About the Garfield Weston Foundation

The Garfield Weston Foundation is a family-founded grant-making trust which has been supporting charities across the UK for over 60 years. From small local community groups to large national institutions, the Trustees’ aim is to support organisations that have effective solutions to helping those most in need.

At a glance

Who we support

- registered charities
- Charitable Incorporated Organisations (CIOs)
- organisations deemed exempt or excepted from charity registration
- Housing Associations that appear on the government’s List of Registered Providers

What we support

Eligible organisations working in the following areas:

- Arts
- Community
- Education
- Environment
- Faith
- Health
- Museums & Heritage
- Welfare
- Youth

Types of funding available

- Capital – tangible ‘stuff’ i.e. a building project, repairs, equipment, etc.
- Revenue/core costs – an unrestricted grant towards your organisation’s total running costs
- Project costs – specific activities that have a start and end date

Types of grants

Regular Grants

- open all year for grants under £100,000
- one stage process
- apply online

Multi-year Grants

- grants available over two or three years
- apply online (if total request is under £100,000)

Major Grants

- grants of £100,000 and over for organisations or projects with costs or turnover over £1 million
- bespoke guidance given by Foundation
- for more information on the application process, see page 11

www.garfieldweston.org
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Who and what we fund
What we don’t fund
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How much to apply for
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About these guidelines

We appreciate the time and effort that fundraising takes and aim to be as clear as possible about what the Foundation does and doesn’t fund, how to apply for a grant and how long the process usually takes.

These guidelines will be divided into the following seven sections.

Who and what we fund
What we don’t fund
Types of funding available
How much to apply for
The application process
Writing your application
What happens next

Who and what we fund

The Foundation accepts applications from organisations working in the broad areas of Arts, Community, Education, Environment, Faith, Health, Museums & Heritage, Welfare and Youth.

We don’t restrict grant expenditure by category as our Trustees want to be flexible and fund the most compelling projects. Don’t worry if your charity could fall into more than one category as it has no bearing on how likely your application is to be successful. You do not need to have applied for, or received, a grant from the Foundation in the past, and you don’t need to know anyone or be ‘invited’ to apply. If you are eligible, we’d like to hear from you!

Please remember those in receipt of a current grant or who have received a decline decision in the last 12 months are not eligible to apply.

We are only able to support organisations that are one of the following:

- UK registered charities
- Charitable Incorporated Organisations (CIOs)
- deemed exempt and excepted under Charity Commission guidance
- Housing Associations that appear on the government’s List of Registered Providers

Organisations must be based and deliver their work in the UK to be eligible. If you do not fall into one of these categories, unfortunately you are ineligible for funding by the Foundation.
What we don’t fund

We follow the Charity Commission register of charities for organisations that are registered, excepted or exempt. There are therefore some entities that we are not able to support:

- individuals
- Community Interest Companies (CICs)
- social enterprises
- organisations applying for work that does not deliver a direct benefit in the UK, even if the organisation is registered with the Charity Commission
- animal welfare charities
- charities that spend the majority of their income outside the UK
- local authorities and councils

Organisations with unrestricted reserves (available cash and investments) covering more than 12 months’ expenditure are unlikely to receive a grant unless they can make an exceptionally convincing case that they are in financial need.

There are some activities that we do not provide funding for:

- one off or annual events such as galas or festivals, even if they are for fundraising purposes
- sponsorship
- individual salaries – we cannot accept applications for a specific role/member of staff. We do, however, accept salaries and staff costs as part of general overheads through project or revenue/core cost grants
- feasibility and development studies
- round-robin appeals
- activity that takes place overseas, including overseas trips
- start-up costs, organisations that do not yet have a track record of service delivery, and do not have 12 months of operational accounts
- campaigning and lobbying if that is your organisation’s main activity/purpose
- endowment appeals
- activities that have already taken place or projects that have already completed
Types of funding available

When deciding what type of funding to apply for, we strongly recommend you apply for whatever is your greatest priority and area of need. This could be in one of three areas: Capital, Revenue/Core costs (often called ‘unrestricted’) or Project work.

We recommend that you have around half of your funding secured before applying to the Foundation.

Capital projects

By capital we mean bricks and mortar or tangible ‘stuff’ i.e. a building project, repairs, equipment, etc.

If you are seeking a capital grant you will need to have relevant planning permissions in place at the time of submitting your application. If your request relates to a building or land, please confirm ownership or the lease arrangements that are in place (i.e. length of lease and years remaining). We expect a minimum of 25 years remaining in your lease agreement. If you are applying on behalf of a church, then faculty approval will be required along with any other planning permissions.

Please indicate how the project will affect the ongoing costs of your organisation, for example whether a bigger building will cost you more to operate (in which case tell us how you will sustain this), or whether the capital project will lead to cost savings.

We are also interested in the environmental impact of your project – if your application refers to a building, tell us what steps your organisation is taking to make it environmentally sustainable, both as part of its build process (if relevant) and for its ongoing operations. If you are aiming to obtain a relevant certification such as BREEAM then please outline this too.

Tell us who has responsibility for managing this project and about their relevant experience, as well as confirming that the financial quotes for the proposed work are up to date (i.e. within the past six months).

Revenue/core costs

Revenue grants are made towards the general running costs of your organisation, also sometimes referred to as ‘core costs’. The grants are typically unrestricted and can be used towards items such as general salaries (but not a specific position or job), rent, programme costs, etc.

If your organisation is small (i.e. income of £100,000 or under) you may find it easiest to apply for a contribution to your organisation’s total costs, rather than focusing on specific project costs. A large number of the Foundation’s grants are made to smaller charities each year and so our Trustees are very familiar with, and sympathetic to, requests for core costs.

Project costs/specific activities

If you have a very specific project or activity that you need support for then you can outline this in your proposal – please include all the costs involved in delivering the project, including staff costs and a reasonable percentage of overheads if relevant. We still would like to know about your organisation’s general work and activities, so please do outline this as well as a more detailed explanation of your specific project/activity. This allows us to understand your project in the wider context of your everyday work.
How much to apply for

- The Trustees review each application individually and various factors will determine their decision.

- You don't have to ask for a specific amount – you are welcome to share your total funding need and shortfall. Our Trustees are very experienced grant-makers and will decide what they are able to grant.

- We are unlikely to be the sole funder of a project, activity or your organisation’s operating costs, so please factor this into your fundraising strategy.

- You may find it useful to look at the list of grants we publish each quarter on our website (www.garfieldweston.org/what-we-support/) and case studies of grantees for a helpful steer.

- Any organisation with an annual income over £1 million and that is seeking a grant of £100,000 and over should contact us for bespoke advice (see Major Grants, page 11).

While it is tricky for us to give generic advice on how much to apply for, you may find the following very broad guidance useful as you put your fundraising plan together.

Capital grants

Typically capital grants are around 10-15% of a project’s total cost. Please note however that capital grants for local community organisations (e.g. places of worship, community centres, etc) are unlikely to be greater than £30,000 regardless of the total cost. Our Trustees would prefer to consider your application when you have secured around half of the total cost of your capital project.

Revenue/core cost grants

Our Trustees look for a range of funding sources among other factors when considering core cost grants. It is likely that a grant will be no more than 10% of your total organisation’s income, although again, this is not a hard and fast rule and may well be less, depending on your organisation’s size.

Project grants

Our Trustees are unlikely to be the only funder of a project and we hope to see a range of funders you are applying to and/or other funds already in place when you apply to us. The size of a potential grant will depend on many factors, including the overall cost and outcomes of the project. It is likely that any grant will be 10-20% of your project cost, depending on its size and scope.
The application process

This section outlines everything we need to see in a funding proposal, how to submit your application and what happens next. Please make sure you read this thoroughly.

Your funding proposal

To submit your application to us, please create a funding proposal that is succinct (no longer than 10 sides of A4) and include all the information we request in this single document with no additional appendices. If we have questions about your proposal or require any further information, we will ask you. Please submit your proposal in a Word or PDF format and include the following information:

Executive summary

At the start of your proposal, please summarise what your organisation does, the need it is addressing, where you work, the difference it makes (impact), your track record and what you are asking the Foundation for. Think of the five Ws – who, what, why, where and when. And how much!

Main proposal

Need and delivery

- What is the need that your charity is addressing? Why is it important?
- How does your work address this need, i.e. what do you actually do or what services do you deliver?

Impact

- What difference does your organisation’s work make?
- What are your outputs? For example, who benefits from your work and in what way? What is the approximate number of beneficiaries for the last year and the year ahead?
- How do you measure success? What was the outcome and impact of your work last year?

Diversity, equity and inclusion

- Tell us what diversity, equity and inclusion means for your organisation and what you are doing to progress in these areas.

Case studies & images

Our Trustees enjoy reading applications that are brought to life with images and one or two case studies that illustrate the impact of an organisation’s work. If your work has an emotional impact or brings joy, you can tell us that too. A balance between ‘head’ and ‘heart’ can make a proposal much more compelling.

Leadership & management

We understand that highly competent people and inspiring leadership makes all the difference so outline who leads and delivers your work. Include a paragraph about the CEO, the senior team and Trustees and their experience in delivering your work.

Partnership working

If you have partnerships or collaborate with other organisations please tell us about this. Our Trustees are wary of supporting organisations that are duplicating or overlapping the work of others, but they do appreciate joined up working when it delivers a better service, makes things more efficient and/or improves outcomes.
Your finances

Understanding your organisation’s anticipated expenditure, income and where your funding comes from is very important to our Trustees’ decision making.

This section is extremely important because we need to understand:

■ that you have a robust plan to fund your work – both in terms of who is already supporting you and other potential sources of income

■ where your funding comes from in general, e.g. earned income, corporate support, individual giving, etc.

■ how reliant you are on certain funding sources

■ how your local community or beneficiaries support your work (e.g. businesses, alumni, etc.)

Our Trustees look for a varied funding base to ensure that organisations are financially sustainable. If there is a reason why your current funding comes from a small number of sources, tell us why this is the case and what you aim to do to change this for the future.

How to outline your anticipated income/expenditure and fundraising sources

Overleaf we have provided a template to help you clearly show your anticipated expenditure, income and sources of funding. We need to see this for every application, no matter what type of grant you apply for.

If you are applying for a Capital or Project grant, a project-specific income and expenditure plan is required in addition to one for your organisation’s annual costs and income.
Planned expenditure/budget

Provide a breakdown of how much your work costs for the financial year/s that relate to your request. You may want to use the same headings that appear in your annual accounts, or for items relating to the project you are applying for. An example may be:

<table>
<thead>
<tr>
<th>Expenditure Item</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>£325,000</td>
<td>3 full-time &amp; 4 part-time staff</td>
</tr>
<tr>
<td>Training</td>
<td>£25,000</td>
<td></td>
</tr>
<tr>
<td>Programme costs</td>
<td>£80,000</td>
<td>Incl. materials</td>
</tr>
<tr>
<td>Office costs</td>
<td>£30,000</td>
<td></td>
</tr>
<tr>
<td>Repairs &amp; maintenance</td>
<td>£5,000</td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td>£25,000</td>
<td></td>
</tr>
<tr>
<td>Legal &amp; professional fees</td>
<td>£5,000</td>
<td></td>
</tr>
<tr>
<td>Governance costs</td>
<td>£5,000</td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>£500,000</strong></td>
<td></td>
</tr>
</tbody>
</table>

Income/fundraising plan

We need to see the financial breakdown of your organisation’s expected income for the financial year/s that relate to your request. Please provide us with a breakdown of the confirmed and anticipated sources of income (including the figures), using the layout of the example table below. This table should show us how much funding has been secured so far, from what sources, how much is left to be raised (i.e. the shortfall) and from what sources you intend to fill this gap.

<table>
<thead>
<tr>
<th>Source of income</th>
<th>Anticipated /target income</th>
<th>Confirmed income to date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts/ statutory funding</td>
<td>£200,000</td>
<td>£100,000</td>
<td>Local council yet to confirm renewed funding</td>
</tr>
<tr>
<td>Other earned income</td>
<td>£20,000</td>
<td>£5,000</td>
<td>Sales from social enterprise ongoing</td>
</tr>
<tr>
<td>Trusts &amp; Foundations</td>
<td>£150,000</td>
<td>£75,000</td>
<td>Secured £50,000 from named national Trust, five pledges of £5,000 from named local Trusts. Applications pending with six other Foundations – give names</td>
</tr>
<tr>
<td>Corporate donations</td>
<td>£20,000</td>
<td>£10,000</td>
<td>Companies targeted include X, Y &amp; Z</td>
</tr>
<tr>
<td>Individual giving</td>
<td>£15,000</td>
<td>£5,000</td>
<td>Trustees engaged to contact friends and colleagues</td>
</tr>
<tr>
<td>Community/ events</td>
<td>£20,000</td>
<td>£10,000</td>
<td>Car boot sale and other events planned</td>
</tr>
<tr>
<td>Contribution from reserves</td>
<td>£75,000</td>
<td>£75,000</td>
<td>If planned</td>
</tr>
<tr>
<td><strong>Subtotal of Anticipated/ target income</strong></td>
<td><strong>£500,000</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal of Confirmed Income</strong></td>
<td></td>
<td><strong>£280,000</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Shortfall</strong></td>
<td></td>
<td><strong>£220,000</strong></td>
<td></td>
</tr>
</tbody>
</table>
Multi-year requests

Our Trustees are happy to consider a multi-year request of up to three years and will want to see your anticipated expenditure, income and funding sources for each of the years your request relates to. It is important to note that if you are applying for a multi-year grant through our Regular Grants programme, your total request must be under £100,000.

Plan B

We understand that raising funds is hard work, especially in the current financial climate, so we ask that you answer the following questions:

■ What will happen if the full cost of the project cannot be raised?
■ Will the work go ahead but on a reduced level?
■ Will your organisation phase the work?

It will strengthen your proposal if our Trustees can see you have thought about alternative options, even though ‘Plan A’ is your preference!

Accounts

We need to understand that your organisation has a track record of service and delivery and so you will need to have at least 12 months of operational accounts to be eligible to apply.

If your organisation is required to produce audited accounts or independently examined accounts, you will need to submit a copy of these with your proposal. If your organisation is not required to produce audited or independently examined accounts, then please submit your management accounts for the most recent financial year.

Please tell us if there is anything unusual in your accounts that needs explaining – for example any exceptional items which may have skewed your accounts (such as a one-off legacy gift, a merger or an unexpected one-off expense).

Top tips for a good application!

■ Tell your story in a straightforward way and include the whole context, even if you’ve applied to us before. Things may have changed since the last time we were in touch; this way you can be sure you’ve explained everything that we need to know.
■ Avoid using jargon or acronyms. Plain English is much better!
■ Ask someone who doesn’t know your organisation to read your proposal – does it make sense? Can they remember the key points?
■ Tell us about your beneficiaries and the impact your work has on their lives.
■ Ensure your expenditure plan/budget is correct, that it adds up and is totalled
■ Include a clear income/fundraising plan – we cannot be your only funder so tell us what you have raised so far, from which sources and where else you are applying for the remaining shortfall. See page 8 for an example.
■ Don’t be shy about telling us what makes your organisation unique or special.
■ Keep it simple!
**Bank details**

If your application is successful, your grant will be paid as a bank transfer to your organisation’s account. Therefore, within our application form (either online or printed if you submit a postal application) we have a bank details section. This asks you to complete and confirm the following:

- account name (not the name of the bank)
- account number
- sort code
- building society roll number if relevant
- the name and position of the person who gives authority to share these details with us and the date this authority was given (please note the authorising person should be the level of Chief Executive, Financial Director, Treasurer or similar)
- confirmation that this is a true and accurate reflection of your bank details

You will also need to provide a copy of your organisation’s latest bank statement (i.e. issued within the last three months). The bank statement should clearly show the issue date, the account name, account number and sort code.

**How to submit your application**

Now that you have written your application, the easiest way to submit it is online, by selecting the **Apply Now** button in the menu of our website. Please submit your document as either a Word, PDF or Jpeg file.

If this is not possible, our Trustees will accept a postal application. You will need to complete our application form to be sent in with your proposal, covering letter, accounts and bank statement.

Whether you are applying online or via post we require the following documents from you to consider your application:

1. Application form – if you apply online then you will complete your application form there. If you apply by post then please complete the printable application form available on our [website](http://www.garfieldweston.org).

2. Covering letter – this should be a short introduction to your organisation (no more than a single side of A4), and briefly let us know what you are applying for. The letter should be signed by a senior member of your organisation.

3. Proposal – these application guidelines should provide you with all the information you need to complete your proposal.

4. Accounts – you will need to submit your organisation’s latest set of annual accounts. See Page 9 for further details.

5. Bank statement – you will need to submit a recent bank statement. See previous section for further details.

**Additional information we require at point of application**

Whether you apply online or via the post, we will ask you for information about the following:

**Safeguarding information**

As a responsible grant-maker, we believe we have a role to play in supporting good practice and legal compliance for safeguarding across the voluntary sector. We will ask you to formally verify that you have appropriate and current safeguarding policies and procedures in place that are appropriate to your organisation’s work. We understand that safeguarding requirements will vary for different charities so please explain your specific situation.
Demographic information

We aim to ensure that the Foundation's funding reaches people in need and evaluating our impact is one of the ways we can do this. When you submit your application, we will ask you for demographic information about your organisation’s beneficiaries and your Board. This helps us better understand the communities we are supporting and to adapt to reach out to others who may need us too.

What happens next?

Regular Grants

- Our Regular Grants programme (i.e. applications for funds below £100,000) is open for applications all year round and our Trustees review them carefully on an ongoing basis.
- This means there are no deadlines you need to meet, and you can apply at a time to suit you.
- We review applications in order of receipt to be fair to everyone.
- We will acknowledge receipt of all applications. If you apply online, you will receive an automatic email acknowledgement and if you apply by post, you will receive an email acknowledgement within four weeks.
- Our grant expenditure is carefully monitored all year so you have the same chance of success at any time of year.

Once we have acknowledged receipt of your application you may not hear from us for up to four months – please do not worry as this simply means that we have all the information we require. You do not need to contact the Foundation once you have received an acknowledgement from us – if we feel anything is missing from your application, we will get in touch to ask specific questions.

Similarly, if we require a meeting, a member of our grants team will be in touch to arrange a site visit or meeting, giving as much notice as possible.

Major Grants

- Our Major Grants programme is for applications requesting £100,000 and over.
- Email a summary (1-2 sides of A4 max) of your organisation, need, timescale, costs and fundraising plan to Ciara Molloy, Grants Officer cmolloy@garfieldweston.org and we will give you bespoke guidance.
- If invited to apply, your organisation will be put forward at one of the Trustees’ eight annual Board meetings and we will advise you on the deadline for your application.
- Our guidance on what to include in your proposal is the same for a Major Grant as for a Regular Grant.
- If you are not invited to apply for a Major Grant but are eligible to apply to the Foundation, you will be able to submit an application for one of our Regular Grants under £100,000.

Reapplying

Whether or not your application is successful, we are unable to accept a subsequent application until at least 12 months have passed from the date of our email advising you of the outcome of your most recent request. Any project funded by the Foundation must be completed and your end of grant report must also have been submitted before you are able to apply to us again.

If you still have questions that are not covered in these guidelines, please read our FAQs.

Thank you for your interest in the Garfield Weston Foundation. Good luck with your fundraising and with your charity’s work.
The Weston Charter

We appreciate that fundraising is not easy – in fact Foundation staff and many of the Trustees also have active involvement and experience of charitable fundraising – that’s why we have created the “Weston Charter” which sets out our commitment to you.

We are proud of the care taken in considering applications and we thought you’d like to know the principles we work by so that, whatever the outcome, you can be confident in our approach and the care we take.

Our commitment to you

- Every application received is acknowledged so you know it has arrived safely and every application considered receives notification of the outcome.
- Every eligible application is considered by at least one Foundation Trustee.
- Your application will receive careful attention but please note it is not possible to guarantee that funding will be available – we know you understand that sometimes the Trustees have to decline good projects as it simply not possible to support everything.
- We are open and transparent – all our grants have been listed for decades in our accounts and we also post them to 360giving so they are searchable.
- We are committed to fairness and accessibility for all, especially those charities supporting the marginalised and disadvantaged, and those which are BAME-led.
- The Trustees will note any requested amount you may indicate, but they do not work on an “all or nothing” basis so they may provide support at a different level than that requested.
- We are respectful of your time and resources – please be assured that we will only request additional information when we think it forms an important part of your overall proposition, or if we wish to clarify something we feel is relevant to the Trustees’ understanding of your project or organisation – we will ensure we have all the information needed so you can be confident you have done all you can to make your case.
- Foundation expenditure is balanced carefully to ensure that at whatever meeting or time of year your project is discussed, it will have the same opportunity as at any other time of year and at any meeting.
- On making a decision to provide funding, payment is generally made swiftly to assist your charity with cash flow and planning. If a pledge is made we allow up to two years for you to secure the necessary additional funds.
- Reporting guidelines are kept as clear and uncomplicated as possible to ensure we can remain up-to-date with your work while minimising administrative burden for your charity.