

# St Monica Trust Community Fund Grants for Organisations

## Guidance for Organisations Applying for 2010 Grants

### **Background**

The St Monica Trust Community Fund gives grants to individuals and organisations to help improve the daily lives of people with a physical or sensory impairment or long-term physical health problem. This guidance covers the grants we give to organisations. For more information about the help we offer to individuals please see our website [www.communityfund.stmonicastrust.org.uk](http://www.communityfund.stmonicastrust.org.uk) or contact us on 0117 949 4003.

The St Monica Trust Community Fund has grants of up to £10,000 available to organisations which meet our criteria (**see eligibility criteria below**). Grants of more than £10,000 will be considered only if substantial impact can be shown. We consider applications once a year. We are currently inviting applications for grants which will be paid in 2010 and should be spent in 2010 or 2010/11. Grants are awarded for small capital items and/or running costs. Grants awarded are one-off payments and so will only cover costs relating to one year (2010 or 2010/11) and not ongoing funding for subsequent years.

**Each year has a theme and our current grants scheme is open to organisations working with older people living with a long-term physical disability, impairment, or physical health problem, where substance misuse is, or has been, a contributing factor.**

### **Eligibility Criteria**

To be considered for a grant from The St Monica Trust Community Fund your organisation must meet **ALL FOUR** of the following criteria:

1. Benefit people (over 55 years old) who have a physical or sensory impairment or long-term physical health problem, including those with infirmities due to old age. Consideration will only be given to projects working with people under 55 if their substance misuse can be shown to have aged them prematurely.

2. Be providing services for clients (over the age of 55) where substance misuse (including drugs, alcohol or addiction to prescribed medication) is, or has been, a contributing factor.
3. Benefit people living in Bristol, North Somerset, Somerset, South Gloucestershire, Gloucestershire, Bath & North East Somerset or Wiltshire.
4. Be both properly constituted and a not-for-profit organization.

In **addition** to the above criteria we also have a particular interest in funding organisations which:

- Are seeking to provide support services for older people with addiction issues and their families e.g. counselling services, telephone helpline, support groups.
- Are seeking to provide information services for the client group e.g. directory of local services, creative resources, information packs.
- Wish to provide training in this area e.g. for front line workers such as care and health staff.
- Are working in collaboration with others.
- Are smaller local groups or organizations.

Important note: we do not fund buildings, adaptations to buildings, minibus purchases or transport costs.

We are happy to accept applications from organisations which we have previously funded.

### **Application process**

We receive many more requests than we have funds available. For example, in 2007 we received 57 applications with requests totaling over £316,000, well above the £120,000 we had available. In practice, this means that we do not give grants to organisations which do not fully meet our criteria. To save everyone precious time, please make sure you meet our eligibility criteria before applying. If in any doubt, or if you have questions about our application form, application process or our theme for 2010, please contact us.

All applicants must complete an application form and send in the additional information requested (detailed on the application form e.g. annual report). You can download an application form from our website [www.communityfund.stmonicastrust.org.uk](http://www.communityfund.stmonicastrust.org.uk) or contact us to request one:

**St Monica Trust Community Fund**  
**Cote Lane, Bristol, BS9 3UN**  
**Phone: 0117 949 4003**  
**kate.stobie@stmonicastrust.org.uk**

We can produce this application form in different languages and formats – please ask.

### **Deadline for applications**

To be considered for funding in 2010, your completed application must reach us by **31<sup>st</sup> January 2010**.

Please make sure you send your application form to us in good time and with the correct postage as we will not consider late applications.

### **Filling in the application form**

Please complete all sections of the form. As far as possible, please fit your responses into the spaces on the application form. If you do need more space then please attach **one additional A4 sheet only**. (If you are completing the form in a different format than the standard 5 pages, we will advise you of the wording limits when we send you the form).

Please include your annual reports, accounts, publicity materials and any additional financial information. If there has been any significant change in your income, expenditure or reserves since the accounts were prepared, please inform us of this and explain the difference e.g. if your accounts show reserves which have since been spent.

If you have any questions about filling in the form, please contact us.

### **Assessment process**

We will acknowledge receipt of all application forms in writing. We may then contact you for further information and/or arrange to visit your organisation. After you have submitted your application, please inform us of any changes relevant to your application e.g. if you receive funding from another source. If you produce a more recent annual report and/or accounts in the time between sending us your application form and receiving the outcome, please send us a copy.

## **Decisions**

All applications will be carefully and fairly considered by the Community Fund Committee of St Monica Trust.

We will notify you of the outcome of your application in writing by **31<sup>st</sup> March 2010**. You may hear from us before March 2010 if your application is refused because it does not meet our criteria.

## **Payments**

If your application is successful, we will send you the terms and conditions for accepting a grant. Once you have agreed to these, we will release our payment. This is likely to be in April 2010, but can be later in the year, if appropriate.

## **Not all applications will be successful**

Please be aware that our funds are limited and we receive far more requests for grants than we can meet. This means that some applicants will be disappointed, even though they meet the eligibility criteria.

Where applications meet our criteria, we still need to make difficult decisions which give priority to one application over another. It is difficult to give guidance on these priorities. Each application which meets our criteria is considered on its merits.

## **Some reasons we have refused applications**

We have refused applications which do not fully meet our criteria e.g. because the work does not benefit people with substance misuse issues or because it benefits people with mental health problems or learning difficulties and not those with a physical or sensory impairment or long-term physical health problem.

## Previous grants

Previous organisations which have received grants from St Monica Trust for their work with older people with substance misuse issues include:

### 2009

<b>Organisation</b>	<b>Location</b>	<b>Area of Work</b>	<b>Amount awarded</b>
Addiction Recovery Agency	Bristol	Research	£16,765
Awaz Utaoh Ltd	Bristol	Information/Support	£5,000
Battle Against Tranquilisers	Bristol	Training	£3,463
Bristol & District Tranquiliser Project	Bristol	Counselling	£10,000
Bristol Drugs Project	Bristol	Research	£6,250
Broadway Lodge	North Somerset	Research	£9,848
CAAAD Project	Bristol	Hepatitis advice	£10,000
Drug & Homeless Initiative	BANES & S Glos	Training	£6,706
Julian House	BANES	Support	£7,550
North Somerset CAB	North Somerset	Advice	£7,522
Salvation Army	Bristol	Drug treatment	£13,735.48
St Saviour's Alcohol Rehabilitation Centre	Gloucestershire	Counselling service	£1,690
Weston DIAL	North Somerset	Advice	£6,000
Vision North Somerset	North Somerset	Counselling	£5,000
		<b>TOTAL</b>	<b>£109,529.48</b>

See our website [www.communityfund.stmonicastrust.org.uk](http://www.communityfund.stmonicastrust.org.uk) for details of the awards made in previous years.