



CRITERIA & PRINCIPLES 2010

Criteria

Lloyds TSB Foundation for Scotland will accept applications for Henry Duncan Awards 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*.

We will consider services/projects which are addressing one or more of the following issues:

- Lack of Youth Provision
- Challenging Family Circumstances
- Mental Health/Challenging Behaviour
- Community Segregation/Territorialism
- Lack of Parenting Skills
- Debt
- Disability
- Lack of Services in a Rural Area
- Drug/Alcohol Misuse
- Retirement/Old Age
- Lack of Employability Skills
- Homelessness
- Illness and Poor Health
- Lack of Equality
- Poverty
- Physical/Emotional/Sexual Abuse

As an outcome funder, we expect our funding to provide benefit that will make a difference to people's lives. This could be by: Improving support for at risk groups; Reducing isolation; Improving community cohesion and integration; Improving health and well-being; Increasing independence or life skills; Improving family welfare; or Increasing citizenship.

It is therefore important that you are able to tell us how your service or project makes a difference to the people you work with.

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.

**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.

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.

Important points to note

- Applicant organisations must be registered in Scotland as a charity and must have an income of less than £500,000 per annum.
- Support is available for established services/projects as well as new initiatives. *However, it is unlikely that new initiatives/services will be supported unless existing core funding is secure and sources of matched funding have been clearly identified for the new service.*
- Funding for salaries/core costs/running costs is available.
- Funding is available for small capital appeals such as equipment, minor refurbishment, fixtures and fittings.
- Two categories of application are available – a very brief application form for awards up to £2,500 which is only available for charities with an income of under £25,000, and a standard form for charities with an annual income of under £500,000. Applicants must choose one or the other.
- There is no minimum or maximum sum you can apply for, but the average size of award is likely to be between £6,000 - £8,000
- Submissions must be presented on the appropriate application form, **which must not be altered**; comprehensive guidance notes are available to assist with its completion.

- Three closing dates for applications are set in line with the remaining Trustees meetings which will take place in August, October and December this year. There is a three month period between the relevant closing date and a decision being taken on your application.
- Awards are made on merit to charities for work in Scotland with no geographic bias.
- Trustees are committed to considering support for unpopular/under-funded areas of work with vulnerable client groups.
- Awards will be considered for **one year funding only**. Where an award is made, re-application is not possible until at least 12 months have elapsed from the date that the original grant was awarded. This includes previous applicants to the Standard Grant Scheme.
- If an application is unsuccessful, you are not eligible to reapply to this programme for 12 months.
- Community facilities such as village halls, community centres and generic youth clubs, should only apply for funding to support specific services/projects which are clearly targeted at working with at risk or disadvantaged groups.

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.
- × Animal welfare.
- × Initiatives that are focused on 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.
- × Sponsorship or marketing appeals.
- × Establishment/preservation of endowment funds.
- × Activities that collect funds for subsequent grant making to other organisations and/or individuals.
- × Expeditions or overseas travel.
- × Major building projects/capital appeals.
- × Historic restoration/historic publications.
- × Retrospective funding.
- × Promotion of religion/church fabric appeals.
- × Hobby groups.
- × One-off events such as gala days.

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 award at a time under the Henry Duncan Awards, the Foundation operates two other programmes to which charities can apply simultaneously if they are eligible.

Capacity Building Programme

This programme has been designed to help your charity build its capacity and meet difficult and challenging situations by helping to identify strengths and opportunities for development in the areas of:

Governance, Strategic planning, Business planning, Resource and financial planning, Marketing, Information technology, Staff training and development

Please contact the Capacity Building Co-ordinator, Geoff Weir, if you wish to discuss a possible application.

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**.