GUIDELINES FOR MAKING AN APPLICATION TO THE ROBERTSON TRUST

Priority areas

The Trust does not have specific grant programmes as part of its open application process but instead has priority areas for funding which are as follows:

- Health
- Care
- Education & Training
- Community Arts
- Community Sport
- Alcohol Misuse
- Criminal Justice

Health
This category includes activities which promote health, as well as those which seek to prevent or treat sickness and disease. Examples include services which support people affected by long term conditions and those which address physical and mental health issues. It also includes projects which work with children identified as being at risk of misusing drugs or with people recovering from drug addictions to assist them to rebuild their lives.

Care
This category is broadly defined. Examples include projects which enhance the quality of life for individuals and their families with special care or support needs, palliative care, day and residential care for the elderly, people with disabilities and people who are homeless. It also includes projects which provide broad social and emotional support to Carers and includes the provision of respite care.

Education & Training
This category includes support for community-based activities which increase opportunities in education or which nurture talent and develop positive life skills opportunities. Examples include youth work projects which seek to develop confidence, self-esteem, leadership and employability skills amongst young people, or community based learning centres which target hard to reach groups to provide access to education and training. Universities and FE Colleges should note that the Trust wishes to target revenue funding to projects and activities which provide and increase access for young people and mature students from disadvantaged backgrounds although applications for other areas of work may be considered.

Community Arts
This category is primarily aimed at providing access and opportunity for young people and for those individuals who may be disadvantaged to engage with all forms of the arts. Projects supported also include those which use the arts for therapeutic purposes or as a vehicle to engage with individuals on particular social issues. Examples include projects which use art based activities as a diversionary tool for young people likely to engage in antisocial behaviour or projects which deliver outreach programmes to encourage participation in drama, art or music based
activities within theatres and museums. It also includes work which supports emerging talent among Scotland’s young people.

**Community Sport**

Applications under this category should demonstrate how the organisation is intentionally using sport as a vehicle to help deliver wider social outcomes for individuals and their community beyond improving performance or increasing participation in sport. Examples include increased educational attainment, reduced risk taking behaviours, improved health, increased community safety and increased employability skills. Applications where the focus is on existing participants or solely on increasing participation or improving access to sport are unlikely to be funded. If applying for capital funds within this category, applicants must clearly demonstrate how the development or enhancement of facilities will better enable them to deliver wider social outcomes in the future and should also be able to demonstrate that they have considered the on-going sustainability of the facility and have a clear operational plan for the facility in place.

**Alcohol Misuse**

This category includes activities which work with children, young people and families to address the harms caused by alcohol misuse, including treatment programmes. The Trust is particularly interested in supporting early intervention projects that take a whole community approach to empower young people, families and communities to make responsible and informed decisions about alcohol.

**Criminal Justice**

This category includes activities which work with offenders or people at risk of offending in prison and/or the community. The Trust is particularly interested in supporting projects that work with young offenders, women and families affected by imprisonment to reduce the impact that offending behaviour has on families and communities and to help ensure that wherever possible, people are given the support they need to stay out of the criminal justice system.

In addition to these priority areas applications will be considered from most other areas of charitable activity, including:

♦ preservation of the environment
♦ the strengthening of local communities
♦ heritage, culture & science
♦ animal welfare
♦ the saving of lives

In all of the above cases, support is given to charities working at both local and national level and all are eligible to apply for revenue or capital funding.

**Overall priority will be given to those projects and posts which relate to direct service delivery.**

There are a number of types of activity which the Trust does not or is unlikely to support.

**What we don’t fund:**

♦ Donations to individuals
♦ Donations to Community Interest Companies (CICs) limited by shares
Donations to organisations which are not recognised as charities by the Office of the Scottish Charity Regulator (OSCR) or the Charity Commission
Donations to Community Interest Companies which are not recognised by the CIC Regulator
Projects which are primarily or exclusively intended to promote political or religious beliefs
General appeals and circulars including contributions to endowment funds
Local charities whose work takes place outside Scotland
Projects where the primary purpose is to conduct Research
Organisations and projects whose primary object is to provide a generic counselling service
Organisations and projects whose main primary object is to provide information and advice e.g. Helplines
Generic employment and training projects
Core revenue costs for mainstream playgroups, nurseries, schools and after school groups where there is no element of disadvantage
Individual students or support organisations for personal study, travel or for expeditions, whether in the United Kingdom or abroad
Community projects where the applicant is a Housing Association
Capital costs of Memorials/Statues
Capital costs of providing disability access for the purpose of meeting statutory requirements
One off events/festivals/ conferences which have no element of broader community engagement
The purchase of buildings and/or land

The Trust is also unlikely to support

Charities which collect funds for onward distribution to others
Umbrella groups which do not provide a direct service to individuals
Feasibility and other types of research study
Levels of Funding

The Robertson Trust currently disburses around £15M per year in donations. It is important to note that the Trust does not fully fund projects and activities and we would ask you to consider the following:

Revenue Donations:
These range from £500 upwards but rarely exceed £15,000 per annum. Revenue grants may be for core or project funding for a maximum initial period of 3 years. Please note as a general rule we do not make donations which exceed 50% of the salary cost of one member of staff. For a smaller project with no salary costs the Trust is unlikely to make a donation in excess of 50% of the total project costs. As the Robertson Trust is extremely unlikely to fully fund your request and you should provide details of potential match funding at the point of application.

Capital donations:
These will be for a maximum of 10% of the total project costs. Capital may relate to the upgrading of buildings, refurbishment costs or equipment. As a general rule, we would expect applicants to have around 30% to 40% of income secured before progressing applications.

In considering applications for the capital costs of Village Halls & Community Facilities and for the purchase of Minibuses & Community Vehicles, the Trust applies the following calculation:

<table>
<thead>
<tr>
<th>Village Hall/Community Facilities</th>
<th>10% of total costs</th>
<th>£15K</th>
<th>£20K</th>
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<tbody>
<tr>
<td>Total costs up to £100K</td>
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<tr>
<td>Total costs between £100K and £200K</td>
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<tr>
<td>Total costs over £200K</td>
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</tbody>
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<table>
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<tr>
<th>Minibus/Community Vehicles</th>
<th>10% of total costs</th>
<th>£5K</th>
<th>£7.5K</th>
<th>£10K</th>
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<tbody>
<tr>
<td>Total costs up to £10K</td>
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<tr>
<td>Total costs up to £20K</td>
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<td>Total costs over £40K</td>
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Applicants must indicate how the above will be used and provide benefit to the broader community.

Major Capital Donations
These comprise capital donations in excess of £100,000, for which the overall project costs will normally be in excess of £1 million. Major capital donations will contribute specifically to one of the Trust’s priority areas other than where an exceptional case is made.

Universities: The Trust will accept applications for Major capital donations from those Universities/FE Institutions which have “Centre of Excellence” status in a particular field of work, either at national or at international level. The project for which funding is requested should similarly be recognised as having national importance. In line with Trust funding for capital projects within our other priority areas, we will consider capital funding of up to 10% of total project costs. Please note that the Trust is unable to provide funding for the purpose of establishing endowments.

Major capital donations will be considered three times a year, in January, May and September, to allow the Trustees to compare the merits of different applications. Organisations considering applying for a major donation are advised to firstly contact the Trust’s Head of Assessment, Lesley Macdonald, for an informal discussion on eligibility, process and timing.
**Enterprise Award**

In addition to the Trust’s main revenue or capital funding, those charities in receipt of current funding working in one of the Trust’s priority areas, may be eligible to apply for an Enterprise Award. The purpose of this is to enable organisations to address issues of financial sustainability by broadening their income streams. The Trust will consider both revenue and capital donations with levels of funding in line with those of all other types of awards. Examples of revenue may include a contribution towards the salary costs of a Business Development Worker or the capital costs of equipment which will enable the charity to generate income. Prior to submission of an application for Enterprise funding, it is recommended that you contact a member of the Assessment Team.

**The Assessment Process**

The Trustees meet every two months in January, March, May, July, September and November.

Applications are assessed on a rolling basis in line with this and there are no published deadlines. You are advised to submit your application as soon as it is ready.

Please use the online application forms located under “Apply for Funding” on our website.

Once received, we will log your application and send an acknowledgement e.mail which will tell you the date of the meeting at which your application will be considered.

**What documentation do you require?**

In addition to the completed application form, the following documentation is required:

- A completed Revenue or Capital Budget Form, providing a full breakdown of the organisation or project costs. It is important that you also tell us about any funding already secured; where the funding is from, the amount and whether it is restricted to a particular piece of work or specific post. Please also detail any projected income, i.e. from applications to other Trusts/Foundations and when you expect to receive a decision on these. Where you have a projected shortfall please also tell us how you expect to meet this outwith your application to the Trust.
- A copy of your most recent independently examined/audited Accounts. If you are a newly registered charity or CIC please provide confirmation of your OSCR registration or Incorporation Certificate which confirms your CIC status along with a current bank statement and details of an independent referee.
- If you are a Community Interest Company we will also require:
  - an Income & Expenditure statement which relates to the submitted accounts
  - a full copy of your most recent CIC 34 report as submitted to the CIC Regulator
- If applying for funding towards the salary costs of a specified worker please provide a job description for the post. Please also tell us whether it is a new or existing post.
- If applying for funding towards the capital costs of significant refurbishment works please provide a quote for the works or tender where applicable.

Additional points to note:
• Please refer to any previous funding which you have received from the Trust and ensure that the appropriate end of donation report has been submitted. **Unfortunately, without this report, we are unable to consider further funding requests.**

• If applying for funding which is not needed for some time we may place your application on hold until a later date. In such cases, we would, of course, advise you of this decision. This would similarly apply in cases where we consider it too early to take forward your application and require you to have more funding in place.

• A key part of the assessment process includes a review of the Accounts submitted in support of your application. In the event that these accounts do not fully or adequately reflect your financial position, please provide the relevant supporting information at the point of application. Examples may include a significant deficit which has since been addressed or high levels of reserves which have since been depleted.

• We appreciate that you may also wish to provide additional documentation in direct support of your application, e.g. business plans. Where such documentation is substantial we would ask that you do not provide this as a matter of course but refer to this in your application so that we may request a copy if required.
A Quick Checklist

Prior to making an application to the Trust please consider the following:

- Am I eligible to apply?
- Have I allowed enough time for my application to be assessed? Is it too early?
- Does the area of work I am requesting funding towards fall within the remit of what the Trust supports?
- Is the amount I’m asking for reasonable? Will I be able to secure match funding?
- Have I completed all the relevant forms and provided the information required?
- Have I provided suitable contact details (address, telephone number, email) should the Trust require further information or wish to carry out an assessment visit?
- Have I provided the Trust with an appropriate end of year report on my previous grant?

Failure to provide all appropriate documentation may result in a delay in processing your application so please feel free to contact us if you have any queries or are unsure on any of these points.

What Happens Next?

We will assess your application and contact you where we require additional information, clarification or should we wish to meet with you to discuss your application further.

Your application will be presented to the first appropriate meeting of the Trust's Giving Committee and you will be notified by e.mail of their decision approximately 5-10 working days following the meeting.

If your application has been unsuccessful we ask that you wait 12 months prior to reapplying to the Trust.

Due to the volume of applications we receive we do not automatically provide individual feedback on those applications which have been unsuccessful. Should you wish to receive feedback on your application please contact the Assessment Team. We would also suggest that you talk to us before making any further applications in order that we can give you any relevant support and advice.

Further funding of existing work

For those organisations approaching the end of a three year donation it may be possible to apply for a further two years’ continuation funding. This is available for those charities working within one of the Trust’s priority areas and is likely to be at the same level as the original donation. However, successful applicants must demonstrate key successes and developments during the Trust’s period of funding, all of which should be well documented within the appropriate end of year reports. We may consider requests for continuation funding up to six months before this funding is due to expire and we would advise you to please contact a member of the Assessment Team should you wish to apply.

Can I speak to someone about a potential application?

The Robertson Trust aims to be a flexible and helpful funder that builds relationships with the organisations we fund. We recognise that organisations are often dealing with complex issues and are happy for you to contact us for pre-application support where needed. However, we would ask that you do so only once you have read the guidance and information provided to make best use of
available staff resources. For the same reason we can only meet with potential applicants once we have received an application. We will let you know during the assessment process if we need to visit you.

Who can I contact for further information?

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