

## Wakefield & Tetley Trust

### Applying for a Fast-Track Grant (up to £2,000)

The Trust aims to support projects that will: **Make a positive difference to the lives of people who face significant disadvantage and have limited choices and opportunities, for example because they lack skills, have difficulty accessing resources or face discrimination.**

Under the Fast Track programme we are happy to consider requests for small or time critical projects, or for emergency grants. For example, you may have an opportunity to deliver a short piece of work or extend a project, or there may be times when something unexpected happens, which results in serious consequences for the beneficiaries of your group or organisation. We can also support staff training. The Trust is happy to support project costs and relevant core costs however we are unlikely to support equipment or capital costs.

The Trust will prioritise projects and activities:

- That are clearly targeted and can provide evidence of the disadvantage faced by their clients;
- That will reduce barriers and encourage social inclusion;
- That have a clear plan and demonstrate the difference that will be made.

### Who can apply

You will need to demonstrate that your organisation:

- Has an annual turnover of less than £250,000;
- Has a relevant track record and experience;
- Benefits people resident or working in Tower Hamlets and/or Southwark and/or the City of London;
- Undertakes charitable work (however you do not have to be a registered charity);
- Has a constitution or a set of rules which governs its activities;
- Has its own bank or building society account where two or more named people (including one trustee or management committee member) have to sign all the cheques;
- Can provide annual accounts for the previous year.

## **Points to cover in your proposal**

Applications can be submitted at any time. You will need to cover all the points listed below on no more than 3 sides of A4 (with a separate budget). Please use the following headings:

### **1. A description of your organisation**

This should include your aims, when and why your organisation was established, your legal status (for example, a voluntary organisation, a registered charity, company limited by guarantee), your current activities and your geographical area of operation.

### **2. Details of what you are applying for**

What are you going to do and where? Over what period? When are you proposing to start? What difference will the work make? Who will benefit?

### **3. The need for the project**

Why is your project/activity needed? How do you know (where possible, please provide some supporting evidence, e.g. a case study or piece of research to demonstrate the need for the project)? Why are you best placed to deliver the project and what is your track record? If the application is for an emergency grant you should explain how the emergency arose and outline steps you will take to avoid the situation occurring in the future.

### **4. Our priorities**

How will your proposal make a positive difference to the lives of people who face significant disadvantage and have limited choices and opportunities?

### **5. Contact details**

Provide the name of the lead person working on this proposal, their position in the organisation, a contact address and telephone number, together with an e-mail address if you have one.

### **6. Financial costs**

Please provide a separate budget for the work, with an itemised breakdown. Indicate any income you have already secured. How much you are applying for from the Trust? Are you applying to anyone else?

### **Additional documents you must send:**

- If your organisation **is not** a registered charity, please provide a copy of your governing document and your most recent signed annual accounts. If you are a newly established organisation you will need to provide copies of your bank or building society statements for the previous three months.
- A list of management committee members, with the names and addresses of the Chair, Secretary and Treasurer.

## **Non-priority areas**

### **We will not support:**

- Grants to individuals
- Work that has already taken place
- Applicants who have been rejected by the Trust within the last six months
- Organisations with significant unrestricted reserves
- Organisations in serious financial deficit
- The promotion of religion
- Animal welfare charities
- Statutory bodies and work that is primarily the responsibility of central or local government
- Health trusts, health authorities and hospices (including medical equipment or research)
- Building restoration or conservation and environmental improvements

### **We are unlikely to support:**

- Uniformed youth groups
- Schools or projects working with schools, supplementary schools or vocational training

The Grant Officer will be pleased to advise you. Please speak to Elaine Crush on 020 7377 6614.

Our postal address is:

**The Grant Officer  
Wakefield & Tetley Trust  
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28 Commercial Street  
London E1 6LS**

Our email address is:

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**[www.wakefieldtrust.org.uk](http://www.wakefieldtrust.org.uk)**