

Dartmouth United Charities

Please read this guidance document **prior** to completing the application form. Thank you.

Guidance for Applicants Requesting Funding

It is essential for anyone applying to the DUC for funding to have an understanding of the charity's purposes. It is also necessary for applicants to understand that there are conditions applied to any funding granted by the DUC.

CHARITIES' SCHEME:

The Dartmouth United Charities' Scheme, dated 20th July 1987, reads as follows:

RELIEF IN NEED

39. Application of income.

1) The Trustees shall apply the income of the Charity applicable for relief in need in relieving either generally or individually persons resident in the Parish of Dartmouth who are in conditions of need, hardship or distress by making grants of money or providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of such persons.

2) The Trustees may pay for such items, services or facilities by way of donations or subscriptions to institutions or organisations which provide or which undertake in return to provide such items, services or facilities for such persons.

3) In exceptional cases the Trustees may grant relief to persons otherwise eligible therefore who are resident immediately outside the said parish but in the opinion of the Trustees ought nevertheless for sufficient reason to be treated as if resident therein or who are located for the time being within that parish.

40. Restrictions. In applying the income of the Charity for relief in need the Trustees shall observe the following restrictions:

1) They shall not apply any part of the income directly in relief of rates, taxes or other public funds but may apply income in supplementing relief or assistance provided out of public funds.

2) They shall not commit themselves to repeat or renew the relief granted on any occasion in any case.

The Scheme requires Trustees to work within the following guidelines/criteria to consider and apply the Charities' funds to:

- a) individuals resident in Dartmouth who are considered to be in need;
- b) individual/institutions/organisations (charitable or non-charitable) who provide services/facilities or meet the needs of persons resident in Dartmouth. Individual/organisations/institutions need not necessarily be based in Dartmouth, providing the donation will be of benefit to Dartmouth residents;
- c) in exceptional cases, those who reside immediately outside Dartmouth but who may be treated as resident in Dartmouth.

In addition, the Charity Commission advises charities as follows:

Any funding of the organisations 'core' costs, such as office or staff costs, must therefore be limited to the proportion of those costs that is directly linked to delivering grant activities.

This means that a grant cannot be used wholly to pay wages/salaries.

Dartmouth United Charities

Applications for funding should be made using the form provided. Please give as much relevant information as possible and complete all sections of the form. Only completed application forms will be considered.

The process for applications is as follows:

- office to receive completed application form;
- applications that meet the criteria of the Scheme will be put forward for Trustees' consideration at the next Trustees' quarterly Board meeting;
- applicants will be informed in writing of the outcome of the Trustees' deliberations;
- if funding has been granted, the organisation applying for funding will be asked to agree to and fulfil terms which will be specified by the Trustees.

Terms of the Grant:

Successful applicants will be asked to agree to the terms on which the grant is made.

The terms of the grant may include:

- the grant must be spent in accordance with the DUC's objects and powers;
- the DUC to receive regular written updates and reports during the grant period; reports should include progress on work being carried out and details of spending within the reporting period; reference to the impact of the funding on the needs identified in the application should also be included;
- on completion of the grant activity, a final report should be provided to DUC;
- the DUC can insist on the repayment of a grant if the terms and conditions are breached, and the matter may be referred to the Charity Commission.

Thank you for taking the time to read this guidance. If you require any further information regarding the application for funding process, please do not hesitate to contact the DUC office. Our contact details are as follows:

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