



These questions and answers will help you with your application and you should read them all carefully.

How can I get an application form?

If you wish to make an application you must first register on the website, with the charity number of your organisation. You will then receive an email with a link to the application form. The application form contains instructions and help, and you may save it and fill it in at your own convenience. Please read the following Frequently Asked Questions or download the **PDF document** in the **How to apply** section which will provide the information you need.

You must apply online. Applications on paper or by email are not accepted. If you have any difficulties or questions, please **contact** the Manager.

What kind of work will you fund?

The work you want to do must be in Scotland. You must be working with young children (under 3) and their parent/families, or with a parent/families expecting a baby. Families experiencing deprivation or in crisis will be given priority. "Deprivation" can mean low income, poor housing, unemployment, isolation, disability or health problems, lack of family support, young parenthood, contact with the justice system, substance abuse, violence etc. The Trust is particularly interested in parenting, attachment, family support, and communication within the family, as it impacts on the healthy emotional and physical development of young children. The Trust wishes to encourage training for staff and volunteers, and may recommend training or evaluation help.

What information do I need before I apply?

You will understand the needs of young children. You will show us that you know your community well – need, population, level of deprivation, and postcodes of the people you are helping. You will know about other services in the area and you will tell us why your work is needed and does not duplicate other work. You will tell us how you set a baseline, so that you can measure the effect of your work. You will be expected to set SMART **outcomes and targets**.

What size of grants do you make?

Grants are usually between £3,000 and £25,000 a year. However, in the last two years we have focussed on granting sufficient funding into projects to make a significant difference to the lives of young children and their families. This has included commitment to 2 and 3 year grants on a regular basis to ensure consistency and sustainability of outcomes. For 2016 whilst new grants will be awarded, as a result of these forward commitments we will do so on a limited basis. We recommend applications are made for under £10,000 per annum and will be supportive of match funding within project budgets. We also recommend you speak with our Grants Assessor prior to making an application.

Multiple grants to larger and affiliated organisations

Larger charities with multiple projects or those charities which are an affiliated group, with more than one eligible project, may apply for more than one grant in a 12-month period. In such instances, such organisations can be considered for a total grant award – across one or more projects – of up to a maximum 10% of our annual grant funding. Applications which exceeded such values would only be considered in exceptional circumstances and we would ask organisations to contact us prior to applying in such cases. Trustees will take into account the geographical location of the projects, the capacity of the organisation, the previous record of reporting and achievement, and the closeness of the fit to the Trust's priorities.

What period do you fund?

Applicants can initially apply for a one, two or three year grant. Payment of the second and subsequent instalments of multiyear grants will be subject to receipt by the Trust of satisfactory progress reports. At the end of the grant organisations may reapply to continue funding their project. When projects reach years 4 and 5 of funding – the maximum term – any offer would be tapered, so they can apply for 50% of their initial budget in year 4 and 25% in year 5, with identified matched funders for the balance. By mutual agreement, a tapered offer could be made earlier, in years 2 and 3.

There are instances where current grant holders seek to fund a new project, either on expiry of their grant or before, in which case their budget could commence from Year 1 and would not need to be tapered.

What do you give funding for?

Grants may be for project funding, or for core funding including salaries and general running costs in smaller organisations. We prefer to fund revenue costs and a grant towards a capital project will usually only be associated with staff costs or some other aspect of revenue funding. The Trust prefers to make a grant which is a sizeable contribution to a project and so is unlikely to make a small grant towards a very large project.

What does the Trust not fund?

Individuals, personal study or travel, hospices and palliative care, animal charities, appliances for illness or disability, organisations concerned with specific diseases, large capital projects (more than £100,000), projects costing less than £3,000, crèches where parents are not involved, organisations or activities where religious content is compulsory for users, general appeals.

When can we apply?

Trustees meet 4 times a year, usually in February/March, May, August and November, and the meeting dates are on this website. There is no deadline for applications but you should allow **at least 8 weeks** from the date of your application to the date of the meeting.

What happens to my application?

The Manager will phone to arrange a telephone discussion or a visit. The application may be turned down at this stage by the Manager. Otherwise, the application will go to a Trustees' meeting. You will be informed of the decision of the Trustees within 3 weeks of the meeting, by e-mail. If you are successful, you will be expected to make a report approximately 9 months after the award, on the grant report form which will be sent to you by automatic email near the time.

The grant report form is pre-populated with the SMART outcomes you agreed with the assessor. All organisations receiving a grant of more than 1 year will be visited at least once in the course of the grant. Subsequent years of a multi-year grant will depend on a satisfactory report being received by the Trust.

The Trust receives more applications than it can fund, and even if the application falls within the criteria, the Trust may not be able to help.

What paperwork do I need to send with my application?

The application form includes a checklist of documents which you must upload with your application or post to us:

- Your most recent full annual accounts and report, audited or independently examined and signed. If the accounts date from more than 12 months before the date of the application, the Manager may request draft annual accounts, management accounts or a note of the up-to-date income, expenditure and reserves.
- A simple budget for the project, or for the organisation if you are applying for core costs.
- If you are a new organisation and do not yet have annual accounts, you must send a copy of a recent bank statement and a list of the management committee names and addresses.

You do not need to send a paper copy of your application, and please do not send management accounts, job descriptions, business plans, photos or other extra documents unless these are asked for by the Manager. Also do not send documents by registered post requiring a signature as the Trust does not have a full time office. Please make sure that you put enough postage on any documents.