

Guidelines for Schools and Organisations



Effective: 2008 - 2010

Richard Reeve's Foundation was established in 1706. Our aim is to increase access to education and training for disadvantaged people who are living, studying or working in the London Boroughs of Camden, Islington and City of London. We do this by supporting local organisations, charities and schools which are implementing projects that help to reduce the barriers to education and training that disadvantaged people face. We are primarily interested in funding projects for young people up to the age of 25 but we will also consider applications from groups who are addressing the education and training needs of people up to the age of 40.

What do you mean by disadvantaged people?

We believe that the following groups may experience difficulties when trying to access training or education. If you wish to apply for a grant you must provide evidence to show how the project will help remove the barriers to participation for at least one of these groups:

- Looked after children
- Asylum seekers
- People with poor or limited English language skills
- Those who do not have a level 2 or 3 qualification
- Low income parents with pre-school age children
- People from Black and Minority Ethnic groups
- Care leavers
- Excluded pupils
- People who have experienced mental ill health or substance misuse
- Long term unemployed
- Young people at risk of offending or ex offenders

Does the Foundation have particular interests or themes?

These are our current themes. Your application must clearly demonstrate how your project will address at least one of them.

- Skills for independent living
- Training and education for long term unemployed people
- Family learning
- Young people at risk of exclusion
- Innovative vocational training for young people (aged 25 or under)

Priority will be given to applications that:

- Address a significant gap in provision
- Reach and engage the wider community
- Test out new ideas or practices and/or or take a risk in order to address a difficult issue
- Take an enterprising approach to achieving the project aims

Who can apply?

To be eligible to apply for an award you must be either a registered charity, a constituted community group that has been established for at least 12 months, a state school or a not for profit company limited by guarantee. You must be based or working within our area of benefit, which is Camden, Islington and the City of London. Colleges and Universities within our area may only apply for funding for community based projects.

Please note that we can only consider funding organisations based outside our area of benefit if they are able to demonstrate that at least 75% of beneficiaries or potential beneficiaries are currently within it.

We are happy to fund existing projects but we would like evidence of their success, either by external evaluation or by clear indication from the independent referee.

We are unable to make awards to statutory providers such as local councils and health trusts or to private educational establishments.

What won't you fund?

As a small grant making charity we are limited in the number of projects that we can fund each year and are unable to fund the following:

General fundraising appeals	Holidays and overseas trips
Building projects	School journeys
National charities or organisations outside the Area of Benefit (see "Who can apply" above)	Activities which would relieve central or local government of their statutory responsibilities
Grant making organisations	Activities that have already taken place
Ongoing projects with high costs unless significant levels of funding are already secured	Schools applying for funds to achieve specialist status

In addition, we cannot fund activities taking place during guided learning hours that would normally be funded by statutory sources. This does not include before or after school clubs and lunchtime activities.

How often can we apply?

You can only make one application a year and may only hold one active grant at any time. We are not normally likely to consider funding the same project for more than three consecutive years and you should not assume that we will fund a successful project again.

How much can we apply for?

Our average grant is £4,500. The Governors will consider funding the full cost of a project but if you have also applied to other funders you should clearly state which ones.

How do we apply?

You will need to complete an application form and send it to us with copies of the following

- Full project budget
- Latest annual accounts (not more than 18 months old)
- Governing document (for example, Constitution or Memorandum and Articles of Association)
- Copy of your latest bank statement (this should be in the name of the applicant group)

Applications from Schools, Colleges and Universities do not need to send annual accounts or governing documents.

Who can be our independent referee?

Your referee should be someone that knows about your group and the project that you are proposing. They must be able to comment on the project and the value of the work that you do. Your referee might be an employee of a partner organisation that you work closely with, such as a local youth club worker, teacher, or staff at your local authority youth services department. Please ask permission from your referee before applying and provide them with a copy of your project proposal.

The referee cannot be:

- a volunteer or trustee of your organisation
- an employee
- a parent or carer of a child who will benefit from the project
- a family member or friend
- any other direct beneficiary of the project

When can we apply?

All short listed applications will be considered by the Governors of the Foundation. They meet four times a year, usually in March, June, October and December. The deadlines for each meeting are available on our website. You should make sure that you apply in plenty of time before your project is due to start as we cannot fund projects that have already started.

We will normally contact you by telephone to discuss your application and in some cases we will arrange to meet you in person.

Can we contact you for advice?

Yes, you can call us to discuss your project before you submit an application but we are unable to make comments on draft proposals.

When will we get a decision on our application?

If your application is short listed for consideration by the Governors we aim to respond to you within 2 weeks of the Governors' meeting. When we acknowledge your completed application we will tell you at which meeting your application will be considered.

If your project is deemed not to sufficiently meet our aims and themes then we will tell you within 4 weeks of receiving your application.