



## GRANTS TO ORGANISATIONS: INVITATION TO APPLY

We are pleased to invite applications from charitable organisations for our annual programme of grant giving.

We are empowered by our constitution to provide funds by grant, in the following priority order, for:

1. Rehabilitation, training, employment, maintenance and after-care of those suffering from visual impairment as a result of service in the armed forces.
2. Rehabilitation, training, employment, maintenance and after-care of any persons resident in Scotland who have served in UK armed forces and have suffered visual impairment.
3. Rehabilitation, training, employment, maintenance and after-care of widows, widowers or dependants of those in 1 or 2 above.
4. Rehabilitation, education, training and care of persons resident in Scotland who have served in the armed forces, Merchant Navy or Nursing Services, and persons wherever born who have served in Scottish regiments or the armed forces in Scotland, who are disabled, ill, or suffering from wounds received in service.
5. Employment of persons resident in Scotland who have served in the armed forces, Merchant Navy or Nursing Services, and persons wherever born who have served in Scottish regiments or the armed forces in Scotland, who are disabled.
6. Maintenance of persons resident in Scotland who have served in the armed forces, Merchant Navy or Nursing Services, and persons wherever born who have served in Scottish regiments or the armed forces in Scotland, who are disabled, ill, or suffering from wounds received in service and are in need of financial support.
7. Maintenance, care or employment of any widow, widower or dependant of persons resident in Scotland who have served in the armed forces, Merchant Navy or Nursing Services, or of persons wherever born who have served in Scottish regiments or the armed forces in Scotland, who are/were disabled, ill, or suffering from wounds received in service, where the widow/dependant is either disabled or in need of financial support.
8. Research for the benefit of the public into blindness or visual impairment.

When assessing applications for grant, we will have regard to the following criteria:

1. Closeness to our stated objects
2. The quality of the project and its associated activities and its fit with contemporary standards and current generally accepted good practice
3. We will prefer to fund projects where it will be difficult to achieve project success without our assistance
4. Grant will be limited to the proportion of the project beneficiaries who meet our own objects applied to the funding required. This will also apply to classes of donor (for example if not all beneficiaries are ex-service, we would collaborate to ensure that the sum from all donors whose objects are limited to ex-service beneficiaries is within the ex-service proportion)
5. Only exceptionally will we fund a project where less than half of those who benefit match our own objects.
6. We will avoid displacing other sources and initiatives for generating voluntary income for the project. In particular we do not wish to interrupt an organisation's connection with existing regular or long-term funders.
7. We will be alert to instances where our grant might release general donations or other revenues for use elsewhere, as this potentially creates an ultimate beneficiary of the grant beyond the project itself, which may fall outwith our objects or be at a different priority level.
8. We will look for satisfactory answers to all questions on the form, including those concerning governance and control
9. We will look to see consistency between answers on the form, the Annual Report and Accounts and any other project documentation.
10. We will prefer to fund non-recurring expenditure, including capital projects.
11. We will prefer projects that provide direct benefit to beneficiaries over those that provide organisational infrastructure.
12. We will not normally give grants to meet fundraising costs.
13. Where we fund a recurring expenditure we will normally avoid creating dependence by limiting our contribution to one third of the total of an organisation's needs.
14. If for overriding reasons we wish to fund recurring expenditure to a degree of more than one third of the need we may make it a condition that we participate in the recipient organisation's governance.
15. Grant commitments will generally be limited to the three financial years following the award date.

An application form, as attached, must be completed. This may be done either by printing it out and completing it by hand, or by completing the “Word” document and then printing it for signature. The applicant is responsible for ensuring that a readily readable and well formatted document is produced which meets the requirements of the form. A printed version of the form may be mailed to you or collected from this office on request. Please do not use an earlier version of the form from a previous programme.

We will be prepared to consider more than one project from an organisation. A separate form should be completed for each project.

Applications should be submitted to:

**Richard Hellewell  
Chief Executive  
Scottish War Blinded  
PO Box 500  
Gillespie Crescent  
Edinburgh  
EH10 4HZ**

We have not specified any minimum grant but we may prioritise larger projects in order to meet their objectives efficiently. The smallest grant approved under last year’s programme was £9,000. We have set a limit of £150,000 on the programme in total.

Scottish War Blinded is a member organisation of Veterans Scotland, and an active member of its Support Pillar. Any information given to us in pursuance of your application may be shared with other grant giving bodies in Veterans Scotland unless it is expressly requested that an item remain confidential.

All awards of grant will be at the discretion of the Trustees. Terms and conditions pertaining to awards will be advised to successful applicants. Previous applicants may re-apply.

Closing date for applications: **4 February 2011**

Richard Hellewell  
Chief Executive  
15 November 2010



# SCOTTISH WAR BLINDED

Scottish Charity No: SC 002652

## Application for Grant

1. Charity name:

	Charity number:
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2. Is this a branch of a main organisation? If so, please state the name and charity number of the main organisation above in addition to those of the branch organisation, and submit the accounts of both.

3. Describe your organisation's activities, whom it benefits and where:

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4. Describe how your organisation is governed/managed, and its main sources of funding:

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5. Outline description of what the grant you are applying for would be spent on:

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6. Who will directly benefit from this? (In particular, please indicate the numbers who will benefit, in the categories of circumstances and need shown in the invitation to apply, and what proportions of the total beneficiaries these represent)

7. Please describe the specific need you seek to address using the grant, and the evidence on which you base your assessment of that need:

8. Please give key objectives which you hope to achieve if you receive a grant:

9. Please indicate how you will ensure that funds are applied efficiently (ie how cost will be minimised, resources will be protected against loss, and risks will be controlled):

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10. Please attach a detailed costing and summarise it below. Break this down by years in the columns provided (*include VAT only if it is not recoverable*):

Cost element	Year to 31 March 2012	Year to 31 March 2013	Year to 31 March 2014	Total
<b>TOTAL COST (A)</b>				

11. Please tell us about any funding you have already obtained or been offered from other sources towards these costs, how much you are requesting from us, and what you will still be needing:

Source	Year to 31 March 2012	Year to 31 March 2013	Year to 31 March 2014	Total
<b>Total funding already offered (B)</b>				
<b>Amount to be contributed from existing reserves or general donations, legacies etc (C)</b>				
<b>Shortfall in funding (D) (=A-B-C)</b>				
<b>Requested from Scottish War Blinded (E)</b>				

<b>Still required from other sources (=D- E)</b>				
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12. Are there any applications to other funders pending?

	<b>Target Amount</b>
<b>Sources applied to, outcome unknown</b>	
<b>Yet to be applied to</b>	
<b>TOTAL PENDING</b>	

13. What element(s) of the expenditure is the organisation already committed to?

14. What is your policy with regard to your existing reserves?

**Reference**

Please provide the details of any individual who is independent of your organisation but knows your work well.

Name:

Job title:

Organisation (where relevant) & contact address:

Signed:

Dated:

Tel:

**Applicant details**

This form must be signed by a member of your chair committee/board or its Chief Executive Officer.

Name:

Capacity:

Contact address:

Tel no:

Fax:

E-mail:

Organisation's website:

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**Declaration**

To the best of my knowledge the information given on this form and enclosed with it is true, complete and accurate. I confirm that I am authorised to commit my organisation in this way. I confirm that my organisation unconditionally authorises Scottish War Blinded to publish details of financial support given to my organisation and of the objectives of my organisation; to pass any details obtained about my organisation through this application or through subsequent assessment procedures to external agencies, including other grant-making bodies; and/or to use any such details as part of any Scottish War Blinded press release or publication; and that without the need at any time to obtain the further consent or agreement of me or my organisation.

Signed:

Date:

We are likely to wish to visit applicants to assist our assessment. Please indicate below the person who should be contacted to arrange a visit (if different from the signatory) and where you suggest the visit will take place (if different from the applicant address).

Full name:

Job title:

Visit address:

Tel no:

E-mail:

Please make sure that you have enclosed copies of the following documents with your application:

- Latest Full Trustees' Annual Report and Accounts**
- Latest Annual Report (if separate)**
- Cost information**

Please also enclose other relevant information and continuation sheets as are necessary to properly answer the questions.

Please return this form to:

The Chief Executive  
Scottish War Blinded  
PO Box 500  
Gillespie Crescent  
Edinburgh  
EH10 4HZ

**By Friday 4 February 2011**