

## GUIDANCE NOTES

These guidance notes accompany the Southall Trust **Funding Application Form (FAF)**, which is the main part of our grant application process. We hope that these notes will give you a clearer understanding of the answers we're looking for from each question. However, if you need extra help with the FAF, please do contact us on 0300 111 1937 or via [www.southalltrust.org/contact](http://www.southalltrust.org/contact).

**The FAF should be edited using the latest version of Adobe Acrobat Reader DC in order for us to receive it correctly.** This is available free of charge from here: <https://get.adobe.com/uk/reader>  
*Other pdf editors may not allow us to read your application correctly and may result in it being disregarded.*

There are four parts to the FAF, as follows:

1. Your Details
2. Charity Overview
3. The Project
4. Financial Information

The FAF must be completed in full and submitted to us via: <https://southalltrust.org/apply>  
Upon submission, you will also be asked to upload the following:

- **A ONE-PAGE COVERING LETTER**

This letter should demonstrate that you are acting in an authorised capacity, on behalf of the organisation that is applying for funding. Please also use this brief letter to state:

- whether your charity has a connection with a trustee of the Southall Trust
- whether your charity has been supported by the Southall Trust in the past
- whether your charity has any significant Quaker links or connections

We do not use a postal address, so please simply address the letter to 'The Trustees'.

**Please do not treat the covering letter as an extension to the application form.**

- **ANNUAL ACCOUNTS.**

If your charity's latest accounts are available on the Charity Commission website then there is no need to upload them with your application. **Please note that there must be no more than 18 months between the financial year end of your charity's latest accounts and the date on which your application is submitted to us.** If your charity's latest accounts are more than 18 months old then we will accept accounts in unapproved/draft format, so long that it is made clear to us that they are in draft format (e.g. with a watermark, or via a note in your covering letter). Please also state the date that they are due to be approved by your charity's trustees.

The notes in the following pages correspond with the four sections of the FAF.

## **PART I: YOUR DETAILS**

If we have a query about an application, we will phone or email the contact person. Therefore, please ensure that these are the details of someone who is able and authorised to answer questions about the application. This person does not need to be a senior representative from your charity and the name does not need to be the same as the person writing the covering letter.

## **PART II: CHARITY OVERVIEW**

Charity name and number: this should match what is registered with the Charity Commission of England and Wales, the Charity Commission of Northern Ireland, or the Scottish Charity Regulator.

Umbrella or conduit charities: if you are applying using the charity number of an umbrella or conduit charity then we require confirmation that the applying charity is supportive of the application. You must not apply for funds in the name of a charity without consent. Please ensure that the charity number on the application form is the same on the covering letter.

Year established: this should be the year that the charity started and may be an earlier date than the year that it was registered with the Charity Commission.

Website: we will look at your charity's website. If you have a webpage that is dedicated to the project for which you are seeking funds, then please feel free to give the direct link.

**TIP:** We use websites to understand the impact that a charity is having (e.g. stories, testimonials, statistics). These can help us to appreciate the difference that the charity is making. Consider placing your charity's achievements in an obvious place on your website, if they are not already.

Number of employees: this should be the current full-time equivalent (FTE). For example: if three people are employed for 20 hours per week and the charity's working week is 35 hours, then this would be  $3 \times 20 / 35 = 1.7$ . Therefore, the charity's FTE number of employees is 1.7 people.

Dedicated volunteers are those with a longer-term commitment to the cause, e.g. trustees; or those who regularly give their time to the cause; and/or those who have a specific role within it. We would expect this number to be accurate and current.

Occasional volunteers are those providing shorter-term commitment to the cause, e.g. those who offer one-off help at events, Duke of Edinburgh interns or occasional fundraisers. We appreciate that counting occasional volunteers isn't always straightforward, so this figure may be an estimate over the course of an average year.

**Please try not to double-count dedicated and occasional volunteers.**

## PART III: THE PROJECT

If you cannot see drop-down options for category and geographical area questions, please make sure you are using Adobe Acrobat Reader to complete this form (*see the start of this guide*).

Geographical area: if the project covers more than one area, then please select a primary area.

Request summary: if your application is successful then this summary will be made public. Please find examples in each category section of our website, under 'What We Support'.

When elaborating upon your charity's project and funding need, please avoid the use of jargon, be succinct and consider the following:

- Tell us about the people your charity supports and the impact that it is having on their lives (short case studies and/or stories can be helpful)
- How can you be confident that there is a need for your charity and the proposed project?
- How is your charity best-placed to run the proposed project, what experience does it have of delivering similar projects, and will it be working in partnership with other organisations?
- Why are you approaching the Southall Trust and how will our funding make a difference?

**TIP:** Before submitting your project proposal to us, ask someone who is not directly involved in the project to read the proposal, to see if it clear to them.

## PART IV: FINANCIAL INFORMATION

The application form contains a simple budget template. We are looking for information about the project's cost as well as the income. We have suggested some items (e.g. salaries and a list of common income sources); however, if these are not relevant to your project, please ignore them.

Some things to consider:

- All amounts must be stated in £GBP
- With the exception of salaries - which we would like separated between 'overseas' and 'domestic' (*if relevant*) - please combine items. E.g. for a building project, use a heading like 'construction materials', rather than itemising individual building materials.
- **The total project cost should be the same figure as the total target income** (i.e. from what sources do you hope or plan to raise the funds that are required for project?)
- While we will consider being the sole funder of small or one-off projects, we prefer to see an attempt to raise income from a variety of sources, for the sake of sustainability.
- If this project has pledged income, please include this in the 'Raised to Date' column

## FUNDING REQUEST

Multi-year funding: The majority of our grants are for one year and between £1,000 and £5,000. However, we will consider multi-year funding (up to three years) for charities with which we have a connection (e.g. those we have supported before). With a multi-year request, please bear in mind that we usually give the same amount each year, so the total amount should be divisible by the number of years that you select from the length of time drop down list. E.g. **If you seek £3,000 per year for three years then the total amount requested is £9,000, not £3,000.**

Type of funding: ‘capital costs’ refer to equipment, furnishings, premises or other tangible items. ‘Core costs’ refer to overhead costs or general running costs, e.g. staff expenses, insurance, rent etc.

## ACCOUNTS QUESTIONS

We expect every charity to know roughly how much it intends to spend and raise in its current financial year.

Unrestricted reserves: these should include all funds that have not been restricted by a funder for a specific purpose. Unrestricted funds should include designated funds. If designated funds exist, then please tell us the reason for the designation and when your charity expects to have spent the funds.

Total net assets: these are stated on the ‘Balance Sheet’ of most annual accounts. These are the economic value of the charity’s assets (e.g. cash, property, land, goods etc.) minus the charity’s liabilities (e.g. debts and amounts owed). Therefore, **this amount should be at least the value of the charity’s unrestricted reserves.**

Reserves: we seek transparency and a sense that your charity has a well-reasoned reserves policy. A statement like “we aim to hold three months in reserve, because that is our policy” is not the sort of answer we are looking for. If your policy is to hold a certain level of reserves, we want to understand why. For example, a charity housing vulnerable people might state that – should it face unplanned closure – it would need a minimum of six months’ running costs in reserve, to help its tenants find alternative accommodation and to communicate its closure and wind down its activities.

**We endorse the Charity Commission’s recommendation that every charity should have a reserves policy. If you do not have one, please search online for ‘CC19 Building Resilience’.**

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END OF GUIDANCE NOTES

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