



Garfield Weston  
FOUNDATION

60  
YEAR ANNIVERSARY

# Weston Anniversary Fund Application Guidelines





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[anniversary.garfieldweston.org](http://anniversary.garfieldweston.org)

In 2018 the Garfield Weston Foundation is 60 years old and to celebrate, we are launching a one-off grants scheme, the Weston Anniversary Fund. This Fund will provide Capital grants ranging from £30,000 to £150,000.

## About the Weston Anniversary Fund

Throughout its history, the Garfield Weston Foundation has supported local charities across the UK and the essential work they do to keep our communities connected. To celebrate the Foundation's 60th anniversary and the vital role of community charities, we are launching a one-off grants scheme that will run exclusively in 2018. We recognise that communities need good facilities and our Weston Anniversary Fund will award grants to provide new, or to improve existing community facilities.

The following sections detail all you need to know to apply to the Fund.

## Weston Anniversary Fund Outline

- One-off grants scheme in 2018 to support Capital projects to benefit local communities across the UK.
- Open to UK registered charities, places of worship and state schools only.
- Grants range from £30,000-£150,000.
- Simple online application process.
- Applications open on 5th January 2018 and close on 30th June 2018.
- You can still apply to the Fund even if your organisation is currently in receipt of a grant from, or has been rejected by, the Garfield Weston Foundation within the past 12 months.
- One application only accepted to the Weston Anniversary Fund per organisation.
- If relevant, planning permission must be secured prior to our closing date of the 30th June 2018.
- Grants must be spent and projects completed by 31st December 2020.

## Application Guidelines

These guidelines will tell you everything you need to know about the Weston Anniversary Fund that will be running exclusively in 2018. Please read them carefully before you start your application.



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## Eligibility

### The Weston Anniversary Fund is open to the following organisations:

- UK Registered Charities working in the UK.
- CIOs (Charitable Incorporated Organisations).
- Places of worship if the building is used for wider community activities.
- State schools where the project has a clear benefit to the local community

### The Weston Anniversary Fund is not able to support:

- Organisations with income over £3million
- Hospitals
- Hospices
- Umbrella bodies
- Animal charities
- Sporting associations that are not registered as charities
- Social enterprises/not for profit organisations
- Individuals

If your organisation is not eligible to apply to the Weston Anniversary Fund, check [garfieldweston.org](http://garfieldweston.org) to see if you are eligible to apply to the Foundation for a Regular Grant.

### Criteria to Apply:

For a Capital project to be eligible for the Weston Anniversary Fund, the following conditions need to be met:

- Where relevant, planning permission must be secured prior to our closing date of 30th June 2018. We will ask for documentary evidence that permissions are in place.
- Your total project cost is at least £30,000.
- You can demonstrate the difference the project will make to your local community.
- You have a good business plan to show how your organisation will fund any increased costs you may have as a result of the project if relevant.
- You will complete the project by the end of 2020.
- Your organisation has recently audited accounts. If your organisation is not required to create audited accounts, please supply a copy of your most recent budget and your most recent bank statement.
- You can send us copies of plans/drawings/photos of the building or equipment your application relates to.
- You will be ready to submit your application with all the information we require by 30th June 2018. We are not able to progress incomplete applications.



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## What the Fund is for - Community Capital Projects

The Weston Anniversary Fund is designed to fund Capital projects that will make a significant difference to local communities. Applications can be accepted for Capital projects only - by this we mean: permanent facilities e.g. buildings; items that require a sizeable investment e.g. minibus; improvements to outdoor spaces and facilities for sport and exercise or community use.

### We will consider applications for the following type of projects:

- New building or extension to an existing building for community use e.g new kitchen, meeting room or storage facility.
- Improvements to, or renovation or refurbishment of, an existing building such as installing a toilet and servery in a rural church for community use.
- New fixed playground equipment, climbing walls or multi-use games area in a public playing field.
- Purchase of large or expensive items if it is crucial to your work in supporting local people e.g. minibus for elderly day care, equipment for a training room, community café fit out etc.
- Purchase of land or property with a minimum of a 25 year lease with a clear community benefit.

### We will not consider the following:

- Running costs of your organisation or other areas of your work. You can apply to the Foundation's Regular Grants programme for these – see [garfieldweston.org](http://garfieldweston.org)
- We are only able to fund individual pieces of equipment if they form part of a larger project. For example, we cannot fund the purchase of a new oven but we will consider the refurbishment of a kitchen that serves as a community café.
- Projects costing less than £30,000.

The Weston Anniversary Fund is entirely independent of the Foundation's Regular Grants scheme and we are happy to hear from any charities that have a Capital project that will make a positive impact in their local community, whether or not there is a past or current relationship with us. In fact we are especially keen to hear from organisations which have not applied to us before. Even if you have a current grant or pledge from the Foundation or have been declined for a regular grant within the last 12 months, you can still apply to the Weston Anniversary Fund.

If you have any queries about whether your project may be eligible, please refer to the FAQs on the Garfield Weston 60th Anniversary site – [anniversary.garfieldweston.org](http://anniversary.garfieldweston.org)



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## Application Process

We have a simple and straightforward one stage process to apply. You can access an online application form on our Anniversary website where you can enter all the information we require. Applying online will enable you to save your proposal on your computer as you work on it and to share it with colleagues.

### Please do the following BEFORE applying:

- 1 Log on to [anniversary.garfieldweston.org](http://anniversary.garfieldweston.org)
- 2 Check that you are eligible to apply to the Weston Anniversary Fund by taking our Eligibility Quiz.
- 3 Read our guidelines carefully – this will ensure that you have all the information and details we will require in your application.
- 4 Ensure you have a copy of your organisation's latest audited accounts. If you are a small charity and not required to produce audited accounts, please provide your annual budget (with income and expenditure) and a copy of your organisation's latest bank statement. Save these financial documents on your computer so you can upload them with your application.
- 5 Ensure you also have a copy of your organisation's anticipated annual income and expenditure (ideally in an Excel spreadsheet or as a table in Word).
- 6 Have the costs for your Capital project saved as either an Excel spreadsheet or in a table in a Word document.
- 7 Have copies of plans/drawings for your Capital project or photos of items that you wish to purchase available to you as PDFs or jpegs.

- 8 Go to **Apply Now** where we will ask you to create an account. You can then fill all the details for your application online. When you have completed the form, upload your accounts, income and expenditure budget, Capital project budget and copies of plans/photos and submit your application. If you already have an account with the Foundation, simply click on Apply Now and use your current login details to access the Weston Anniversary Fund application form. You will immediately receive an email acknowledging receipt of your application so you can be confident that we have got it.

If you are unable to apply online, please download the PDF version of the application form from [anniversary.garfieldweston.org](http://anniversary.garfieldweston.org) and send this in the post to us, along with the supporting documents outlined above and send it to us at:

Weston Anniversary Fund  
Garfield Weston Foundation  
Weston Centre  
10 Grosvenor Street  
London W1K 4QY

You will receive a confirmation letter or email acknowledging safe receipt of your application within two weeks of it being received. If you apply online please do not send a duplicate application by post as this will delay your application.



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## Your Application - information we need from you

Below outlines the key areas of information about your organisation and your project that we will need to review your application. Please supply this information through our online application form. Some sections have a limited word count, these are clearly marked on the the form so please check BEFORE you start drafting your application. The form is divided into two sections – **Your Organisation** and **Your Project**.

### Your Organisation

- 1 About your organisation – name, registered charity number, website address
- 2 Contact details – your name and title, position, address, email address, telephone number
- 3 Organisation overview –
  - needs you are addressing - what does your organisation do and why is it important (250 words)
  - what services do you deliver (200 words)
  - impact of your organisation's work (150 words)
  - who benefits from your work and how (150 words)
  - how do you measure success (200 words)
  - who your organisation works in partnership with (100 words)
- 4 Organisation Finances – summary of your organisation's annual expenditure and income including details of funding sources.

### Your Project

- 5 Tell us about your project – what is it for? Why do you need it? (200 words)
- 6 Impact - who and how many people will benefit? Why is it needed and how do you know this? (150 words)
- 7 Tell us about any community consultations or review of options your organisation has conducted before this project. (150 words)
- 8 Confirmation that planning permission is already secured (if relevant to your project). We will ask you for your local authority's reference number.
- 9 Budget breakdown or cost of major items being purchased.
- 10 Your request – how much are you applying for? If this is not the total cost of the project, where else has funding been secured?
- 11 Timescales – when will your project happen and be completed.
- 12 Project management – who within your organisation will be responsible for managing the project? (50 words)
- 13 Ongoing revenue costs – how will the completed project affect your organisation's regular running costs? If they will increase, how will they be funded? (200 words)
- 14 Further information – if there is anything else about your work which you feel it is important our Trustees know which isn't covered elsewhere in the application form, tell us in a dedicated section. (250 words)



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## What happens next

Once we have acknowledged receipt of your application you may not hear from us for a few months – please do not worry this simply means that we have all the information we require. You do not need to contact the Foundation – we will contact you if we have any specific questions about your project.

Please let us know however of any changes to your organisation or finances which significantly alters the information you provided in your application.

<b>5th January 2018</b>	Weston Anniversary Fund is open to applications
<b>30th June 2018</b>	Deadline for applications
<b>July/August 2018</b>	Shortlisted applicants are visited by a member of our Grants team
<b>September 2018</b>	Panel of Garfield Weston Foundation Trustees assess shortlisted applications
<b>Early October 2018</b>	Announcement of successful Weston Anniversary Fund for Community applicants

Applicants not shortlisted will be notified as soon as possible, at the latest by the end of July 2018..

If the Foundation believes that your project is more suitable for our Regular Grants programme, you will be notified and your project will be considered accordingly. You will not need to do anything. If you have been shortlisted, you will hear the outcome of your application by early October 2018, no matter which fund your application is considered for.

We look forward to hearing from you!