

VICTORIA HOMES TRUST
GUIDANCE FOR FUNDING APPLICATIONS

1. INTRODUCTION

This document endeavours to set out, for the guidance of funding applicants,

- (i) What matters Victoria Homes Trust can fund and provide financial assistance towards;
- (ii) Considerations and preferences which Victoria Homes Trust applies in reaching its funding decisions; and
- (iii) The process by which Victoria Homes Trust considers applications.

2. VICTORIA HOMES TRUST CHARITABLE OBJECTS

2.1 The objects of the Charity are:

- (a) To help and educate young people of both sexes under the age of twenty one years to develop their physical, mental, spiritual and moral capacities so that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved; or
- (b) To maintain a home or homes or hostel or hostels into which such young people may be received for long or short periods and either with or without payment; or
- (c) To provide, if necessary, additional homes or hostels; or
- (d) To assist in the training of young people to enable them to maintain themselves at the termination of their education and training; or
- (e) To carry on in the homes or hostels any trades or employment in which young people have been trained; or
- (f) To assist other non-statutory bodies in carrying out any of the above objects.

2.2 For some years now Victoria Homes Trust has not maintained residential facilities be they homes or hostels for young people.

2.3 The current emphasis of the Trust is therefore (a) and (d) above and in conjunction with these, para (f) – namely by grants or loans to assist other non-statutory bodies in carrying out any of these objects.

2.4 It is important to appreciate that as these are the charitable objects of the Trust, they operate as constraints to what the Trust can support by way of grants and loans. It is therefore important that Applicants demonstrate that the project they wish to gain assistance for is confined to the support of children and young adults under the age of twenty-one and they fully demonstrate how the project will develop their physical, mental, spiritual and moral capacities so that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved, or

that the projects are assisting and training young people to enable them to maintain themselves at the termination of their education and training.

3. CONSIDERATIONS IN RELATION TO FUNDING APPLICATIONS

- 3.1 The Trust will want to receive all relevant information concerning the legal status and standing of the Applicant. Whilst funding is made available to individuals, preference is given to applications from existing charities and voluntary organisations, with a track record of handling grants and loans in the areas covered by the Trust's charitable objects.
- 3.2 Charities and voluntary organisations should make clear their legal status, their charitable status, if any, their declared purposes and objectives, their registered and/or business addresses and the names and addresses of those individuals entitled to enter into binding legal commitments on behalf of their organisation.
- 3.3 Existing bodies should also submit a copy of their most recent statements of Accounts, audited where possible, accompanied by evidence of their current financial position at the time of application. The Trust's attention should be drawn to any extraordinary items or matters requiring further information to understand same. In particular, if there are any significant deficits or surpluses, these should be commented on.
- 3.4 It should be noted that the Trust is unlikely to contribute towards the Core running costs of charities and organisations.
- 3.5 The Trust has a preference for supporting short-term projects.
- 3.6 The Trust is also interested to receive Applications where the funding will have a "multiplier" effect by securing or promoting knock-on benefits, e.g. training and outreach programmes which will have a follow-up or cascade effect.
- 3.7 Given the preference for demonstrable benefits, which will apply over a short period of time, the Trust is less likely to assist with projects that involve the improvement of lands or buildings. If, however, such an Application is made, it must be supported by evidence from the Applicant's Solicitor that the Applicant has sufficient title and the requisite consents, such as Planning Permission or Building Control Approval and any third party consents required, e.g. Landlord, Charities Commission, etc.
- 3.8 The Trust also has a strong preference for assisting projects within Northern Ireland. Applicants organised on all-Ireland, all-UK or similar basis are recommended to satisfy the Trust that the benefit of the project will be within Northern Ireland and that any assistance given by the Trust is additional to and not in substitution for other forms of internal or external funding.
- 3.9 For guidance it should be noted that the majority of grants are in the range of £500-£2,500.
- 3.10 The Trust also has a preference for funding discreet projects, rather than recurring grants or applications.

- 3.11 It is essential that Applicants indicate what other bodies have been asked to give financial support in relation to the project in question and of the status of those applications – whether pending, approved (and to what extent) and whether rejected.
- 3.12 The needs of young people are many and the Trust does not wish to circumscribe unduly the field of Applications received by it. At present, however, projects addressing the following needs of children and young persons are particularly welcome:
- (a) Alcohol and drugs abuse;
 - (b) Homelessness;
 - (c) Counselling for those in need of guidance, advice and support.

Conversely, applications to support playgroups are discouraged.

- 3.13 Given the nature of the Trust's activities applicants must demonstrate that they comply with legal requirements and current good practice in relation to child protection and the protection of vulnerable young adults.

4. THE CONSIDERATION OF APPLICATIONS

- 4.1 Applications should be made in the form available on the Trust's website and submitted to the Trust Secretary, (details on website) with the documentation required or referred to in the Application. Extraneous documentation should not be sent to the Trust.
- 4.2 The Secretary may require further information or elaboration in relation to any Application. Failure to assist may lead to the Application being deferred or declined.
- 4.3 Applicants are expected to make full and fair disclosure of all relevant details sought in the Application Form and in addition should draw to the attention of the Trust any facts or circumstances known or anticipated by the Applicant, which it would reasonable to suppose that that a grant or loan making body would wish to know about. It is important that Applications are made in an open and transparent manner and in good faith.
- 4.4 At present, the Trust's grant and loan making cycle is that these are considered and made twice in each year and therefore an application should be received on or before the 30th April or 30th November.
- 4.5 Applications are first considered by a Sub-Committee, which gives consideration to each Application, reports on same and makes recommendations to the full Committee.
- 4.6 The full Committee considers the Sub-Committee's reports in relation to Applications and their recommendation and determines whether financial assistance will be made. In each case, the decision is made by the full Committee, which is free to depart from the recommendation of the Sub-Committee.
- 4.7 The decision of the Committee in relation to any Application is final.
- 4.8 The Secretary shall communicate the decision of the Committee to each Applicant. The Secretary shall also follow up any requirements or conditions imposed by the Committee, for example requirements for further information, assurances or undertakings before assistance is given.

- 4.9 Applicants are required not to canvass any member of the Sub-Committee or Committee in support of their Application. All communication should be directed through the Secretary and be in writing.
- 4.10 If an Applicant has any complaint about a decision of the Committee, same should be made in writing, setting out the grounds to the Secretary or if for any reason that is not appropriate, to the Chairman of the Trust. It is, however, at the discretion of the Committee of the Trust as to how any complaint is addressed.
- 4.11 It is a requirement that any successful Applicant complies in full with the Trust's Standard Conditions of Grant and any specific conditions attached.
- 4.12 The attention of Applicants is drawn to Standard Condition 4.3, which requires a report to be sent to the Secretary of the Trust on the carrying out of the Approved Purposes of the financial support. This report must be submitted within one year of receiving the grant.

Adopted by the Committee of Victoria Homes Trust on ****