

# THE YAPP CHARITABLE TRUST

Registered Charity No 1076803

## GUIDELINES FOR APPLICANTS

### What we fund

We make small grants, for running costs and salaries, to small registered charities to help sustain their existing work with:

- § elderly people
- § children and young people, aged 5 - 25
- § people with disabilities or mental health problems
- § people trying to overcome life-limiting problems of a social rather than medical origin, such as addiction, relationship difficulties, abuse, a history of offending

We also make grants to support small charities' work in

- § education and learning, (including lifelong learning)

### Who can apply

**Charities working and registered in England and Wales** (not Scotland or Northern Ireland)  
You must have your own Charity Commission registration number or be exempt. Your charity must have been **constituted and operating for at least three years**.

Our grants are only for **small charities whose total annual expenditure is less than £60,000**. We look at the size of the whole charity not just the expenditure of one project.

If you need to raise more than **£10,000** please do not apply until you are within £10,000 of your target for the first year of your application.

### We do not fund

We do not accept applications for:

- § **New organisations** – you must have been operating as a constituted charity for at least 3 years
- § **New work** – we provide continuation funding to sustain existing work that has been happening for at least a year, not to create new paid posts, launch new activities or for special events.
- § **Capital expenditure** - buildings, renovations, furnishings, equipment, minibuses.
- § **Bereavement counselling**
- § **Childcare**
- § **Work with under-5s**
- § **Debt advice**
- § **Community safety initiatives**
- § **Holidays and holiday centres**

- § **Individuals** - including charities raising funds to purchase equipment for or make grants to individuals.
- § **Fundraising groups** raising money to benefit another organisation, such as a hospital or school.
- § **Core funding of general community organisations** such as community associations, community centres, general advice services, because some of the work is outside our objects.
- § **Branches of National Charities** using a shared national registration number.
- § **Medical and scientific research**, as funds are fully committed.

### Size and type of grant

We give grants for running costs and salaries for up to three years. The majority of our grants are for more than one year.

We concentrate on sustaining valuable existing work. We make a grant when other funding is coming to an end. If you are looking for money to start a new project, to create a new paid post or to introduce extra services you should look elsewhere. Many other funders prefer to fund new developments.

We are happy to fund the core costs of charities whose work falls totally within our objects.

Grants are usually for up to £3,000 a year. See examples of recent grants on the next page.

### Our priorities

We give priority to charities tackling work that is unattractive to the general public or unpopular with other funders, particularly when it helps to improve the lives of marginalised, disadvantaged or isolated people.

We give preference to charities that can demonstrate the effective involvement of volunteers.

At present we are only able to give a grant to about 1 in 8 of the applications we receive.

### How to apply

We ask applicants to complete a simple form. This is downloadable from our website or can be obtained from our Administrator by post or by e-mail. It can also be supplied in large print format.

**Please complete every section of the form.** If you are uncertain how to complete any part of the form please look at the Questions page of our website or contact our Administrator who will be happy to advise.

**All applications must be returned by post, accompanied by the charity's most recent Annual Report and Accounts.** It is also helpful to receive a recent newsletter or brochure if you produce one.

Applications are processed continuously. When we receive your application we will be in touch, usually within 2 weeks –

- to ask for more information
- or to tell you the application will be going forward for assessment and give you an idea when to expect a decision
- or to let you know we are unable to help

The time it takes to process an application is usually between 2 months and 6 months. We always

write to let you know the outcome.

**Previous applicants** – We will accept an application only once each year. Current grant-holders may make a new application when their grant is coming to an end.

If we refused your last application you must wait a year before applying again.

### How to contact us

If you have questions we have not answered here you may find help on the Questions page of our website [www.yappcharitabletrust.org.uk](http://www.yappcharitabletrust.org.uk). Alternatively please contact our Administrator, Joanne Anderson. She will be happy to advise if you are uncertain whether to apply or how to complete the form.

by e-mail: [info@yappcharitabletrust.org.uk](mailto:info@yappcharitabletrust.org.uk)

by phone: 0191 4922118

by letter: 8 Leyburn Close  
Urpeth Grange  
CHESTER LE STREET  
County Durham  
DH2 1TD

### Examples of recent grants

We expect to give about £300,000 this year in about 50 grants. In 08/09 grant sizes ranged between £2,000 and £9,000, with 90% being awarded for more than one year.

**Association For Shared Parenting** - £6,000 over 3 years for running costs of a Saturday contact centre in Birmingham that enables children to meet the parent they no longer live with.

**Birth Companions Ltd** - £9,000 over 3 years as core funding of providing volunteers to support women who are pregnant or giving birth while in detention in Holloway prison.

**Brecknock Access Group** - £6,000 over 3 years towards co-ordinating a network of groups of disabled people, who campaign for improved access to all types of facilities.

**Care Leavers' Association** -£6,000 over 2 years for volunteer expenses of representing adults who grew up in care and campaigning for better support for current care leavers

**CAMAD** - £7,500 over 3 years towards providing practical help to elderly, housebound and disabled people in West Powys.

**Dorset Action on Abuse** - £6,000 over 2 years towards a counselling service for adult survivors of childhood abuse.

**Dunton Community Garden Group** - £2,500 towards salary costs of supporting volunteers recovering from mental ill-health, in a community garden in a Bedfordshire village.

**Gainsborough Traveller Initiative** - £6,000 over 3 years towards educational support for Traveller young people and their parents.

**Hounslow Muslim Women's Association** - £6,000 over 2 years towards salary and running costs of tuition for Muslim women and children.

**Joseph Trust** - £6,000 over 3 years towards running costs of work with young offenders and those at risk, through practical animal husbandry and horticulture near York.

**Kairos WWT** - £9,000 over 3 years towards support for women involved in street prostitution in

Coventry.

**Kent Refugee Help** - £6,000 over 3 years for training and travel expenses for volunteers who are supporting immigration detainees in Dover.

**Nottinghamshire Coalition of Disabled People** - £9,000 over 3 years for running costs of an information and advice service run by disabled people for disabled people.

**Pathways to Health** - £6,000 over 2 years towards a service in Brighton providing therapies and volunteering opportunities for people with mental health problems, drug dependency and HIV.

**Peace Foundation Network** - £9,000 over 3 years for salary costs of workshops in conflict resolution for people living in deprived areas of South Yorkshire and Nottinghamshire.

**Radford Visiting Scheme** - £6,000 over 3 years towards a volunteer befriending service for elderly and disabled people in inner-city Nottingham.

**Restoring Broken Walls Trust** - £9,000 over 3 years towards providing support for homeless and rootless people in Doncaster.

**ShOUT! Youth Group** - £4,000 over 2 years towards a weekly support group for lesbian, gay, bisexual and transgender young people in Merton.

# THE YAPP CHARITABLE TRUST

## GRANT APPLICATION FORM

Please print in black ink or word process and complete every section. Do not write 'SEE ATTACHED'.  
Please fit your replies to the space on the form. Any extra information can be sent as additional documents.

FULL NAME OF CHARITY:

ADDRESS FOR LETTERS:

Post Code:

Email address:

Website: www.

Name of Main Contact: *(We may need to contact you for more information)*

Tel:

Charity Registration Number:

How long has your organisation existed?		How many people are on your management committee?	
How many <u>paid</u> staff do you employ?	Full-time: <input type="text"/>	Part-time: <input type="text"/>	
How many <u>volunteers</u> help regularly?	Full-time: <input type="text"/>	Part-time: <input type="text"/>	

What is the purpose of your organisation?	
Who benefits most from your work?	

What difference does your work make to their lives?

### **FINANCIAL INFORMATION**

#### **Your charity's finances:**

From your latest ANNUAL ACCOUNTS:

TOTAL INCOME (last year)

£

TOTAL EXPENDITURE (last year)

£

Bank Balances at Year End:

CURRENT A/C

£

2<sup>nd</sup> ACCOUNT

£

3<sup>rd</sup> ACCOUNT

£

What is your CHARITY'S TOTAL EXPENDITURE BUDGET for this current year?

£

Who are your Main Funders at present?

1.
2.
3.

If you have reserves of more than 12 month's running costs, but are not spending any of these on the work for which you are asking the Yapp Charitable Trust for funding, please explain why.

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**WHY DO YOU NEED A GRANT?** ( Please tell us what it will support, how many people benefit, and how that work is being funded at present. If you need money to replace an existing grant please tell us when the money will be needed. )

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**YOUR BUDGET:**

How many years of funding are you applying for?

How much are you asking for from the Yapp Trust?

Year 1  £ Year 2  £ Year 3  £ Total  £

What is the total forecast cost in the **first** year you are applying for?  £

Please give details below for the **first year you are applying for:**

(We wish to see how our grant would fit into the whole funding picture, so we need to see all the costs and expected income, not just a breakdown of how you would spend our grant)

Income already raised or promised	Breakdown of forecast costs for the year
Government/local authority      £	<b>Item</b> <span style="float: right;"><b>£</b></span>
Companies/Trusts                      £	
Other fund-raising                      £	
Other sources                              £	
From your cash reserves              £	
<b>Total available</b> <input type="text"/> £	
<b>Shortfall*</b> <input type="text"/> £	
<p><b>*Important: We will not consider your application if this shortfall is more than £10,000. If it is, wait and apply later.</b></p>	

N.B. If you are applying for more than one year please attach a budget, showing expected income and expenditure for the second/third years. Please complete the breakdown above for the first year.

**How did you hear about the Yapp Charitable Trust?**

For office use  
Previous Grants:

Date:

Amount:

Cat:

Registered Charity 1076803  
WS03/10

**BANK ACCOUNT DETAILS**

Name on Account:			
Bank/Building Society name:			
How many people have to sign cheques to pay money out of this account?			

Who is authorised to sign cheques?

Name:		Position in organisation:	
Name:		Position in organisation:	
Name:		Position in organisation:	
Name:		Position in organisation:	

**COMPLETING THE APPLICATION**

Part of the information you give to us will be held on computer. This information will be used for the administration of applications and grants and for statistical analysis only.

**Statement by applicant:**

I confirm on behalf of my organisation that I am authorised to sign this declaration and that to the best of my knowledge all answers to the questions on this form are accurate. If the application is successful, this organisation will use the grant only for the purposes specified in this application.

Name of applicant: (CAPITALS) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position/Office held in the charity: \_\_\_\_\_

<b>Remember to send us a copy of your most recent Annual Report and Accounts and any supporting documents.</b>
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Please return this form and supporting documents by post to:

**Joanne Anderson, Administrator,  
THE YAPP CHARITABLE TRUST,  
8 Leyburn Close,  
Urpeth Grange  
CHESTER LE STREET  
Co Durham  
DH2 1TD**