

Guidelines regarding grant applications to James Thomas Blair Charity

Please read these guidelines before completing the form

The purpose of the James Thomas Blair Charity is to provide support to older people living in Manchester and Salford.

Who may apply?

Any registered charities or voluntary organisations providing assistance to older people who live within the 32 wards of Manchester or 20 wards of Salford.

What do we support?

- Trips/Outings
- Activity/Skills Programmes
- Reduction of Social Isolation
- Inclusion in Community

The above list is not exhaustive – any services which benefit the lives of older people will be considered.

What do we not support?

- Charities/organisations based outside of the geographical area detailed above
- Charities/organisations whose clients are not classified as older people
- Core staff salaries or volunteer expenses
- Purchase of IT equipment for the use of staff/volunteers
- Grants in excess of £2,000 will not normally be considered
- Trustees will not fund projects retrospectively
- Organisations with annual income in excess of £100,000

Completing the Application Form

A copy of the grant application form can be found on our website here. Please ensure ALL sections of the form are completed and the form is signed by the lead applicant.

Details of the Organisation

Please ensure that the full details are completed and provide additional information is required.

Finance Section

Please complete all the sections. The income and expenditure figures should be those for the last financial year.

Overall Purpose of your Organisation

In no more than 300 words please describe your organisations aims and objectives.

Grant Request Section

Please take your time to complete this section as this provides the Trustees with the most important information in helping them to reach an informed decision. Trustees

do not need a full history, so briefly summarise your current work and how it meets people's needs today.

Make sure you give full details of the costs of the work you are seeking funding for.

If you have asked for part-funding for your project you must explain from where other funding has been secured.

Any discrepancies in your financial breakdowns could result in a rejected request so please ensure all details are accurate.

Statistics Section

- Explain in detail how many people will benefit directly from this grant.
- Give details of your staff and volunteering resources.

What Happens Next

- Check the application form is complete and then (e)sign and date it. **Incomplete forms will be returned.**
- Email your application and supporting documents to **jtblairs@gmail.com**
- All information contained in your application is treated as confidential. However, it should be pointed out that the information will be shared electronically with all the Trustees.
- The application form will be reviewed by the Trustees at their next meeting. See dates section on website.
- Following the Trustee meeting the Secretary will write to you with the outcome of your application.
- The Trustees' decision is final.

If you are successful

- You will be required to verify your bank details to enable the charity to make a payment directly into the organisations bank account.
- You are responsible for ensuring the award is only used for the purpose agreed by the Trustees.
- Your organisation may use the Trust's Name in its publicity material by way of acknowledgment for the support it has received.
- The Trustees may wish to visit your project.
- To ensure that you will qualify for a future application we will require, within the 12-month period of this grant being made, a brief report explaining what you did with the money and how this benefitted your members/clients.

If you are unsuccessful

- Repeat applications will not be considered within a period of 12 months following the original submission.

