SWIRE CHARITABLE TRUST

Swire House, 59 Buckingham Gate, London SW1E 6AJ

T: +44(0)20 7834 7717
E: info@scts.org.uk
I: www.swirecharitabletrust.org.uk

Registered Charity No. 270726

Guidelines for applying for a grant

These guidelines are designed to assist charities requesting funding from the Swire Charitable Trust. Please read them carefully before you begin your application. Please note: there guidelines do not apply to any of the Swire family trusts.

Who we are

The Swire Charitable Trust is an independent UK grant making charity. Since 1975 the Trust has supported a wide range of charities that share its commitment to delivering positive and lasting change to UK society. The Trust receives its funding from John Swire & Sons Ltd, the parent company of the Swire Group.

We receive a very high number of requests for funding. This means that, unfortunately, the majority of applications (around 75%) are unsuccessful, including many that are closely aligned with our funding priorities.

Our small team also manages or advises on grant making for the following Swire family trusts: Adrian Swire Charitable Trust, John Swire 1989 Charitable Trust, the SCS Trust and Swire 2765. We do not accept unsolicited enquiries or applications for these Trusts.

Who and what we fund

The Swire Charitable Trust awards grants via our funding programmes to UK registered charities working in England, Scotland, Wales and Northern Ireland. All funding requests must be submitted through our online application form. Please note that we do not progress applications received by post or email.

If you consider applying to the Swire Charitable Trust, you should ensure that your proposal is closely aligned with the priorities outlined in our funding programmes:

1. Opportunity Programme

Improving life chances, realising potential

We support charities that are directly addressing the challenges faced by the most marginalised and disadvantaged, supporting them to make the most of their talents and boost long-term outcomes.

We specifically focus on organisations working with:

- Ex-service men and women
- Victims of slavery and trafficking
- Children and young people aged 0-25:
    - In the care of their local authority
    - Involved with the criminal justice system
    - From the most disadvantaged backgrounds

2. Environment Programme

Protect and regenerate - Supporting the UK's biodiversity

We support activities that actively improve the health and resilience of the UK's ecosystems, marine and land-based habitats and native species.

Involve - Connecting people to the environment

We fund charities that inspire and motivate individuals and communities to enhance our natural and built environment and help guide those who wish to live more sustainably.

3. Heritage Programme

Regeneration through restoration

We are keen to fund projects that have legitimacy from a heritage perspective as well as the potential to deliver meaningful social and economic benefits to deprived communities or disadvantaged people. We favour grass-roots organisations that strongly engage with their local communities.

Safeguarding endangered skills

We also fund charities that are working hard to protect and cultivate the skills and knowledge underpinning the UK's heritage sector.

Overarching Priorities

We prioritise charities that:
- Identify and demonstrate a specific need or issue, and show how it will be addressed
- Deliver practical work that achieves lasting change
- Are clear about the scale and scope of the work being proposed – what will be delivered? who will benefit? and how?
- Describe how work will be monitored and evaluated
- Operate in the most disadvantaged and overlooked parts of the UK
- Have a proven track record, or evidence of why they are well placed to carry out this work
- Take a safe and effective approach when involving volunteers and mentors
- Demonstrate that they have considered safeguarding issues and implemented strong safeguarding policies
- Seek to ensure that the charity's financial position is sustainable, and are not over-reliant on any single source of income
- Have a realistic budget in relation to the scale and scope of their activities
- Manage their finances prudently, and hold unrestricted reserves that are within their reserves policy.

Our Exclusions

We do not consider funding:
- Applications not submitted through our online form
- Organisations that are not UK registered charities (we do not fund constituted community groups or CICs)
- Activities taking place outside of the UK
- Applications that will benefit only one person, including scholarships or bursaries
- Charities that have applied to us in the last 12 months
- Work that has already taken place
- Work targeted towards people who are primarily disadvantaged due to the following: physical health issues, disabilities or sensory impairments, learning disabilities or special educational needs
- Statutory bodies or work that is primarily the responsibility of statutory authorities (e.g. residential care, respite and day care, or housing)
- Activities of local organisations which are part of a wider network – for example, uniformed youth groups, YMCA, MIND, Home-Start, Relate, Citizens Advice, Age UK. (Please note: this does not apply to Rivers Trusts or Wildlife Trusts).
- Charities that are closely associated (or share a name) with professional sports clubs
- Religious activities, or work that promotes a particular religion, except for major restoration projects considered within our Heritage programme.
  Work that is geared towards policy change, behaviour change, campaigning or political advocacy.

Our funding

We consider funding projects that are aligned with our funding priorities. We also recognise that charities are often best placed to allocate resources within their organisations, so we therefore also consider making unrestricted grants to charities whose work is strongly aligned with our priorities.

There is no maximum or minimum grant size, but we tend not to offer more than 10% of the charity's income, as stated in the most recent accounts. We may award more or less than you have applied for.

We rarely offer a multiyear grant to charities we have not funded before. If you are a previous grant holder, we may consider a further grant of up to three years. Before being considered for further funding, you will need to complete a short monitoring form to report on what was delivered with your previous grant. Subject to reporting, you may then be invited to submit a new application. Please note that past success is no guarantee of future funding.

Sometimes our team will approach a charity if we think there might be a good fit for our programmes, or encourage a past applicant to reapply. Again, this is no guarantee of funding. An invitation to apply should not be confused with a decision to fund.

Our small team processes a high number of requests and grants each year. With such limited resources, we are unable to consider more complex funding arrangements, like loans, or offer other types of support such as advice, feedback, or networking opportunities. We are also unable to offer advice and guidance on preparing applications.

We try to be open and efficient and ask in return that charities treat our staff considerately. We have a zero tolerance approach to applicants who harass or are disrespectful towards our staff.

We confirm all grants by email. We aim to provide funding with as few strings attached as possible. Our grants come with a set of simple terms and conditions, which are available on our website. The terms and conditions, along with any additional requirements will be detailed in your grant email. You will be asked to formally accept these terms and conditions online when you provide your bank details. Please note, we do not provide grant or gift confirmation letters.

We generally make our payments by bank transfer between 4-8 weeks after the grant has been awarded, and will ask grantees to provide recent proof of the charity's bank account. Prompt receipt of this information helps us make payments more quickly.

For grants of £25,000 or more and for multi-year grants, we usually ask grantees to complete our online monitoring report at the end of the grant period. For multi-year grants, reporting is required 1-2 months before the next payment.

If a project we have awarded funding to is subsequently found not to be viable, you must contact us to let us know and seek approval before reallocating our grant to another purpose.

We have no publicity requirements, but are happy to be named in charity donor lists, such as in annual reviews. Please get in touch if you wish to highlight the Trust in any other way. We do not currently have a presence on social media.

Applying for funding

All funding requests must be submitted via the online funding request form, a link to which can be found on the *Apply for Funding* page of our website. The application process is outlined below:

Step 1: Pass an eligibility test
Please answer the questions and submit your responses. If you are eligible to apply for funding, you will be directed to our online application form. If you do not pass the eligibility test, your application is unlikely to be successful.

Step 2: Complete the online funding request form
We run a rolling programme with regular grantmaking meetings, so there are no deadlines. Once you have submitted your application it will be assigned to the next available meeting. If you are applying for a project with a firm start date, please ensure you submit the application at least four months before the project is due to begin.

Step 3: Add attachments and submit your request
At the end of the form, we ask applicants to upload a copy of their charity's latest independently examined or audited accounts. If your charity is too new to have these, a copy of a bank statement will be fine. You may also upload budgets and any other materials that will add weight to your request.

You can make changes and save your form at any time before submission. To save, please click on 'Save and Resume Later' and either choose the option to email yourself the link, or cut and paste it somewhere safe. You will have 30 days to complete your application. After this period, the link will expire your work will be lost. We cannot access draft applications, so please make sure you have the link saved before you close the page.

Once you have completed all the fields on the form, and uploaded attachments, please click 'Submit Application'. It is only at this point that our team can see the information you have inputted.

A PDF of the questions on our funding request form can be found on our website. This is for guidance only, All funding applications must be submitted via the online request form. Our application guidelines and FAQs are there to help you complete your application. If you need any extra help, please email info@scts.org.uk.

What we look for in an application

Concise, clear applications are more compelling. Please avoid jargon or buzzwords.
Please tell us the needs/ issues that the project or charity addresses, how you intend to tackle these, and why you think your approach will work. It is also important for us to know the scope and scale of your work (specifically what will be delivered, who will benefit, and how), the time it will take, whether the charity has considered potential risks, and how you will measure success.

Please provide comparative information that puts statistics in context. For example, "only 0.04% of Northern Ireland is ancient woodland, *as opposed to 2.5% across the UK*". Facts and figures should be supported by references.

For capital works, land purchase and other large projects, please let us to know which other funders or donors will be involved and if you are considering naming rights.

It is useful to have an overview of your organisation: when it was established, staff numbers, how many members or regular volunteers you have, transport links, whether you charge for services/entry and (where appropriate) the overall number of beneficiaries the charity supports.

If the financial information shows a large surplus or deficit, or unrestricted reserve levels outside of the charity's reserves policy, please explain why this is the case.

Opportunity programme: please let us know how many people the project/charity will support, and for how long; referral pathways and links to other organisations; the number of contact hours people will receive and what follow-up contact they can expect. We understand that it can be difficult to involve hard-to-reach beneficiaries in monitoring processes, so it is useful for us to know how the charity will approach this.

Environment programme: please tell us how much (if any) land or property the charity owns and/or manages. How will you engage relevant stakeholders? (e.g. farmers, landowners, local community.) If public engagement is encouraged, how can people access the site? What facilities are available? How does the site/work relate to the wider landscape and how will it be protected? (i.e. through land purchase, conservation covenants, fencing and tree guards). If the project involves people from deprived backgrounds, please show how the charity will remove barriers to engagement, such as by providing transport and waterproof clothing, or subsidised training. It is also good to know what additional benefits the work might have (i.e. reduced flood risk, carbon sequestration, improved public engagement).

Heritage programme: for work that focuses on community engagement, please outline the specific groups or individuals you plan to work with, what kind of activities will be delivered, and your organisation's experience of working with these groups.

For heritage skills, please outline what the training or development opportunity proposed will entail, how you will identify and engage those who would benefit from this opportunity, and what opportunities there might be following training.

For restoration work or capital projects, please indicate where in the project cycle your work is – e.g. early stage (feasibility studies and community engagement), development phase (including fundraising), delivery stage. It is also helpful to see plans and budgets. We would also like to know what potential challenges you have identified and how you plan to address these.

Our assessment process

Acknowledgement
On receipt of a completed request, you will receive an email acknowledgement, with a copy of the application attached. After that, you may not hear from us again until you receive a decision.

All correspondence is sent to the email address on the application form, so please double check that you have inputted this correctly and let us know straight away if you need to make any changes by emailing info@scts.org.uk so we can update our records.

Assessment
We run a rolling programme with regular grantmaking meetings throughout the year, so there are no deadlines. Once you have submitted your application it will be assigned to the next available meeting.

We sometimes request an informal video call with charities as part of the assessment process. There is no need to prepare a presentation for these meetings. We ask that a maximum of two people attend from the charity.

Outcome
We will notify you by email if your funding request has not been successful. Sometimes this email is diverted to spam. If you are expecting an outcome, please check your spam filter before contacting us.

Unsuccessful applications
As a small team managing a high volume of applications, we are unable to offer specific feedback to unsuccessful applicants. Please see below for details about why applications are unsuccessful.

Successful applications
Successful applicants will receive an email informing them of our Trustees' decision. If your charity is awarded a grant you will be asked to send us your charity's bank account details by completing our online Bank Detail Form. You will also be asked to upload a copy of a recent bank statement (or paying in slip), and provide online confirmation that you accept our standard Terms and Conditions on behalf of your charity.

Grant Monitoring
We ask recipients of large and multiyear grants to keep us informed of any developments and to comply with our monitoring requirements. It is particularly important to let us know if the main contact for a grant changes.

Reapplying for a grant
If your application has not been successful, please wait at least one year from the date of application before reapplying. If the charity has received multiple rejections from us in the past it is likely that it is not a good fit for our programmes.

If you are a previous grant holder considering applying for a level of funding that is significantly higher than a previous grant, please email your usual contact to discuss it first.

Reasons why applications are unsuccessful

We aim to fund as many different organisations as possible. This means that, as we always receive more applications than we can fund, sometimes even strong applications are not successful. Reasons why applications are unsuccessful include:

- We received a high number of applications and other organisations presented an even stronger case for support, or were more in need of additional funding.
- The scale and scope of the work was not clearly explained or quantified.
- Outcomes and evaluation measures needed to be more clearly articulated.
- More information was needed about the referral pathways, both for beneficiaries and volunteers.
- Demand for the service was not demonstrated sufficiently.
- The amount requested, or overall project cost, was disproportionate to the scale of the intervention, or its anticipated long-term impact.
- Important additional information was not attached with the application, such as budget information, most recent accounts, plans and designs for capital projects.
- Facts and statistics cited were confusing, did not relate to the work proposed, or were presented without context or comparative data.
- The activities involved in the work were not clearly explained, or the work itself was not defined.
- The organisation holds a high level of free reserves (above its reserves policy) without supplying a satisfactory explanation.
- Occasionally an issue arises through the due diligence process.
- The application was sent by email or as a hard copy.
- The application did not meet the eligibility criteria.