

The Paristamen CIO

Standing beside charities with small grants to make a big difference

Registered charity in England & Wales number 1155665 and in Scotland number SC048961

PARISTAMEN GRANT-MAKING POLICY –

HOW TO APPLY FOR SUPPORT FOR YOUR CHARITY

The Paristamen CIO is a small East Lothian-based grantmaking charity. Most of our grants are *unrestricted* – usually for around £500 although we also make a few larger grants. A very wide range of Scottish charities are eligible to apply.

All our grants are linked to *one or other* of our two charitable aims:

(1) Advancement of the Christian faith

- Typically includes support of church projects or work by Christian organisations

(2) Any other charitable purpose not inconsistent with (1)

- Poverty, education, health, disadvantage, human rights, conflict resolution etc
- Mostly grants are support to secular charities without religious links

Most grants are unrestricted

- We are interested in your charity as a whole, not the specific project
- So our grants can be used for core funds.

We have four grant-making programmes:

- **Responsive grants**
 - **This is our main programme: it is open for applications at all times**
 - Decisions made 3 times/year
 - Grants usually around £500
 - Almost all unrestricted grants
- **Planned grants**
 - Regular grants of £500/year to around 10 national charities
- **Intermediate grants**
 - Special theme announced each year – usually £3000 grants
- **Large grants**
 - One major project each year in a very specific field – £20,000

Responsive Grantmaking Criteria

Our Trustees' criteria in relation to new grant applications are as follows:

- We only make grants to charitable organisations, not to individuals, and we do not support individual student placements/projects/courses/overseas visits of any kind. Organisations must be UK charities (but we are happy to consider charities in England that are exempted from registration. Please make sure your charitable status is clear on your letterhead when you write to us. If you are applying for a project which is part of a larger charity we need the full details for the overall charity.
- Our focus for responsive grants is support of smaller and medium-sized charities where we believe a small grant is more likely to make a difference, *so no grants are made to charities with over £1M income* (based on the latest available accounts for the whole charity).
- In the case of *locally-based* charities (this includes local churches) our support is strictly limited to organisations based in **Scotland** or in **Yorkshire**.
- We are happy to receive applications from *national* organisations, but only if the work is genuinely serving a large area and your total income must still be under £1M.

- We are unable to support applications where we have concerns over the organisation's accounts and in particular where they are consistently late in submission to OSCR or the Charity Commission or where they have not been properly approved by the trustees and independent examiner (where required under charity law).
- Although we are interested in overseas development, we contribute significant amounts to this via the Planned Grants programme - so we do not consider Responsive Grants for organisations working in the field of international development.
- We do not support building appeals from this fund - this is simply because we feel the sort of small grants we can offer are much more likely to make a difference to your operational work.

We are more interested in the organisation than the project, and in the final stages of choosing which charities to support, we place considerable attention on the organisation's charity accounts in terms of conformity to charity law and their indication of a well-managed organisation.

Our grants are normally made on an unrestricted basis. We may occasionally support specific projects but in general, where we are happy with the organisation's work, we do not want to force you to set up restricted funds for the modest amounts we can offer. We believe that in most cases your trustees are in the best position to decide how best to use any contribution from us.

Re-applications. If you have already received a grant under the Responsive programme, or if you have applied and were unsuccessful, we will consider re-applications to the Responsive programme only if *more* than 12 months has elapsed since the outcome of any previous application. The outcome date is the date of the trustees meeting at which your application was considered - this is made clear on our acknowledgement letter. (The need to wait 12 months since the *outcome* of any previous application means you will typically need to allow around 15 months from the date you originally applied.)

How to Apply for a Paristamen Responsive Grant:

We do not have an application form – just send:

- A short letter explaining (a) what your organisation does and (b) how additional funds would help – what more would it enable you to do? Remember that our main interest is in your charity as a whole rather than the details of a specific project.
- Enclose your latest *signed* Annual Report and Accounts (full version). If it is a new organisation with no accounts as yet, please send a copy of your constitution or other governing document.

All applications (apart from obvious circulars) are acknowledged - either with an immediate rejection if outside our criteria, or with an indication that the application will be considered at the next Trustees' meeting. We are happy to receive circular appeals if they are within our criteria.

Applications should be sent to: **Mrs Sharon Morgan (Trustee)**
The Paristamen CIO
10 Kings Court, Dunbar EH42 1ZG

If you have a query you are welcome to call (01368 864582) or e-mail (admin@paristamen.org.uk) – but please note that *we do not accept applications by e-mail* – please send by post. *Please be sure to affix the correct postage* when sending applications, especially if you are enclosing documents such as accounts. If items for Paristamen are under-stamped, we do *not* pay the excess postage so your application will never reach us!

Decisions: Trustees meetings are held three times a year towards the end of February, June and October with successful grants notified by 21st of the following month (March, July or November). If your application is complete in all respects, including your Annual Report and Accounts, we can accept applications up to 1 February, 1 June or 1 October for the meetings in those months. However, it is worth applying earlier if possible, to allow enough time for a preliminary consideration of your application so we can get back to you if we have queries.

Further advice – see our website www.paristamen.org.uk.