

Lloyds TSB Foundation for England and Wales

Guidelines for charities applying for a grant – updated 1 October 2010

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Who are we?

We support and work in partnership with registered charities which help disadvantaged people to play a fuller role in communities throughout England and Wales.

A needs-driven community funder

The Lloyds TSB Foundation for England and Wales is one of the UK's leading grant-makers and funds small and medium underfunded charities working at the heart of communities to tackle disadvantage across England and Wales.

Our funding is driven by the needs of disadvantaged people in communities across England and Wales where we have a strong local knowledge and presence.

An independent charity

We are a registered charity and run as an independent foundation. Our Board of Trustees represent the Foundation's geographical coverage and have a range of experience and specialisations. Our covenanted income comes from the 1% of pre-tax profits that the four Foundations receive from Lloyds TSB Group, averaged over three years.

Our values

We operate to high standards and aim to be:

- accessible to all
- approachable and supportive
- responsive and customer focused
- straightforward
- timely and transparent.

What do we fund?

We fund the following types of organisations and work:

Organisations:

- We fund registered charities whose core work helps disadvantaged people to play a fuller role in the community.

Types of work:

- We fund running costs, including salaries to ensure that charities can maintain and develop their core work/services.
- We also provide funding for projects that build on charities' core work.

What don't we fund?

We do not fund the following types of organisations and work:

Organisations:

- Organisations that are **not** registered charities.
- Second or third tier organisations (unless there is evidence of direct benefit to disadvantaged people).
- Charities that mainly work overseas.
- Charities that mainly give funds to other charities, individuals or other organisations.
- Hospitals, hospices or medical centres.
- Rescue services.
- Schools, colleges and universities.

Types of work:

- Activities which a statutory body is responsible for.
- Capital projects, appeals and refurbishments.
- Environmental work, expeditions and overseas travel.
- Funding to promote religion.
- Holidays or trips.
- Loans or business finance.
- Medical research, funding for medical equipment or medical treatments
- Sponsorship or funding towards a marketing appeal or fundraising activities.
- Work with animals or to promote animal welfare.

Our current funding programmes:

1/ The Community programme

The Community programme focuses on funding core work that helps disadvantaged people to play a fuller role in the community. We are particularly interested in work that achieves this through:

- **improved social and community involvement**
- **improved life choices and chances**
- **helping people to be heard.**

What type of funding do we provide?

We fund charities to continue and develop existing community-based work, or to develop the organisation or its services. We can support charities in a range of ways – examples include funding to:

- maintain and or improve their capacity and or effectiveness
- encourage learning and best practice
- enable the continued provision of services
- support the expansion of services
- help improve the quality of services
- lobby or campaign at a local, regional or national level.

We make grants of one to three years that are appropriate to the size and needs of each charity.

To be eligible for the Community programme:

- you must be an underfunded charity (12 months of reserves or less)
- if you work locally or in a region you must have an income of £1 million or less
- if you work nationally you must have an income of £5 million or less
- your work must enable disadvantaged people to play a fuller role in the community in one (or more) of the following ways – through:
 - improved social and community involvement
 - improved life choices and chances
 - helping people to be heard.
- you will need to be clear on the specific changes and benefits that your work will provide for your users/beneficiaries to help them to play a fuller role in the community.

The information that you will need to provide:

Through our assessment process we will ask you (and give you guidance if you are unsure):

- what the need is for your service or work and how you know that?
- what specific changes and benefits you plan to deliver for your users/beneficiaries to help them to play a fuller role in the community?
- how you plan to deliver those changes and benefits?
- how you will know that your work has delivered them?
- how your organisation is managed and funded?

Please note you will need to speak to us to discuss your potential application before you receive an application form.

2/ Other funding programmes

We will publish details on our website as we launch other new programmes:

www.lloydstsbfoundations.org.uk.

How to apply for funding

We aim to be accessible and supportive to charities that request funding from us.

Step 1 – Read our guidelines

Please check our guidelines and individual criteria for the programme you are interested in so that you are clear what is and is not funded.

Step 2 – Check if your charity is eligible

Before you apply you need to complete our short charity eligibility questionnaire which you can find on our website at www.lloydstsbfoundations.org.uk. If you don't have access to the internet or would prefer to talk to us first, please call 0870 411 1223.

Please note that charity eligibility does not mean that your work meets the criteria for all of our programmes.

Step 3 – We will contact you to discuss whether your work is eligible

If your charity is eligible, one of our team will contact you to discuss whether the work you are seeking funding for fits within our guidelines – and if it does to discuss the next steps.

Step 4 – Assessment

If your work is eligible for consideration and you are applying for a grant of over £5,000, your local Grant Manager will visit you to discuss your funding requirements. If you are applying for a grant of under £5,000, the Grant Manager will carry out a telephone assessment.

Assessment visits take one to two hours, and your local Grant Manager will discuss a range of issues relevant to your potential application, including: your governance; your finances; your evidence of need; your work; and the difference it will make to your users/beneficiaries.

The Grant Manager will tell you whether or not to proceed with an application. If you are advised to apply, they will help you to make the best application.

Step 5 – Complete the application form

If your local Grant Manager recommends that you complete an application form, they will give you a copy of the form. You will need to read the accompanying guidance notes and include:

- a copy of your most recent annual report and full signed accounts. These should be signed as approved on behalf of your Management Committee or equivalent. You must make sure your charity annual returns are up to date and registered with the Charity Commission – we will check this when we assess your application. (If your records are not up to date this could delay your application being processed.)
- a copy of your charity's most recent bank statement so that we can verify the account details.
- the relevant job description if you are applying for funding towards the cost of a post.
- a copy of your equal opportunities policy or if you do not have one, information about your commitment to equal opportunities. We will also need to know about the other governance policies that you have in place that are relevant to your work.

Step 6 – Return your application form to us

You will need to submit a signed copy of the form together with the supporting documents to us.

Step 7 – The decision on your application

We respond to all applications that we receive and it takes from three to six months for a decision to be made on your application. Your local Grant Manager will tell you when you are likely to hear the decision.

Common reasons for unsuccessful applications

The Foundation cannot fund all eligible applications even if they are of a high quality because each year the total amount requested by charities exceeds the money that we have available. Other reasons for the Foundation not being able to make a grant include:

- charities' core work not being sufficiently focused on our mission
- applications not falling within our guidelines [see page 4]
- charities not filling in the application form properly
- charities not having up to date annual returns or accounts filed with the Charities Commission or other relevant regulatory bodies.

When can I reapply?

If you receive a grant, you will not be eligible to apply for another grant from the Community Programme for another two years from receipt of the grant (or from receipt of the final payment if it has been two or three-year funding). If your application is unsuccessful, you must wait for a year before you apply again.

How we check the money is spent correctly and learn from our grant making

We carry out grant compliance monitoring on all our grants and will provide full details when we approve the grant, but this is a summary of the process:

- **One year grants**
Within six months after the end of the grant all charities are required to submit a Grant Report on how they used the funding – so that they can be eligible for future funding. The Grant Report is available on our website and asks for a breakdown of how you spent the grant against your planned budget.
- **Two or three year grants**
All charities are required to submit a Grant Report for each year of their grant. The Grant Report is due one month before the end of each funding year so that we can release funding for the following year. The Grant Report asks for a breakdown of how you spent the grant against your planned budget.

Learning from our grant making – mid and post grant visits

We are keen to learn from our grant making to ensure that our support helps to bring about real improvements to the lives of disadvantaged people.

We carry out mid and post grant visits to a selection of charities each year as part of our learning and development process and if you are successful with your application, your local Grant Manager may be in touch to arrange a visit with your organisation during the course of your grant.

Giving us feedback

If you have any feedback that you would like to give us, please do not hesitate to let us know. For details of how to contact us, or if you have a complaint – please see our website:

www.lloydstsbfoundations.org.uk

Contact details

For initial grant enquiries please use our charity eligibility questionnaire at:
www.lloydstsbfoundations.org.uk

For queries on completing the charity eligibility questionnaire call: 0870 411 1223

For queries regarding an existing grant application call our grant administration team on: 0870 411 1223

Specific local queries:

Select the geographical area where your local, regional or national charity works or is based:

<u>Geographical area</u>	<u>Contact</u>	<u>Telephone</u>
North East and North Yorkshire	Grant Manager	07802 337 481
Lancashire, Cumbria and North Manchester	Grant Manager	07734 973 464
Merseyside, Cheshire and South Manchester	Grant Manager	07500 787 747
West Midlands	Grant Manager	07500 787 746
South, West & East Yorkshire and the Humber	Grant Manager	07500 787 745
Wales	Grant Manager	07802 540 793
East Midlands	Grant Manager	07734 973 060
East and London	Grant Manager	07770 925 943
South East North and London	Grant Manager	0870 411 1223
South East South and London	Grant Manager	07872 031 793
Bristol, Bath, Dorset, Gloucester and Wiltshire	Grant Manager	0870 411 1223
Devon, Cornwall and Somerset	Grant Manager	07770 925 946

If you are not sure which area you are in please see the list below:

<p>North East and North Yorkshire Darlington Durham Hartlepool Middlesborough Northumberland Redcar and Cleveland Stockton on Tees Tyne and Wear North Yorkshire (Craven, Hambleton, Harrogate, Richmondshire, Ryedale, Scarborough)</p>	<p>Lancashire, Cumbria and North Manchester Lancashire Cumbria Blackburn with Darwen Blackpool Bolton Bury Manchester Oldham Rochdale Wigan Isle of Man</p>	<p>Merseyside, Cheshire and South Manchester Cheshire Halton Merseyside Salford Stockport Tameside Trafford Warrington</p>	<p>West Midlands Herefordshire Warwickshire West Midlands Worcestershire Shropshire Staffordshire Stoke Telford Wrekin</p>
<p>South, West & East Yorkshire and the Humber East Riding Hull South Yorkshire West Yorkshire York North Yorkshire (Selby) North Lincolnshire North East Lincolnshire</p>	<p>Wales Blaenau Gwent Bridgend Caerphilly Cardiff Carmarthenshire Ceredigion Conwy Denbighshire Flintshire Gwynedd Isle of Anglesey Merthyr Tydfil Monmouthshire Neath and Port Talbot Newport Pembrokeshire Powys Rhondda Cynon Taf Swansea Torfaen Vale of Glamorgan Wrexham</p>	<p>East Midlands Derby Derbyshire Leicester Leicestershire Lincolnshire Northamptonshire Nottingham Nottinghamshire Rutland</p>	<p>East and London Barnet Barking and Dagenham Bedfordshire Cambridgeshire Enfield Essex Hackney Haringey Havering Hertfordshire Luton Norfolk Peterborough Redbridge Southend on Sea Suffolk Thurrock Waltham Forest</p>
<p>South East North and London Bexley Brighton and Hove Bromley City of London Croydon</p>	<p>South East South and London Berkshire Bracknell Forest Brent Buckinghamshire Camden</p>	<p>Bristol, Bath, Dorset, Gloucester and Wiltshire Bath and North East Somerset Bournemouth Bristol</p>	<p>Devon, Cornwall and Somerset Cornwall and Isles of Scilly Devon North Somerset Plymouth</p>

<p>East Sussex Greenwich Kent Lambeth Lewisham Medway Newham Southwark Surrey Tower Hamlets West Sussex</p>	<p>Ealing Hammersmith Harrow Hampshire Hillingdon Hounslow Islington Isle of Wight Kensington and Chelsea Kingston upon Thames Merton Milton Keynes Oxfordshire Portsmouth Reading Richmond Slough Southampton Sutton Wandsworth Westminster Windsor and Maidenhead Wokingham</p>	<p>Dorset Gloucestershire Poole South Gloucestershire Swindon Wiltshire</p>	<p>Somerset Torbay</p>
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You can write to us at:

The Lloyds TSB Foundation for England and Wales
Pentagon House
52-54 Southwark Street
London SE1 1UN

Phone: 0870 411 1223
Tel (via TypeTalk): 18001 0870 411 1223
Fax: 0870 411 1224

e-mail: enquiries@lloydstsbfoundations.org.uk
website: www.lloydstsbfoundations.org.uk

These guidelines are available on our website and in large print.

We have tried to make these guidelines as clear as possible. If you have any comments or suggestions for improvement please contact us.

The company is limited by guarantee
Registered in England and Wales: number 1971242
Registered charity: number 327114

Registered Office: Pentagon House, 52-54 Southwark Street, London SE1 1UN



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