



**HARPUR
TRUST**

Guidance for Grant Applications (Organisations)

About The Harpur Trust

We are a general grant giving charity with three broad areas of activity:

- the promotion of education;
- the promotion of any charitable purpose for the relief of people who are sick or in need, hardship or distress;
- the provision of recreational facilities with a social welfare purpose

Our grant giving programmes are restricted to activities taking place in the Borough of Bedford, or those directly involving residents of the Borough. We make grants of up to £50,000 for a single project in any one year and up to £150,000 for a project over a three-year period.

We encourage organisations to contact us for informal guidance on our grant giving programmes and the application process. This can save you and us time and resources.

A brief history of the Harpur Trust

The Harpur Trust was founded by Sir William Harpur (1496-1573) in 1566. He created an endowment to sustain the school he had established in Bedford, provide dowries for “poor maids” of the town and to nourish and inform deprived children, with any residue to be given to poor of the town.

Currently, over £1,000,000 per annum is distributed by The Trust to organisations and individuals in the Borough of Bedford through the Responsive Grants Programme.

Funding programmes and priorities

The promotion of education

We have a broad definition of education and support projects working with people of all ages and in a wide variety of settings. We are particularly interested in collaborative projects, projects which may lever in additional funding from elsewhere and innovative projects in the state sector. Other interests include education for those outside mainstream provision, including those with additional support needs.

The promotion of any charitable purpose for the relief of people who are sick or in need, hardship or distress

We will consider requests for staffing, running and capital costs for projects and core services. We continually develop our grant giving priorities to respond to emerging local needs and opportunities. We are particularly interested in projects which empower and involve communities and reduce the barriers caused by disadvantage. We encourage collaborative applications.

Any projects including an element of counselling for adults or children and young people should include details about the service and qualifications of counsellors. We require that counsellors meet minimum qualification levels - please contact us if you'd like more information.

The provision of recreational facilities with a social welfare purpose

There is a strong emphasis on projects that aim to address the needs of young and/or disadvantaged people and act 'in the interests of social welfare'. The focus is on how a project will significantly improve people's access to valuable recreational opportunities and experiences..

All community sports clubs are expected to show how a project is accessible, inclusive, will reach beneficiaries from broad communities, and how the facility is valued as a community asset. We are unlikely to fund sports clubs more regularly than once every five years.

Who can apply

The organisation making the application must be a registered charity or other non-profit making body. It must have a constitution or other governing document and a governing body or committee of least three people. The balance of power on the board must rest in an unrelated majority with no financial interest in the organisation. We have specific additional guidance relating to social enterprises, including CICs on [our website](#).

The applicant organisation must be based in the Borough of Bedford, and/or be conducting specific activities aiming to meet the needs of people who live in the Borough. The Borough comprises the town of Bedford and the surrounding area of North Bedfordshire.

While organisations who previously received funding from the Harpur Trust are welcome to apply for further support, it is expected they will also seek funding from other sources. They should be able to demonstrate their financial resilience, and that they are not dependant on continuous support from the Harpur Trust.

What we don't fund

- Businesses.
- Projects that promote a particular religion, although we do fund faith groups for completely secular work.
- Projects which we consider to be the responsibility of the local authority or national government. For example, a school applying for a grant to cover the cost of employing a teacher is unlikely to be successful because that should be funded by the state. However, the Trustees could consider an application from a school for a creative arts project that involved paying a voluntary organisation to deliver lunch time or after school workshops. If you are unsure whether or not your project is eligible, please have a look at some of the examples on the Grants Awarded page of our website. Alternatively, contact our Grants Team on 01234 369500. We will be able to provide informal advice and assess the eligibility of your project.
- Projects that do not benefit the residents of the Borough of Bedford.
- Costs already incurred.
- Trips and expeditions.
- Unsolicited requests for funding for research projects.

How to apply for a grant

Please contact us to discuss your request well before you intend to submit an application.

Small Grants Programme: Your application can be considered under our small grants programme if it is for up to £5,000 This means you can proceed immediately to the full application form (stage two) without having to fill in our preliminary proposal form.

Larger Grants Programme: All other funding requests will need to follow our two-stage application process outlined below.

Stage One (the proposal) application

We ask you to send us an outline of the project in a 'Stage 1' form for initial consideration before you submit a full application. We will share your Stage 1 Proposal with Trustees at one of their meetings. We will share their comments and if appropriate invite you to make a formal, second stage application.

Stage Two (the full application)

We will acknowledge receipt of your application form within a week of receiving it. Please contact us if you have not heard from us within two working weeks of submission. Our staff will first look through your application. We will ask you some additional questions, based on the areas of your application that we believe our Trustees will focus on when they consider your request. We may visit your project.

Trustee meetings, and when you will be notified of a decision

Depending on the size of grant you are requesting, and the type of project you are proposing, your application will be considered in the following ways:

- The Chair of the Grants Committee can decide on preliminary proposals and full applications of **up to £5,000**. If your preliminary proposal is successful you can submit a Stage 2 application for the next suitable grants committee meeting.
- The full Grants Committee can consider preliminary proposals and applications for grants of **over £5,000**. The Committee meets every three months. If the Committee requires further information from you to support your application, they may defer the decision until the next meeting.
- Grants awarded by the Committee **above £50,000** per year will need to be endorsed by the full Trustee Body of the Harpur Trust, which meets three times a year. These meetings usually take place in January, May and September. Awards of this size are rare, and the decision making process will be longer than for more modest requests.

The application process for requests over £5,000 can take from 3-6 months, depending on the timing of meetings and any requests for further information. Please make sure you submit your application well before you need a final decision on your request.

Please see [our website](#) for latest submission deadlines and meeting dates.

Filling in the Application Form

General

Please answer all the questions fully. To help you with questions in application form, we publish specific guidance on our website on two topics, [outcomes and monitoring](#) and [full cost recovery](#). We also have additional information on applications for [social enterprises](#).

Additional documents

Your application may include additional documents that you believe will support your request. Please note, however, that Trustees will make their decisions based primarily on the information you have provided in your application form and additional documents listed below.

Applications must be accompanied by:

Essential for all applications:

- a copy of your most recent accounts – if your organisation is too new to have accounts or your organisation does not have audited accounts, please send a copy of the most recent bank statement and management accounts
- your organisation's constitution or set of rules
- your organisation's equal opportunities policy

Desirable (over £5,000)

- budget for the coming year

Essential for specific project funding requests

- where funding is sought for upgrading a building, details of your tenure of the building and costed designs
- where funding a project post, a job description
- for projects working with children or vulnerable adults, a child or vulnerable adults' safeguarding policy
- for projects anticipating a significant proportion of funding from fees, sales or other earned income, a business plan

Signatures

Each application must be signed by the person who wrote the application and by a senior person within your organisation. The senior person might be your Chief Executive, a Trustee, governor or member of your management committee.

The Grant

Conditions of funding

Each application is considered on merit, and the ability of an organisation to secure alternative funding will be considered. All applicants should determine their entitlement to statutory funding from the relevant departments of, for example, the Borough Council before making an application for a grant. The Trust reserves the right to ask for further information which may include banking arrangements, the results of other funding applications and the composition of the management committee.

We may seek guidance from other organisations during the assessment of your request. If you wish us to treat the information provided in your application in confidence, please tell us as soon as possible.

Information on grants awarded to organisations will be included in our Annual Reports, our website and other general publicity materials. We will also share this information with other funders.

The Trust reserves the right to be involved in the management of projects for which it is a significant funder, for example through a seat on a management committee.

Payment and monitoring arrangements

Where a grant involves purchase of product or services, payment will normally be made on production of copies of receipts or invoices specifically relating to items or activities for which the award was agreed. Where it funds a post, a first instalment of an award will normally be made on proof of appointment.

Where a grant may run for more than one financial year, satisfactory progress reports will be required for the release of further grant instalments. All organisations in receipt of a grant must fill in an end of award monitoring form. This allows the Trust to monitor awards effectively and evaluate their impact on the local community.