



Guidance for Applicants

General Criteria

The Trust is a Church agency although the support that may be provided is not restricted to activities or interests carried out within the Church. The Trust aims to help in Christ's name those most in need in the community. Assisting social need is central to the Trust and any group applying for a grant should show clear evidence of their need. The following general criteria will apply to all seeking assistance.

Who Can Apply?

The Trust invites applications from community groups, voluntary organisations, charities, and other bodies whose aim is to tackle an identified social need within the areas covered by the City of Glasgow and the Districts of East and West Dunbartonshire; North and South Lanarkshire; Renfrewshire, East Renfrewshire and Inverclyde and the Western part of Argyll and Bute District around Helensburgh and the Gareloch.

How Much Can You Apply For?

Our maximum award is £5000 but please be aware that our average award is between £2000 and £3000.

What We Will Fund

- Start-up costs for new and innovative projects, particularly where access to fund is limited
- Purchase of equipment
- One-off events and activities
- Pilot projects
- Small, community-based initiatives delivered by volunteers
- Resources that will enhance the lives of disadvantaged people

What We Will Not Fund

- Staffing costs, including sessional staff costs, volunteers' expenses, consultancy fees or management fees
- Contributions to large capital projects, or renovations required to meet changes in legislation
- Ongoing or recurring costs of an organisation, this includes administration and management costs, general office costs and overheads such as rent, travel costs or publicity materials (unless as a contribution towards a new project or service)
- We do not provide funds for budget shortfalls or to replace the loss of statutory funding.
- We do not provide funding support to national organisations or other organisations with significant cash reserves
- Any organisation involved in political campaigning

Applications requesting funding for food will be considered on a case-by-case basis but will not ordinarily be awarded to groups looking to distribute food to members, furthermore applicants must provide robust justification for covering such costs.

When can you apply? Closing Dates for Applications

The Trust has four closing dates throughout the year, these are:

The first Monday in February – May – August – November

Assessment Procedure

The Board of Trustees meet to consider funding applications on the first Tuesday in March – June – September – December

Applicants will be contacted shortly after Trustee's meetings and informed of the outcome of their request.

The PCT - St. Nicholas Care Fund has specific guidelines for considering applications from organizations for grants. Here are the key points:

Application Limitations: The fund will not typically accept more than one application from a single organization within a four-year period. Furthermore, an organization can submit a maximum of three applications over a ten-year period.

Priority Groups for Funding: The fund primarily supports organizations and community groups that directly benefit communities. Priority groups for funding include:

- Children and Young People
- The Elderly
- People with Disabilities

- Individuals suffering from the effects of poverty or unemployment
- Individuals suffering from alcoholism and/or drug abuse
- Individuals or groups in the community experiencing discrimination
- Individuals who have been or are experiencing mental illness
- Individuals who are refugees or asylum seekers

Preference for Funding: The fund gives preference to groups that:

- Have clearly defined charitable outcomes
- Involve local people as volunteers to a significant extent
- Operate on a self-help basis, indicating a degree of community empowerment
- Have limited financial resources
- Can demonstrate or benefit from match funding, where the fund's grant can be supplemented by other funding sources
- Operate in areas characterized by poverty and deprivation as daily realities

These guidelines provide insight into the types of organizations and projects that the St. Nicholas Care Fund is most likely to fund. Organizations that align with these priority areas and preference criteria have a higher chance of receiving support from the Trust. It is important for potential applicants to carefully review these guidelines before applying to ensure they meet the fund's criteria. If in doubt, please contact the PCT Co-ordinator for advice.

Application Process

To apply for a grant from the PCT - St. Nicholas Care Fund, you need to follow the following steps and provide the required documentation:

Application Form: Obtain the application form from the official website of the fund, which is accessible at www.rcag.org.uk. Download and/or print the application form to complete it.

Fill Out Application Form: Complete the application form thoroughly, providing accurate and detailed information about your organization and the project for which you are seeking funding.

Submit Supporting Documents: Along with the completed application form, you must provide the following supporting documents: (see over)

- A copy of the organization's governing document, which could be a constitution, trust deed, or memorandum and articles of association. This document outlines the structure and purpose of your organization.

- A copy of the latest accounts, which provides financial information about your organization's current financial status.
- Written references from two independent referees from the local community who can vouch for your organization's credibility and the impact of your work. If your organization is parish-based or Catholic, one of the referees should be the **parish priest**. The other referee should be a local professional or community figure, such as a **minister, teacher, councillor, MP, MSP, doctor, police officer**, or other appropriate professional unrelated to your organisation.
- If you are applying for funds to purchase materials, furniture, or equipment, include relevant quotations that justify the expenses you have listed in your application.

Submission Options: You have two options to submit your application and supporting documents:

Electronically: Submit your completed application form and supporting documents electronically by uploading digital copies of the required documents and send to pct@rcag.org.uk.

By Post: Mail your completed application form and all necessary supporting documents to PCT - St Nicholas Care Fund, 196 Clyde Street, Glasgow G1 4JY.

Review and Evaluation: The PCT - St. Nicholas Care Fund will review your application along with the supporting documents to assess whether your project meets our funding priorities and criteria.

Confirmation: Once we have reviewed your application, we will confirm receipt of the application and we may also contact you for further information to assist with our assessment. You may at this stage be advised that your application does not align with our aims and priorities.

Outcome: If your application is successful, you will be contacted by telephone by the PCT Co-ordinator and an arrangement for payment of the grant will be made. A letter outlining the conditions of the award will be sent to you within a week. Unsuccessful applicants will be contacted at this time too.

Follow-up: Grant recipients will be required to complete and return a feedback form within 6 months of receiving the award.

Remember to carefully review the application guidelines and ensure that all required documents are complete and accurate before submission. This will enhance your chances of securing funding from the PCT - St. Nicholas Care Fund.