



COLWINSTON CHARITABLE TRUST

Registered Charity Number 1049189

GENERAL GUIDELINES

The Colwinston Charitable Trust was established in 1995. The founder is the current Chairman.

The trustees are:

- Mr Mathew C Prichard CBE (Chairman)
- Miss Rebecca A Evans
- Mrs Lucinda M Prichard
- Mr Martin Tinney
- Miss Sian LI Williams

The trustees meet twice yearly, usually May and November, to consider applications, and to make funding decisions.

Generally no funding decisions are taken outside these meetings.

Completed applications should be received by the Trust during March and September each year, although email enquiries may be made at any time.

AIMS: What does the Trust seek to achieve?

- Through its grant making, the Trust seeks to sustain and support high quality artistic activities that add to the cultural life and experiences available in the UK and especially in **Wales** where over 80% of its grants are directed.
- The funding focus is particularly, but not exclusively, directed to the support of **opera, music and the visual arts**, and **library and archive** projects in Wales.
- Other areas may also be supported on occasion, at the discretion of the trustees.

ELIGIBILITY: What does the Trust expect from applicant organisations?

- Applicants must be fully Registered UK Charities and the activity to be funded must take place in the UK.
- Quality and excellence in the relevant field
- A good track record in financial and project management with sensible business plans, realistic budgets, with reasonable costs.
- At least one full year of independently assessed accounts.
- Organisations should demonstrate a commitment to effective fundraising, and maximising income from all available sources.

PRIORITIES: What type of activity is the Trust most likely to fund?

- Projects that demonstrate excellence in terms of the creative ambition – through the quality of the artistic product, the calibre of the participating artists, and the value of the artistic experience for audiences and/or participants.
- Collaborative projects that assist organisations to share skills and expertise, and extend the range and reach of the funded activity.
- Projects designed to develop new audiences, make the art form more widely accessible, and help embed the art form in the community.
- Projects that specifically target families and younger people, and which help them to better understand and engage with the arts.
- Arts educational and outreach projects associated with high quality work.
- Distinctive, high quality festivals and events, that impact beyond a purely local level.
- Projects that help to fill an existing gap in artistic provision in Wales.
- The commissioning of new work, particularly to develop the careers of emerging and mid-career Welsh artists, when professionally mounted presentations of the work form part of the project.
- Projects that may assist organisations to increase their financial sustainability.

EXCLUSIONS: What is specifically excluded, or is unlikely to be funded?

- An organisation may only apply for one grant, in any one financial year.
- The Trust will only consider applications from fully UK Registered Charities.
- It will not consider applications from “Friends of.....” charities.
- Retrospective funding will not be considered, nor will funding for projects that have already started.
- The Trust is unable to accept applications from individuals or for individual research or study.
- It will not consider funding for publications, conferences and seminars, or general appeals.
- The Trust will not fund activity that takes place outside the UK, even if the organisation is UK registered.
- Social and community welfare organisations, where the dominant purpose is not arts, will not normally be supported.
- Community arts projects and performances by amateur groups will not generally be considered.
- Capital or refurbishment projects will only be considered in exceptional circumstances and only when the applicant is an arts organisation or gallery in Wales.
- Commercial recordings other than those benefiting the careers of emerging or mid-career Welsh composers.

GRANTS: What amount can organisations apply for?

- The majority of grants will be in the range of £5,000 to £20,000.
- Larger grants are generally only awarded to organisations where a funding relationship with the Trust has been developed over several years.
- Larger grants are more likely to be offered to fund activities that deliver **strategic initiatives**, and that would be unlikely to occur without the assistance of the Trust.
- Larger grants are generally limited to organisations delivering high quality artistic activity in Wales.
- An organisation wishing to discuss making an application for a larger grant (£20,000 plus) should contact the Trust prior to making an application.

PROCEDURE: How do you apply for a grant?

- Use the **Grant Application Form** when making an application to the Trust. This can be downloaded from the website. Please limit your application to **4** pages, using point size no smaller than 10.
- Generally, you should allow a **minimum of 4 months** between an application deadline, and the onset of any activity for which funding is requested.
- The completed grant application, budget with any enclosures should be sent to the Trust representative:

*Mrs A McMurray
Consultant Director
Colwinston Charitable Trust
14 Hanover Court
Midhope Road
Woking
Surrey GU22 7UX*

- Please use ordinary postage only and NOT Recorded Delivery.
- At the time of posting the hard copy, you are required additionally, to email **the 4-page application and the budget** to the Trust, colwinston.trust@ntlworld.com advising that the hard copy is in the post.
- It is expected that all applications will be acknowledged by email within the week of receipt of the **hard copy**.
- You should also include a copy of the most recent audited or independently assessed accounts unless they can be accessed on-line via the Charity Commission website.
- Only one other item of supporting information should be included with the hard copy of the application. Please limit this to information directly relating to the project.
- Please do not include CD's or DVD's or USB Drives, or include any images within the body of the application form. Images felt to be necessary should be shown on a single page, and

as supplementary to the text. Should further information be required, it will be requested once the application has had an initial assessment.

- Financial information related to the project should ideally be limited to **1 X A4 page** and include a full project budget showing anticipated Income and Expenditure. The budget should balance.
- If expenditure includes items already covered by other funding sources, including any items covered by any statutory funding, this should be clearly marked.
- **Hard copies** of the completed application should be received by the Trust using ordinary mail delivery **no later than** 5.00pm on **30 September**, for consideration at the November meeting, or 5.00pm on **31 March** for consideration at the May meeting of trustees.
- A letter written on the headed notepaper of the organisation making the application should accompany the application. **Please do not staple or bind applications**, or put them in presentation sleeves, or in stiffened envelopes.
- Keep the applications concise (**no more than 4 pages using one side of the paper**) avoid repetition, and use bullet points rather than long sentences.
- Applications will be expected to include clearly defined objectives and specific measurable targets for the project.
- Organisations seeking further advice on making an application to the Trust should contact the Trust representative by email.
- Please note that the Trust office operates on a part- time basis.
- Applications will only be considered if all the documents are presented in English.
- The Trust representative may contact the applicant to discuss the application or to request additional information before presenting to the trustees.
- Grants are subject to agreement to the Trust's standard Terms and Conditions.

ENDS

AMCM **21 November 2016**