

# Grants: Guidance for Applicants

## Christ's Hospital in Sherburn · Sherburn House Charity

### Who we are

Our origins go back to our establishment as a leper hospital in 1181. We are now regulated by the Charity Commission, under the name of Sherburn House Charity. We run a care home and sheltered housing on the original site on the edge of Durham city.

In addition, we make grants under the broad heading of 'relief of need, hardship or distress'. Relatively small grants for individuals are made under our 'Relief in need' programme. These notes refer to Major Grants.

### Who can apply?

We welcome applications from voluntary and community groups and organisations, including small local groups, from 'the ancient Diocese of Durham', ie anywhere in the North East of England between the Rivers Tweed and Tees. If your application relates to work outside as well as within this area, you will need to show that there will be substantial benefit to people living within the area, and that you will spend at least the amount of any grant we may give you on work within that area.

You do not need to be either a Registered Charity or a Company, but you do need to be a formally constituted group with its own bank account.

### What will we fund?

We will be happy to consider any application which meets our charitable purpose of 'relieving need, hardship or distress', with a few exceptions detailed in the next section. Your proposed work will have to be aimed at improving life for people who are disadvantaged in some way because of where they live, or their personal circumstances, or both.

Although we do not have specific priority areas, most applications which have been successful in the last few years have fallen into the following categories:

- Fabric appeals for village halls, community centres or churches provided they are in areas of disadvantage, and support work aimed at addressing disadvantage or social exclusion
- Health, including mental health
- Physical or learning disability
- Substance abuse
- Community needs
- Homelessness
- Special needs
- Effects of long-term unemployment or worklessness
- Family support
- Young people
- Socially isolated older people

You can apply for grants to cover core costs as well as the cost of new projects. We will also consider applications for capital expenditure on buildings, equipment or vehicles.

We prefer to make one-off grants, although we will consider making phased grants over up to three years where a particularly strong case is made to do so.

## What we will not fund

- Individuals
- Organisations with substantial reserves or a serious deficit
- Grant making bodies seeking to distribute grants on our behalf
- Activities which are the responsibility of Central or Local Government or any other statutory body
- Fabric appeals for village halls, community centres or churches unless they are in areas of disadvantage, and support work aimed at addressing disadvantage or social exclusion
- Fundraising events or activities
- General appeals
- Sponsorship
- Expeditions or overseas travel
- Trips and outings unless relevant to our charitable purposes
- Mainstream educational activity
- National charities, unless they have a strong representation within our beneficial area
- Hospitals and medical centres (other than hospices)
- Medical research
- Retrospective grants
- Applications from organisations which have received a grant within the previous two years
- Those who do not fully complete the application form and supply the necessary supporting information.

## How much can you apply for?

Generally up to £10,000. Exceptionally, we might be able to make a bigger grant for an outstanding application.

## When should you apply?

We will try to deal with your request within three months of receipt of your complete application including all required supporting information. We receive many applications which are incomplete, and have to be sent back for further work before they can be put to the Grants Committee. We hope that by carefully reading and following the guidance in this document, your application will go straight into our administrative process. IT'S UP TO YOU!

We will require you to take up any grant offer within 12 months of our notification letter; otherwise the offer will be withdrawn.

## How to apply

If you have read the above notes and have concluded that you meet our criteria, please do apply. The following notes are designed to help you fill in the Application Form in a way that makes it easy for you to tell us clearly and concisely all we need to know about you and what you hope to do with a grant from us.

If you are unsure whether your project is eligible, or if you are uncertain how to complete the application form, you can contact us on 0191 372 2551, or at [admin@sherburnhouse.org](mailto:admin@sherburnhouse.org). An electronic application form and a copy of these guidelines are available on our website: [www.sherburnhouse.org](http://www.sherburnhouse.org).

# Completing the Application Form

## **Registered Charity Number; Company Number**

You do not need to be either a Registered Charity or a Company, but if you are either, please give us your registration numbers.

## **The aims of your organisation**

We want a clear understanding of what your organisation does. Lengthy descriptions of your aims and aspirations or your organisation's history are not appropriate here, which is why we have asked you to describe the aims of your organisation in a maximum of 30 words.

## **What do you intend to do with the funds you are asking from us?**

We need to know clearly what you are planning to do with the money you are seeking. Do not use more than 25 words in answering this question.

## **What is the extent of deprivation, need or hardship in the area or group you propose to serve?**

We will only consider applications which address some aspect of deprivation, disadvantage or social exclusion. If you are applying on the basis that the work you propose to do is in a disadvantaged area, we shall need some evidence (eg official deprivation rankings).

Alternatively (or as well) it may be that you are proposing to work with some group of people who are somehow excluded or otherwise disadvantaged by their own personal circumstances, in which case clarify how.

## **Who will your project help and how many people will benefit from it?**

We consider this a key question, so please think carefully about how to answer it.

## **How will people you plan to help know about your project?**

We need to know that your proposed work will actually attract users, and that it will be open to all you say you want to help.

## **Summarise your current activities emphasising those relevant to this application and give the number of people who use your services**

Please keep your answer concise. Remember that you can include more detail in the supporting information.

## **Supporting information**

If you wish, you may include with your application one side of A4 expanding upon what you have said in answering the questions in the Application Form (minimum font size 11 pt).

## **What you need to include with this application**

We will not start looking at your request until we have received all of the following, so please make sure they are enclosed with your application:

- An application form with every question answered
- A copy of your constitution or set of rules for your organisation
- A set of accounts and annual report of your organisation, signed by a committee member. If your organisation is less than one year old, you should send a one year budget (showing projected income and expenditure) accompanied by a bank statement. Both must be signed by your treasurer.

**Once you have checked that every question has been fully and correctly answered, and that you have included everything listed in the previous paragraph, send your completed application to the address at the foot of the application form.**