with the organisations like the Goodman foundation and the Queens Commonwealth.

Other Useful Documents

- [https://www.acf.org.uk/downloads/publications/ACF147_Foundation Giving Trends 2018 For web spreads.pdf](https://www.acf.org.uk/downloads/publications/ACF147_Foundation_Giving_Trends_2018_For_web_spreads.pdf)
- [https://www.acf.org.uk/downloads/publications/ACF135_Foundation Giving Trends 2017 SP FINAL.pdf#](https://www.acf.org.uk/downloads/publications/ACF135_Foundation_Giving_Trends_2017_SP_FINAL.pdf#)