

# Anne Duchess of Westminster's Charity: Application Guidelines

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## **1. Who we fund**

Within the broad charitable purposes of the Anne Duchess of Westminster's Charity ('the Charity'), the policy of its Trustees is to support the charities with objectives reflecting Anne Duchess' own interests in her lifetime and either:

- benefitting the areas in which she lived: Cheshire and the Highlands of Scotland or
- equine and horse-racing welfare.

For the purposes of our grant making, Cheshire is limited to an area within a 25 mile radius of Ecclestone. For clarity this area is shown on a map on our website. For the Highlands of Scotland, priority will be given to projects benefitting Sutherland.

For the avoidance of doubt, there are no geographical restrictions with regards to projects relating to equine and horse-racing welfare other than that they must benefit the UK.

## **2. What we will fund**

Within our defined geographical areas priority will be given to projects focussing on mental health, carers, younger and older people, social and rural isolation and loneliness, those in and leaving care, food poverty, community projects in disadvantaged areas, alleviation of socio-economic deprivation, education and learning, ill-health and disability.

We prefer to support small to medium-sized charities and charitable organisations which offer sustainable, measurable and effective help to those they seek to benefit.

Within Cheshire, a certain number of grants are made to charities and projects recommended by Chester Voluntary Action and Liverpool Charities and Voluntary Services. It has also supported community projects in Church of England parishes in deprived areas on the urban fringe on the recommendation of Archdeacons of the Diocese of Chester.

We will consider applications for core-cost funding including salary costs.

In respect of our core area of equine and horse-racing welfare priority will be given to the retirement, rehabilitation and re-homing of race-horses, equine related therapy e.g. RDA and the welfare of equines and of those working in horseracing.

Further information on the organisations the Charity has assisted is available on the Charity Commission website from our annual accounts which can also be accessed via the Resources page on our website.

## **3. Organisation restrictions**

The Charity only gives grants to groups and organisations that are registered with the Charity Commission or where the grant is for an exclusively charitable purpose. Organisations that have 'exempt' or 'excepted' status such as educational establishments and churches qualify under these criteria.

For more help on defining your organisation visit: [www.charitycommission.gov.uk/index.aspx](http://www.charitycommission.gov.uk/index.aspx)

As a general rule grants are not made to major national charities, although a relevant local branch activity may be supported.

#### **4. Who we do not fund**

Applications for the following will not usually be accepted:

- General appeals or letters requesting donations
- Organisations that do not have charitable aims e.g commercial enterprises
- Overtly political projects (including party-political and campaigning projects)
- Religious activities (other than recommended by the Cheshire Diocese and other Church led community and youth projects).
- Individuals (or organisations applying on behalf of an individual)
- Student fees/bursaries
- Projects taking place or benefiting people outside the UK
- Projects/work benefiting people outside our specific geographical criteria (see above) unless they relate to equine or horse-racing welfare.
- Organisations that have applied to us unsuccessfully within the previous 12 months (unless invited by us to do so)
- Organisations to whom we have awarded a grant within the previous two years
- Grant applications seeking the entire costs of a project i.e. we will not be a sole funder
- Projects benefitting less than five people
- Medical research or equipment
- National charities unless there is a genuine link with and benefit to the geographic areas we cover

Whilst we have previously awarded grants to military charities benefitting serving members of the UK Forces or their veterans, the ADWC Trustees have suspended such grants until 2021 in light of its sizeable grant of £200,000 to the Defence and National Rehabilitation Centre in 2018.

#### **5. Grant types**

We operate two grant programmes, each with an allocated budget for giving, as follows:

- Small grants – for one off grants up to £5,000
- Large grants – for grants totalling in excess of £5,000 (and a maximum of £25,000)

Our eligibility criteria in respect of where, what and to whom we will fund apply to both small and large grants.

Please note that either the small or large grants programme, or both, may be suspended for a period of time. Any programme suspension will be confirmed on our website.

#### **6. How to apply**

All applications to the Charity should be made using our online application forms:

If you have not already done so, we recommend that you read our grant application guidelines in full before applying.

You will be asked a series of eligibility questions before beginning the application form, to ensure that your application matches our criteria for grant-giving. If your funding request fits within our criteria, you will be able to continue your application and fill in the form.

The relevant deadline for submission of any large grant application is 4 weeks before the date of the Charity's next Trust meeting, the date of which will be available from the Charity's website. Small grants

will be considered on a rolling basis and considered at the next available panel meeting.

If it is not possible for your organisation to make an application online, please contact us.

### **6.1 Supporting documentation**

Applicants are not required to upload any supporting documentation, all detail is to be provided in the responses to the questions on the online application.

There is, however, an opportunity for applicants to upload photographs as separate files, if you believe they provide useful information about your application.

All photographs are included as part of a single file. If you only wish to upload a single photograph, please upload it as a .jpeg file. If you wish to upload more than one photograph, please place them all in a single .doc file (e.g. Microsoft Word) in order to upload them as a single file.

Please limit the size of the photograph file upload to 3MB.

Please do not include photographs as part of other supporting documentation.

### **6.2 Online application troubleshooting**

Throughout the online application, we have aimed to avoid potentially difficult or ambiguous questions and there are no 'trick' questions in our form. Where more information or assistance regarding specific questions is required, please click the '?' on the right-hand side of the form. This will open up a new window providing assistance or more detail about the question.

If you have specific questions or concerns not covered by the help section or the guidelines please contact us on: [enquiries@adwc.org.uk](mailto:enquiries@adwc.org.uk) and we will get back to you as quickly as possible.

## **7. After your application is submitted**

After your application is submitted online, there will be an acknowledgement sent by email.

There is a section of the form that enables you to provide feedback on the application form and guidelines. Any feedback you do provide will be considered by the Charity's team.

### **7.1. Preview**

Once your application is submitted it will be reviewed by a member of the Charity's team. If deemed necessary, we may follow up the application with a phone call or arrange a visit for further clarification.

### **7.2. Review**

Those applications which are deemed to meet the Charity's eligibility criteria will go forward for full detailed consideration as follows:

- Small grants will normally be reviewed by our Grants Review Panel (which meets approximately every eight weeks)
- Large and multi-year grants will be reviewed by our Trustees at their next Trustee meeting

(approximately every four months).

Successful applicants will hear from us within two weeks of the Panel/Trustee meeting.

If you have not heard back from us within three months, please assume that you have been unsuccessful this time.

Unfortunately, we do not have time to provide feedback on your application or write to unsuccessful applicants and, unfortunately, we receive many more applications than we can fund.

Whilst the Trustees' decision is final, please do contact us at [enquiries@adwc.org.uk](mailto:enquiries@adwc.org.uk) if you have any specific questions regarding your application and we will try our best to help.

### **7.3 Grant offer**

Successful applicants will receive a grant offer letter, detailing the amount to be awarded, together with the terms and conditions and a breakdown of scheduled payments (if due over a period of time). Grants will only be paid following our receipt of signed terms and conditions.

Our standard terms and conditions include the following provisions:

- Any under-spend of the grant at the end of the project must be returned.
- Grant recipients must notify the Charity of any change of contact details, including changes to key personnel or changes in address and telephone details and/or bank accounts details.
- All grant recipients will be required to provide a written progress report detailing how the grant has been spent and who and how it has benefitted.
- Grant recipients must ensure that records are maintained and the project is well documented.
- Further information and reports on progress must be supplied by the organisation if required.

### **7.4. Monitoring and evaluation**

Successful applicants are required to submit a report detailing how the funding was used. If payment is to be made over a number of years, then we will ask for an update.

Time permitting, projects or organisations supported by the Charity may be visited by a team member.