



CRITERIA & PRINCIPLES 2010

What Is Capacity Building?

The Capacity Building Programme is designed to help your organisation run as effectively as it can by working with you to identify strengths and set out opportunities for development.

A panel of Independent Advisers can help you develop your organisation in areas such as:

- Governance.
- Strategic Planning.
- Business Planning.
- Resource and Financial Planning.
- Marketing.
- Information Technology Solutions.
- Staff Training and Development.

You can apply to this programme at any time – there are no application deadline dates. A single application will lead to a two stage process for capacity building.

Stage 1 – Organisational Review

An Independent Adviser will spend the equivalent of two days evaluating where you are and giving pointers on the way forward, culminating in the provision of a report.

Stage 2 - Development Support

Further support is available to develop some of the improvement areas which have been identified. An Independent Adviser will work with you on the suggested improvement areas for your organisation highlighted in the organisational review.

If you would like to apply, a dedicated Capacity Building Grants Co-ordinator will help you throughout the application process.

Criteria

Lloyds TSB Foundation for Scotland will accept applications for **Capacity Building Grants** from:

Grassroots charities operating in Scotland which are clearly focused on improving the quality of life for people who are disadvantaged or at risk of becoming disadvantaged*.

**When we talk about disadvantaged groups, we mean people who have fewer opportunities than average, which in turn significantly affects their life chances. Disadvantage is often linked to poverty, and it may be a result of exclusion or discrimination.*

At risk groups involve vulnerable people of all ages who, without additional support, are likely to become disadvantaged.

Applicants are advised to consult the **What we don't fund** section of this document for specific areas of work that the Trustees will not consider for support.

Principles

The following statements set out the Foundation's principles of effective governance, transparency and good practice. It is expected that charities acknowledge the importance of the following and can demonstrate commitment to those that are relevant:

- Encouraging the involvement of volunteers.
- Evidencing need for new and existing services.
- Adopting sound evaluation and monitoring procedures.
- Operating with openness and clear accountability.
- Complying with relevant regulation/inspection as required.
- Caring for the safety of vulnerable groups via effective vetting procedures including 'Disclosure Scotland' checks.
- Implementing equal opportunities particularly with regard to recruitment.
- Fulfilling duties as a responsible employer.
- Consulting and involving users.
- Collecting information through contacts or research to establish, consolidate and promote good practice.
- Avoiding duplication by adopting a collaborative partnership approach, and networking with other agencies/providers.
- Recognising cultural diversity and particular needs that may arise.
- On-going staff/volunteer/organisational development.

Points to note

- Applicant organisations must be registered as a charity in Scotland and must have an income of less than £500,000 per annum.
- Awards are made on merit to charities for work in Scotland with no geographic bias. Charities with a base in Scotland that work overseas in fragile communities can also apply.
- Trustees are committed to considering support for unpopular/under-funded areas of work with vulnerable client groups.
- Submissions must be presented on the appropriate application form, which must not be altered; comprehensive guidance notes are available to assist with its completion.
- If an application is unsuccessful, you are not eligible to reapply to this programme for 12 months.

Early contact with the Foundation's Capacity Building Grants Co-ordinator is recommended prior to application.

What we don't fund

- × Charities with an income of more than £500,000 per annum.
- × Organisations which are not formally recognised as charities in Scotland.
- × Charities which pay their board members or have paid employees who also hold a position as Director on the Board. This principle also applies to charities operating as Collectives.
- × Individuals – including students.
- × Sponsorship or marketing appeals.
- × Establishment/preservation of endowment funds.
- × Activities that collect funds for subsequent grant making to other organisations and/or individuals.
- × Hobby groups.
- × One-off events such as gala days.
- × Organisations focused on:
 - Animal welfare.
 - Sport, the arts or the environment, except where the subject is being used as a vehicle to engage with at risk or disadvantaged groups to increase life skills.
 - Conservation and protection of flora and fauna.
 - Mainstream activities and statutory requirements of hospitals and medical centres, schools, universities and colleges.
 - Expeditions or overseas travel.
 - Building projects for places of worship, other than where such buildings provide accommodation for community groups.
 - Building projects for heritage centres, visitor centres, museums and theatres.
 - Historic restoration/historic publications.
 - Promotion of religion/church fabric appeals.

Pre-submission Advice

Pre-submission advice and information on all our programmes is available to potential applicant charities in advance of making an application. If you would like assistance or further information, give us a call on **0131 444 4020**.

Other Programmes

Although each charity can only make one application and hold one Capacity Building grant at a time, the Foundation operates two other programmes to which charities can apply simultaneously if they are eligible.

Henry Duncan Awards

The majority of the Foundation's awards are made through this programme, which focuses on local charities working at grassroots level with an annual income of less than £500,000. Funding is available for salaries/core/running costs as well as small capital appeals such as equipment and minor refurbishment.

Partnership Drugs Initiative (PDI)

The PDI encourages and enables charities to work in partnership with other agencies (both voluntary and statutory) to ensure a holistic approach to meeting the needs of children and young people affected by substance misuse. Charities are encouraged to form a relationship with PDI staff within this Foundation to be guided through the process of forming local partnerships and making an application.

Please contact the PDI Programme Manager, Elaine Wilson, if you wish to discuss a possible application.

If you would find it easier to read this document in an alternative format or language, please contact the Foundation on: **0131 444 4020**