

THE FINNIS SCOTT FOUNDATION

Registered charity no. 1121475



Part One: Guidelines for Applicants

Please complete the form below by using Adobe Acrobat to fill in the fields required. Once completed, please email the form and any supplementary documents to amoon@hcrlaw.com. Alternatively, if you don't have Adobe Acrobat on your device, this form can be printed off, filled out, and returned to us via email or by post using the address at the end of the form.

- We make grants to UK registered charities, also CICs, CIOs, and PTAs. Grant making is completely at the discretion of the trustees.
- We make grants to individuals by means of bursaries, traineeships or apprenticeships, but only through a sponsoring educational establishment or registered charity.
- Requests for individual salaries will not be considered.
- In general, the trustees only consider applications up to £10,000. Exceptionally, larger grants may be made.
- The Foundation's resources are modest: preference is given to helping smaller charities, where a grant can have more significant impact.
- The Foundation funds both capital and revenue projects.
- We do not fund projects which have already been completed.
- We are unlikely to fund newly established organisations which do not yet have a track record, or have not yet produced accounts.

Support for Fine Art and Art History

We help organisations which promote the exhibition, conservation, or study of the art of previous centuries. Please note we do not fund site-specific art installations, conceptual or performance art, or art created after 2000.

Support for Horticulture (Gardening) and Plant Sciences

Applicants sometimes ask for more information about what kind of projects we support under this broad heading. However, because the range of projects is so wide, it is not possible to be specific. Ultimately, you have to decide whether you are eligible, and apply or not accordingly.

General Points

You will need to state the income and expenditure figures from your organisation's latest audited accounts. If you are a small charity and not required to produce audited accounts, please state the income and expenditure totals of your annual budget.

If you are applying for a specific project or activity, you should outline all the costs involved in delivering the project, including staff costs and a reasonable percentage of overheads, if relevant.

We are a small charity, therefore it is not possible for us to provide feedback on unsuccessful applications.

If you have previously received a grant from the Foundation, you may apply again. If your application has not been successful, you may submit again in a year's time.

Timeline

Your application will be acknowledged by email within two weeks of receipt. If your proposal is not eligible, you will be told by email. All eligible applications will be assessed. The trustees will consider your application at their first meeting after receiving it. **Applications need to reach our administrator four weeks before a meeting.**

The trustees meet quarterly, usually in January, April, July and October: please check the website for the date of meetings, www.finnis-scott-foundation.org.uk. It may take up to four weeks to notify you of a decision.

Reporting

If awarded a grant, you will be required to report on the use made of it within six months of the end of the period. If the project will take more than a year, you will be asked to report annually. We do not require long reports: a page of A4 will usually be ample. **Reporting is a condition of the grant.**

If, after reading these Guidelines, you still have questions, in the first instance please email your query to our administrator, Angela Moon, amoon@hcrlaw.com.

Ready to Apply?

For Grant Application form see page two



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Part Two: Grant Application Form

Please check that you have read carefully Part One of this form, Guidelines for Applicants

Organisation Details

Name of Organisation:

Registered Charity Number:

Legal Status of your Organisation:

(i.e. Registered Charity, CIC, CIO, PTA etc.)

Address of Organisation:

Postcode:

Website Address:

When was your organisation set up?

Applicant's Details

Name:

Position/ Job Title:

Email Address:

Telephone Number:

Aims and Objectives of your Charity

Please do not simply repeat your Charity Commission entry. Tell us what you aim to achieve with your work, and why your organisation is making a difference (300 word maximum).

Project Description

Please estimate how many people will benefit (maximum 500 words). You may attach extra information, but not more than 2 sides of A4, excluding photographs/site plans.

If your project is part of a larger project, please give brief details.

Project start date:

Project end date:

Total cost of project: £

Sum requested from the
Finnis Scott Foundation: £

Funding already secured: please state source and whether confirmed or pending.

How much is being provided from your own resources?

Is the grant required in one payment or in stages? If in stages, please indicate likely dates and amounts.

Please list principal items of expenditure. Indicate what percentage of the grant you expect to spend on which items.

How will you measure the success of the project?

Chief Executive or principal officer:

Names of trustees:

Latest Audited/Examined Statement of Financial Activities Year Ending:

Income: £

Expenditure: £

Unrestricted or Free Reserves: £

Are your accounts available to view on the Charity Commission website?

Yes

No

Payment Details

Please provide bank details. If a grant is to be paid by BACS:

Bank Name:

Account Name:

Sort code:

Account Number:

If the grant is to be paid by cheque, please state the name of the payee.

How did you hear about the Finnis Scott Foundation?

If you have applied successfully before, please state the date and amount of the award.

I confirm that I am authorised to submit this application on behalf of this organisation.

Signature:

Print Name:

Date:

Do you have a safeguarding child and/or vulnerable adult policy?

Yes

No

N/A

If not, please explain why not.* (The Foundation may request to see it.)

* The Finnis Scott Foundation is committed to protecting the personal data of individuals and complies with applicable data protection legislation. A copy of our privacy notice may be downloaded from our website. By ticking the box you provide your consent for us to process your personal data for the purposes of responding to the relevant application, so that it can be considered. You also agree to comply with the applicable data protection legislation, including providing all notices and obtaining consents required, if you provide the personal data of others to us for the purposes of this application.

The deadline for applications is given on our website. Please email the application form and supplementary documents to amoon@hcrlaw.com. OR you may post it to:

Angela Moon,
HCR Hewitsons,
Elgin House,
Billing Road,
Northampton
NN1 5AU

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