



CENTRAL GRANT APPLICATION GUIDELINES

1. What does the Foundation fund?

The Foundation makes grants to charities that meet one of our two chosen areas of focus which are:

1. *Improving the education of young people*

The Foundation is investing in the future by supporting young people in the vital areas of education, awareness and training. Through targeted grant giving the Foundation aims to facilitate a better future for young people by supporting local charities. Education funding generally will be given for training/re-training, educational equipment, activity-based learning leading to accreditation and sports equipment.

2. *Improving the health of young people*

The Foundation is committed to relieving suffering and supporting young people whilst they are undergoing treatment and care. Health funding generally will be given for medical equipment, care facilities, activity based holidays, proactive health awareness campaigns and hospices.

2. Central Grants

Central grants are made by the Foundation from our general funds, which are collected through voluntary events, campaigns and donations. Applications from registered charities in England and Wales, Scotland, Northern Ireland and the Republic of Ireland may be submitted directly to the Foundation on a **quarterly** basis.

With its limited Central Funds, the Foundation has a particular focus on supporting these target groups*:

- Children and young people with disabilities
- Children and young people who are sick in hospital
- Children and young people who are life limited (requiring palliative care)

Applications received which do not reflect one or more of the above areas will not be eligible for support. Please note, these target groups are subject to review and possible change.

*The target group/theme of Employability has been removed, effective 2017. The Foundation still works in this area through our own programmes but is not seeking applications via the central grant application process. The Foundation will still consider supporting applications for beneficiaries that fit into one of the above three categories, should the outcome improve their employability and where the items requested are not related to salaries or core costs.

3. Central Grants Guidelines and Procedure

The below guidance notes sets out:

1. What the Foundation supports via the Central grants programme
2. What the Foundation will not support via the Central grants programme
3. How to apply for funding
4. When the deadlines are
5. What happens to the application and the decision-making process
6. Reporting requirements and publicity
7. Grant fraud prevention and data protection
8. Frequently asked questions about financial information and budgeting

9. Re-applying for a grant
10. An eligibility questionnaire

3.1. What the Foundation supports via the Central grants programme

Registered Charities:

Central grants can only be awarded to charities registered in England and Wales, Scotland, Northern Ireland and the Republic of Ireland. Your charity must be registered for a period of **at least 12 months** before the Foundation can consider awarding funding. Charities with overdue reporting (e.g. annual return) to these monitoring bodies will not be considered. Central grants are aimed at supporting smaller charities and therefore the Foundation will typically not consider large charities showing normal charitable expenditure of more than £2 million (except for children's hospices, which fall under one of DMTFYP's core themes). Charities larger than this may still apply, but please note preference may be given to applications from smaller charities.

Work with young people most in need under DMTFYP's three core target groups:

Grants are only awarded to charities working with young people (meaning babies, children and young people up to 25 years old) that are considered to be most in need. Projects must work directly with the young people or provide facilities for their direct benefit.

Central grants will only be awarded to charities supporting children under DMTFYP's three target groups:

- Children and young people with disabilities
- Children and young people who are sick in hospital
- Children and young people who are life limited (requiring palliative care)

Disadvantaged young people:

The Foundation recognises that 'disadvantaged' is a qualitative term which is open to different interpretations. The Foundation considers children and young people who are in hospital or with a specific medical condition, disabled, life-limited, those with mental health or learning disabilities and with special educational needs or disadvantaged and whereby training programmes will directly assist them to transform their lives. In all applications it must be made clear how the young people who will benefit from the project are disadvantaged, how the project will assist them and how DMTFYP funding can help make this happen.

Specific projects, such as refurbishment and equipment:

Grants can only be awarded to specific projects and not for general donations or core (running) costs. The Foundation prefers to fund equipment and capital costs with its limited resources. Funding for salaries and sessional worker fees are not considered. Grants can be awarded for refurbishment and equipment, but not for new constructions.

Training courses and activities:

The Foundation funds projects working towards accreditation or recognised qualifications for young people and which improve employability. Please note that this does not include staffing costs or teacher training. The Foundation prefers to use its limited funds to support training programmes working directly with the young people, where they will work towards an accreditation. We will consider support to elements of **projects for disabled or sick children and young people** and such as training resource packs; travel or subsistence costs for the young people / volunteers; accreditation fees; venue hire; equipment costs e.g. IT/ICT.

One-off or medium terms projects for up to £30,000 per annum:

Grants can be awarded for medium term projects (1-2 years) or for one-off projects. A maximum limit of 2 years of support can be provided (usually in the form of a grant paid in annual instalments).

Projects which show community involvement, efficiency and impact:

The Foundation will prioritise support to charities that demonstrate community involvement and volunteering opportunities as part of their working practices. Grants are awarded to projects where our input will make an impact. We want every £1 and €1 we donate to make a real difference to those most in need.

Faith Groups:

The Foundation recognises the good work undertaken by faith groups in the community and will consider funding projects run by religious organisations provided they are registered as a charity and offer fully inclusive (multi-faith) and inclusive activities for both boys and girls.

Schools and hospitals:

Applications from schools and hospitals are welcome and should be made through an appropriate registered charity. It should be made clear why the Local Education Authority or NHS is not funding the area of need and whether these potential funding avenues have been explored. If you are applying for support to a special school or college, applications must be submitted by the school's fundraising body (e.g. Parents and Friends of Example School), which must be a registered charity with independently examined signed accounts available and able to meet our due diligence requirements.

3.2. What the Foundation will not support via the Central grants programme

- Applicants whose projects do not fit one of DMTFYP's three target groups: disabled children, children in hospital or life-limited (terminally ill) children
- Organisations which are not registered charities
- Charities which have:
 - been registered for less than 12 months
 - present financial information which is incomplete or out of date
 - management and administration costs (including fundraising costs) above 30% of their annual expenditure
- Projects and organisations outside the UK or Ireland
- Funding requests over £30,000 pa for up to 2 years (£60,000 total)
- Requests solely for day-to-day administrative running costs (rent, lighting, heat, etc.)
- Requests solely for staff salaries or other staff costs
- Where outcomes are unclear or where the grant will not make an impact
- Requests by individuals, general donations
- Fundraising events or other fundraising costs
- Work with adults over the age of 25
- Medical research, individual medical treatment
- Capital appeals to a general fund or construction of new buildings
- Overseas expeditions or exchange programmes
- Training or conferences for professionals or staff, e.g. teacher training, parenting training
- Loans
- Work which excludes some faith groups
- Work with only boys or only girls
- Generally the Foundation will not fund applicants with an income above £2 million (except hospices), to reflect our own size. Charities larger than this may still apply, but please note preference may be given to applications from smaller charities.

3.3. How to apply for funding

Start by reading these guidelines and take our eligibility questionnaire at the end of this document. If you think your work is eligible, you must complete a *Central Grants Application Form* which is available to download at dmthomasfoundation.org. If your organisation or project is not eligible for funding under these guidelines your request will be declined.

It is important to fully complete the application form and provide up-to-date financial information in order to be considered for a grant. You must provide the most recent financial accounts for your organisation (no more than 18 months old). The application form includes a list of the *Terms and Conditions* that pertains to any grant from the Foundation. You should read these carefully before applying as all our funded projects must adhere to the *Terms and Conditions*.

You must send a signed copy of your application to DMTFYP at the address below, including:

- A completed and signed application form including a Trustee or Director signature (only applications with original signatures will be accepted)
- A detailed budget for the project, clearly identifying what the request to DMTFYP is for
- Signed and Audited Accounts (accounts older than 18 months from the date of application will not be accepted)
- Latest monthly management accounts providing the most up to date financial picture of your organisation
- Please note, we will not provide funding to any charity whose Charity Commission filings and documentation is overdue or incomplete.

Please send your printed application to:

DM Thomas Foundation for Children and Young People
179-199 Holland Park Avenue
London, W11 4UL

You must also send an electronic copy of your application by email to grant@dmtfyp.org including:

- The completed application form
- The detailed budget for the project, clearly identifying what the request to DMTFYP is for
- Audited Accounts (accounts older than 18 months from the date of application will not be accepted)
- Latest monthly management accounts providing the most up to date financial picture of your organisation
- Child Protection Policy, if you have one
- Memorandum and Articles of Association
- Any additional items to support your application, you may wish to provide an overview or supporting information on your organisation as a whole
- Case studies, testimonies and photos are also welcome and will add to our understanding of the need for and scope of your project

For large submissions over 10MB you can use a large files free transfer service such as **WeTransfer.com**. This will generate a link to us and we can download your files from the link.

3.4. When the deadlines are

We must receive both electronic and printed copies (with original signature) of your application by **5.30pm on the day** of the deadline in order to be considered. Eligible applications received after the deadline or which are incomplete cannot be considered for that quarter and will be entered into the following quarterly process. The quarterly deadlines are published on our website: www.dmthomasfoundation.org.

In 2017 the deadlines are:

Tuesday 7 February
Tuesday 9 May
Tuesday 25 July
Tuesday 10 October

3.5. What happens to the application during the decision-making process?

When both electronic and printed copies of the application have been received it will be logged into the Foundation's database within a month, acknowledged and then initially reviewed by the Grants Manager to check eligibility and that the application is complete. A shortlisting process then takes place in consultation with the Director. If your request is not short-listed for further consideration we will inform you in writing although we regret that due to volume, specific feedback cannot be provided at this stage.

If short-listed, you may be asked to provide additional information or to refine your application. Project visits are preferred and, for Central grants over £5,000 they are essential in many cases. You may therefore be invited to make a short presentation to the Grants Committee, or host a visit from a Foundation representative, in relation to your request.

Applications are reviewed by the Grants Committee from a shortlist of approximately 20 of the strongest and applications representing each of the three core themes and representing a geographical spread across the UK and Ireland. Grant applications for up to £10,000 can be approved outright by the Committee, and applications for more than £10,000 require Trustees approval.

You will be sent an update within 10 days of the Grants Committee meeting advising you of its decision, and whether Trustees decision making is required, a further update will be sent within 10 days of the Trustees' meeting advising you of their decision. Please do not make contact with the Foundation to ascertain decisions before these dates have passed.

The final decision could take up to 3 to 6 months depending on the amount requested and the timing of submission in relation to our quarterly funding meetings. Please factor this into your planning.

Rejection procedures

On receipt of your completed forms, all applications are read and assessed by the Foundation office. If your request is not short-listed for further consideration we will inform you in writing although we regret that due to volume, specific feedback cannot be provided at this stage.

If your application for a grant of up to £5,000 is rejected by the Director, you will be informed in writing within 10 days of the date of the quarterly Grants Committee meeting, usually sooner.

If your application is rejected by the Grants Committee you will be informed within 10 days of the meeting, usually sooner.

If your application is rejected by the Trustees, you will be informed within 10 days of the meeting, usually sooner.

3.6. Reporting requirements and publicity

If funding is awarded, you must complete a Grant Report Form and return this to DMTFYP within 6 months of the end of the grant period, or within the completion of the project (whichever is sooner) to report on how the funds have been used and on results. We may also ask for an interim report for multi-year awards. The Grants Committee reviews completed Grant Report Forms which helps inform the Foundation about successes and failures.

If your application is successful we will also approach you for case studies, quotes, testimonies and photos which will help demonstrate to our donors how the grants are helping young people.

All grants should be recognised as from the **DM Thomas Foundation for Young People** in your publicity materials and annual accounts. Our Twitter handle is @DMTFYP and our Facebook page can be found at: <https://www.facebook.com/DMTFYP/>

We work with our grantees to celebrate projects being undertaken with the Foundation's support. Press coverage gains welcome exposure both for our grantees and for the Foundation. The application form invites applicants to think about possible ways in which your charity could support this process. The Foundation recognises that many smaller charities may not have dedicated Press or Communications personnel and will allow for this and provide support.

3.7. Grant fraud prevention and data protection

We will use the information you give us on the application form and supporting documents during assessment and for the lifetime of any grant we award you to administer and award grants. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. We may also share information with other funders, government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in applications and grants, and for the prevention or detection of fraud. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

3.8. Frequently asked questions about financial information and budgeting

Our charity is below the threshold for producing Audited Accounts, what do we submit?

Please submit a copy of your charity's latest bank statement and if available, the most recent signed accounts information you have available in accordance with the size of your charity, and, where applicable, complying with Charity Commission requirements for an independent examination or audit.

How do I complete the budget?

In the application form you will be asked to complete a budget for your project, using the template provided. You must clearly show the item or items for which you are requesting a contribution from DMTFYP. You should request the amount you need (currently up to £30,000 pa for up to 2 years max) so that DMTFYP may consider a partial award if we cannot meet your full request. We also need to understand your planned project costs in detail, therefore, full details for each line item must be provided showing overall costs and requests to other funders. Depending on the complexity of your funding bid, you may submit your own project budget documentation.

Budget lines exceeding £5,000 must be 'broken down' into component sub-parts so that we understand how your figures have been reached. To calculate the "% of DMTFYP budget requested" divided the amount requested from DMTFYP for that item by the total cost requested from DMTFYP. NB: Proof of purchase and budget expenditure will be required at the end of the grant period.

Project budget example:

<i>Project area</i>	<i>Details</i>	<i>Overall Cost</i>	<i>Request to other funders</i>	<i>Request to DMTFYP</i>	<i>% of DMTFYP budget request</i>
<i>Direct Costs</i>					
<i>Staff</i>	<i>2 x Project Coordinators</i>	<i>£20,000</i>	<i>£20,000</i>	<i>£0</i>	<i>%</i>
<i>Equipment</i>	<i>Training manuals</i>	<i>£2,500</i>	<i>£0</i>	<i>£2,500</i>	<i>44%</i>
	<i>8 x Computers</i>	<i>£4,000</i>	<i>£1,000</i>	<i>£3,000</i>	<i>53%</i>
<i>Volunteers</i>	<i>Travel</i>	<i>£200</i>	<i>£0</i>	<i>£200</i>	<i>3%</i>
	<i>Food</i>	<i>£100</i>	<i>£100</i>	<i>£0</i>	<i>0%</i>
<i>Indirect Costs</i>					
<i>Overheads</i>	<i>Rent of venue</i>	<i>£1,500</i>	<i>£1,500</i>	<i>£0</i>	<i>0%</i>
	<i>Heat and Light</i>	<i>£100</i>	<i>£100</i>	<i>£0</i>	<i>0%</i>
<i>Administration</i>	<i>PT administrator</i>	<i>£3,000</i>	<i>£3,000</i>	<i>£0</i>	<i>0%</i>
TOTALS		£31,400	£25,700	£5,700	100%

Does the Foundation contribute to staffing costs or have a Full Cost Recovery policy?

No. Where a charity asks for a contribution to its salary and administration costs to deliver a project, this is recognised as important as it takes a strong structure to support a set of activities to ensure their effective delivery and impact. However, as a small charity aiming to help a wide variety of children's charities, and as a fundraising organisation itself, DMTFYP needs to limit the amount of the grant that will be spent on such costs. Generally a contribution towards administration costs will not be considered. Salary requests and sessional worker fees will also not be considered. As a rule the Foundation prefers to fund a specific and tangible project (such as equipment, refurbishment, educational resources and medical equipment) with its limited resources. We expect applicants to approach a number of funders to ensure the overall sustainability and delivery of their work.

3.9. Re-applying for a grant

The Foundation reserves the right to turn down submissions for further funding in favour of support to charities that have yet to receive support from our limited grant fund.

Current grant recipients:

The Foundation can only support a charity with one active Central grant at any one time. A Grant Report Form must be completed at the end of the project before further funding can be sought.

To manage demand for repeat funding, a minimum gap of three years should be left from the submission of the Grant Report Form until the next application.

Declined applications:

Charities that have been unsuccessful in the past must leave a gap of **at least 12 months** from the date of the letter of rejection before re-applying for a Central grant. Charities that have previously been declined are asked to consider alternative projects or funding requirements before resubmitting.

4. Eligibility questionnaire

The following questions are intended to aid potential applicants to determine whether a grant application is ineligible for funding by DMTFYP.

1. Are you an individual or organisation?

- If you are an individual – We are sorry we do not fund individuals and you should not apply
- If you are applying on behalf of an organisation, go to question 2

2. Is your organisation a registered charity? This means registered for over 12 months and with all reporting submitted with either:

- the Charity Commission for England and Wales, and/or
 - the OSCR in Scotland, and/or
 - the NI Charity Commission, and/or
 - the Irish charity regulator
- If no, please do not apply for funding as we can only consider awarding funds to registered charities
 - If yes, please go onto question 3

3. Have you requested funding from DMTFYP for this project or organisation within the last 12 months?

- If yes, we request all unsuccessful applicants wait 12 months before reapplying
- If no, then go to question 4

4. Is your organisation and project in the UK or Ireland?

- If no, please do not apply for funding
- If yes, then go to question 5

5. Are you requesting funding of up to £30,000 pa for up to 2 years max?

- If no, please do not apply, or revise your request downwards, as requests over the value of £30,000 per annum are not considered
- If yes, then go onto question 6

6. Are you requesting funding for any of the following:

- Work with people over the age of 25
- Medical research
- Construction of a new building
- Day-to-day administrative running costs (rent, lighting, heat, etc.)
- Staff salaries, sessional fees or other staff costs
- Fundraising events or fundraising costs
- General donations (that is, general funding not relating to a specific project)
- Overseas expeditions or exchange programmes
- Training or conferences for professionals or staff

- If yes, please do not apply for funding as the request falls outside our grant remit
- If no, then please go onto question 7

7. The Foundation recognises that 'disadvantaged' is a qualitative term which is open to different interpretations. The Foundation considers children and young people who are in hospital or with a specific medical condition, disabled, life-limited, those with mental health or learning disabilities and with special educational needs to be 'most disadvantaged'.

Does your work fall within at least one of our three core target areas:

- Children and young people with disabilities
- Children and young people who are sick in hospital
- Children and young people who are life limited (requiring palliative care)

- If no, please do not apply for funding.
- If yes, please go ahead and submit an application form.

Thank you for your interest in DM Thomas Foundation for Young People.

If you have any questions on our grant guidelines please contact us on +44 (0) 207 605 7733
or email grant@dmtfyp.org