THE FINNIS SCOTT FOUNDATION

Registered charity no. 1121475

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 only make grants to UK charities registered with the Charity Commission, which **includes** CIOs, but currently **excludes** CICs, and **includes** PTAs of **Special Schools**, and **excludes** any other type of school, whether it is a registered charity or not. 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. Please note the Trustees do not award grants to cover the costs of flower shows or the movement of Chelsea Flower Show gardens to other sites.

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.

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, although the Trustees generally only award repeat grants after a period of two years has elapsed. 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.