



**the daisy chain trust**

Grants Application Form

# Thank you for requesting information about grants from The Daisy Chain Trust.

## Daisy Chain Trust

- ***Please read the following notes and the application form before deciding whether or not to apply.***
- ***Please do not re-type or alter the application form provided.***
- ***We will inform you by letter of the outcome of your application as soon as possible. Please do not call to find out whether your application is successful or not as we wish to use this valuable time to process applications.***

If for any reason you are unable to complete the application form in its current format please contact us (contact details below).

If you have any questions that are not answered on this form, please telephone us and we will give you any further help we can.

*The broad aim of the Daisy Chain Trust is to provide grants to small organisations dealing with children up to the age of eighteen in the field of Medical Care, Welfare and Education in Edinburgh, Lothians and the Borders only.*

*We aim to supply grants to those small organisations who have difficulty in securing funding from any other source. We, therefore, currently prioritise our grantmaking to organisations that have an income of less than £100,000 per annum.*

***There is no closing date for applications.***

## Small Grants

Decisions for the small grants programme (requests for £1,000 or less) will normally be made within four to six weeks from the receipt of a **complete** and **eligible** application.

## Main Grants

Decisions for the main grants programme (requests for over £1,000 to a maximum of £3,000) will be expected not to exceed three months from the receipt of a **complete** and **eligible** application.

You may only apply to one programme (**Main** or **Small**) at a time.

This programme does not **currently** fund the following:

- ***Individuals***
- ***Groups whose grant request is for a contribution towards a major fundraising appeal***
- ***The purchase of second hand vehicles***
- ***The payment of debts or retrospective funding***
- ***Payments towards areas generally understood to be the responsibility of statutory authorities***
- ***Organisations who will then distribute the funds as grants or bursaries***

To guide us in deciding which groups we fund, we look for evidence of:

- ***Strength of need***
- ***Impact of a grant in terms of the benefit it would achieve for the group's users***
- ***A group's good management, record of success and further potential***

# Guidelines for Completion of the Application Form

## Guidelines

All sections of the application form must be completed. Incomplete applications will be returned.

Do not state 'see attached' on any part of the form as a substitute for information – although if you wish to include other documents (besides your constitution and accounts) with which to support your application then you are welcome to do so.

## Section 3 – Annual Accounts

A copy of your most recent accounts must be included with your application.

Groups who have not yet completed one full year must provide a **projection of income and expenditure for the group's first year of operation**, and also complete section 4 with information relevant to this. Please also include any evidence you can of funding pledged or secured.

Applicants whose accounts show unrestricted cash reserves, well in excess of the grant requested, may be given low priority.

## Section 4 – Details of grant requested

You can ask for any amount up to **£3,000**. (Grant requests for **£1,000** or less will be processed through the **Small Grants** programme – see above.) Please be aware that the maximum grant of £3,000 is only awarded very rarely.

In this section you should explain for what purpose the grant is required.

Any grant made should normally be spent within one year of the date of the award and we will require written evidence vouching how the grant has been spent.

## Section 5 – Benefit to service users

Please be prepared to spell this out for us, particularly if you are applying for office equipment where the benefits for your service users are indirect.

The information you give us will help us form a view on the **impact** of a grant award for the purpose you have stated in Section 3.

## Section 8 – Bank details

Please note that 'Account name' should give the exact name in which your account is held (as it is usually shown on your cheque book).

## Section 9 – Have you included the following with the completed application form?

Please check your enclosures carefully. We cannot assess projects for a grant without a copy of their constitution (or other Founding Deed).

We also need a copy of your most recent audited accounts or, if your organisation is not legally required to be audited, we need a copy of your latest annual Receipts and Payments Account and Statement of Balances. Remember if your group is new we require a projection of income and expenditure for its first year of operation.

# Guidelines for Completion of the Application Form (continued)

## To which grants programme are you applying?

Please tick the appropriate programme:

**'Small Grants'** if you are applying for £1,000 or less.

**'Main Grants'** if you are applying for more than £1,000 and up to £3,000.

## What happens next?

An assessor will contact you (the main contact person as named in Section 2) by phone or by letter to arrange a meeting.

If you know that you will not be available for this at particular times or for a particular period in the near future, it will be helpful if you include a note to that effect, as your application cannot be considered if our assessor cannot contact you.

Your application will then be forwarded to the next appropriate allocation meeting. You will be notified of the outcome by letter.

It must be clearly understood that the trust has an absolute discretion whether or not to grant any particular application.

Should you have any queries or need help with completing the form please contact us:

Telephone us on: **0131 477 1994** or **07759041390**

Email us at: **daisychaintrust@aol.com**

Write to us at: Lady Kirkwood,  
The Daisy Chain Trust, 58 Murrayfield Avenue,  
Edinburgh, EH12 6AY

Website: **www.daisychaintrust.co.uk**

# Application Form

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**ALL sections of this form must be completed.**

## Section 1 – Organisation details

Name of group: \_\_\_\_\_ Year group was established: \_\_\_\_\_

If a charity, please state charity number: \_\_\_\_\_

Correspondence address (may be contact person's address if appropriate)

\_\_\_\_\_

Postcode: \_\_\_\_\_

(a) Please state briefly the general aims of the group:

## Section 2 – Details of Contact Person

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Position: \_\_\_\_\_ Tel (day): \_\_\_\_\_

Email: \_\_\_\_\_ (evening): \_\_\_\_\_

## Section 3 – A copy of your group's most recent annual accounts – whether draft or approved.

**NB** This section **must** be completed and a copy of your annual accounts must also be included with your Application.

Year of accounts: \_\_\_\_\_

### Annual Income:

(a) government/local authority £ \_\_\_\_\_  
(b) fees charged (eg entrance fees, subs etc) £ \_\_\_\_\_  
(c) companies/trusts (eg grants/sponsorship) £ \_\_\_\_\_  
(d) local fundraising £ \_\_\_\_\_  
(e) other sources £ \_\_\_\_\_

### Annual Expenditure:

Surplus/(Deficit) for year £ \_\_\_\_\_  
Restricted reserves: £ \_\_\_\_\_  
Unrestricted reserves: £ \_\_\_\_\_

Total £ \_\_\_\_\_ Current bank balance £ \_\_\_\_\_  
(at time of application)

Have your group's accounts been audited? YES/NO

Have your group's accounts been signed/accepted by the management committee? YES/NO

### Section 4 – Details of grant requested

- (a) How much do you wish to apply for? £ \_\_\_\_\_
- (b) Having regard to the general aims of the group. How will this grant be used in keeping with the principles and directives of the Daisy Chain Trust.

### Section 5 – Benefit to service users

Who will benefit? Please give some indication of number and type of users.  
How will they benefit?

### Section 6 – Staffing Details

Does your group have the following?

A constitution? YES/NO Has the constitution been adopted and/or signed? YES/NO  
Paid Staff? YES/NO If yes, how many? \_\_\_\_\_ full time \_\_\_\_\_ part time

A management committee/board of directors? YES/NO

How many members does it have? \_\_\_\_\_

Regular volunteers? YES/NO If yes, how many? \_\_\_\_\_

**NB** A copy of your constitution must be included with your application.

## Section 7 – Details of previous applications

- (a) Have you applied to us before? YES/NO  
 (b) If yes, when did you apply? (Please give details of all applications)

Month/Year applied	Successful?	Amount awarded (if applicable)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Section 8 – Bank Details

Account name: \_\_\_\_\_

Account number: \_\_\_\_\_ Sort code: \_\_\_\_\_

## Section 9 – Have you included the following with the completed application form?

Those marked \* must be included in order for your application to be processed.

\*Quotations, if applicable

\*A copy of your constitution

Self addressed envelope

\*A copy of your latest annual report and accounts

Any other supporting information

Which grants programme are you applying to?

Small Grants (up to £1000)

Main Grants (up to £3000)

**NB** You may only apply to **one** programme at any one time.

**Declaration:** I certify that the information contained in this application is correct, and that I am authorised to make the application on behalf of the above group. I understand that any grant must be used for the specific requirements as stated and should it subsequently be found to be otherwise the Daisy Chain Trust may recall the grant.

Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Return to:

Lady Kirkwood  
 The Daisy Chain Trust  
 58 Murrayfield Avenue  
 Edinburgh EH12 6AY

Tel: 0131 477 1994 | Email: daisychaintrust@aol.com | Website: www.daisychaintrust.co.uk | Charity No: SC034575