

The Paristamen CIO

Standing beside charities with small grants to make a big difference

INTERMEDIATE GRANTS PROGRAMME 2015

The Use of Music in Therapy or in Addressing Social Disadvantage

INVITATION TO BID FOR A £2,000 UNRESTRICTED GRANT

Revised deadline for bids: 1 August 2015

The Paristamen CIO is a small grant-making charity based in York. Our objects are quite broad and encompass most kinds of charitable work. Until recently we were only making very small grants of a few hundred pounds each, but following receipt of a legacy from the Estate of Mrs Pam Morgan we are launching some new grant-making programmes.

Under a scheme we are calling our “Intermediate Grants Programme” we intend each year to identify a particular field in which we will make three grants of £2,000 each. We intend that the three grants will normally be made to different organisations.

Pam Morgan was for many years a music teacher in a primary school, but she also gave individual music lessons. In retirement she was active in choirs or musical study groups until shortly before her death in spring 2014. We have decided to focus this first (2015) round of intermediate grants in her memory, and **we are thus inviting bids for grants in the field of the use of music for therapeutic purposes or addressing disadvantage.**

Eligibility

1. Any UK charity involved in the use of *music for therapeutic purposes or for addressing disadvantage* is welcome to apply. However grants will not be made to individuals or non-charitable organisations.
2. Whilst the charity does not have to be solely focused in this area, it would need to be a significant part of your work. “Music” can be interpreted in any way – e.g. choral, instrumental, dance, or simply the use of music for listening – eg. in alleviating stress.
3. Provided the work of your charity is focused in one of the fields indicated, we intend that these will be *unrestricted grants* so, if your bid is successful, your charity will be free to spend it in whatever way your trustees feel is most useful. So please do not spend time and effort inventing a special project for us to support. *We want to support your normal work!* (However, if the work of your charity is not specifically focused on music therapy/music for those affected by disadvantage, our grant will be restricted to an appropriate part of your work.)
4. Although the grant is not restricted to particular items of expenditure, you will need to explain how an extra £2,000 would make a difference – for example would it enable you to reach more people than at present, or undertake more intensive support to those who need your help? We do not need a detailed explanation of how the funds will be spent – you will be free to use our grant as you see fit – but we need to know how a grant from Paristamen would make a difference.
5. There is no geographical restriction – any UK charity meeting these criteria can apply. The work can be national or local or even overseas. There is also no size restriction – large or small charities are welcome to apply, though in the case of a very large charity you would need

to persuade us that an extra £2,000 would be sufficient to make a difference to your work. In the case of a very small charity we would need to be confident you can sensibly use £2,000.

6. This is a one-off programme: we do not anticipate making further grants in this field, so applications must show that a £2,000 grant would be of use without any further funding from Paristamen. However, if our grant can help you unlock additional funds from other sources that will be viewed positively, but it is not required.

Application process and timescales

We are keen to keep the application process as simple as possible – we do not wish to waste your time preparing a complex bid.

- (a) If you want to discuss an application informally before applying, please call (01904 788885) or email admin@paristamen.org.uk – but please bear in mind this is a relatively small charity run by the trustees on a voluntary basis: we do not employ staff, so please allow a few days for a response.
- (b) Applications should be made *by letter* enclosing a copy of your charity's latest *Annual Report and Accounts*. Please write on your charity's normal letterhead and head the letter: *Application for Intermediate Grant 2015*
- The letter (or an enclosed document if more convenient) should include the following points:
 - Please give a summary of the work of your charity highlighting any specific areas of expertise and the beneficiaries you work with and how you see this developing.
 - Please explain how a grant of £2,000 would make a difference to your work. (Note: we are not musical specialists nor specialists in particular therapies so please take care to explain any technical terms or concepts.)
 - Please give a named contact (including tel no, postal address and email address) and make clear your role in the charity. Please also be sure to give the charity's website and registered charity number (or other evidence of charitable status) if not shown on the letterhead.
 - Please ensure that the application letter and any supplementary documents regarding this application do not exceed four pages (excluding accounts and other general information enclosed).
 - The Annual Report and Accounts must be the final signed charity accounts as approved by your trustees, and including the report of your auditor or independent examiner. We do not need original signatures, but we need clear indication of the date of approval and the names of those who signed. (We will not consider applications which only send abbreviated accounts, or accounts for one section or project.)
 - If you wish to enclose other literature – e.g. a brochure about your work – that is fine – but the main decision will be based on the information in your application letter and accounts.
- (c) Applications must be submitted *by post* to reach us not later than 1 August 2015 to:

Mrs Sharon Morgan (Admin Trustee)
The Paristamen CIO
36 Acomb Wood Drive
YORK YO24 2XN

- (d) All applications will be initially reviewed by one trustee to check they meet the criteria for the scheme and if so, they will then be seen by all three trustees before a decision is made. During this time we may contact you to ask queries, but we would not expect to make visits. We will let you know whether your application is going forward to consideration at the trustees meeting.
- (e) Decisions on which applications to support will be taken at our trustees meeting in late August 2015, and if you are successful we would expect to send a cheque for our grant not later than 15 September 2015. (We will also let you know if your application is unsuccessful.)
- (f) There are no formal monitoring requirements for these grants, but we would welcome any informal feedback you wish to share with us. However, we will wish to see your Annual Report and Accounts for the next year (i.e. the year in which you receive the grant) and we hope that the support of The Paristamen CIO will be mentioned.

Assessment Criteria

It is likely that we will receive more applications than we can support in which case the trustees will separately score each application and the total scores will be considered.

To some extent grantmaking is a subjective process and it always depends in part on how the trustees “feel” about the strength of applications, but the following criteria are likely to be considered:

- The charity’s track record/experience in the field concerned
- The clarity of the application letter
- Whether the charity appears to have a viable and sustainable programme for the future
- The case you make with regard to the likely impact of a £2,000 grant
- Whether the charity appears to be well run and effectively governed (as indicated, for example, by the Annual Report and Accounts and whether existing financial resources are being well used).

Although we hope to make three grants of £2,000 under this programme we reserve the right not to award grants if we do not feel the applications are strong enough.

Some more general information about The Paristamen CIO and further copies of this document are available on our website www.paristamen.org.uk

The Paristamen CIO – Registered charity 1155665
As agreed by trustees – February 2015

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