

# The Paristamen CIO

*Standing beside charities with small grants to make a big difference*

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INTERMEDIATE GRANTS PROGRAMME 2016

## **Provision of first toilets in places of worship and other community buildings in the Yorkshire region**

INVITATION TO BID FOR A £3,000 GRANT

Revised deadline for bids: 5 September 2016

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 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 two or three grants of £2,000-£3,000 each. We intend that the three grants will normally be made to different organisations.

For this second (2016) round of intermediate grants **we are inviting bids for from charitable organisations of any kind which run places of worship or other community buildings with no usable toilet to bid for a £3,000 grant to help remedy that issue.**

### Rationale

It seems extraordinary that for many years it was considered acceptable to build churches, village halls, scout halls and similar community buildings without any toilet provision.

The lack of toilets greatly restricts those who can use the premises. It means that many charities are hampered in their charitable mission – for example, churches cannot reach out as effectively as they might with the Christian message if only those with strong constitutions can attend worship – those with children, older people, and many people with conditions where they need frequent access to toilets miss out. The same applies to charities running activities for young people, provision of meeting rooms, etc.

We recognise that only in the simplest cases will £3,000 fund the entire costs of providing a toilet, but knowing you have a firm promise from Paristamen for the first £3,000 will, we hope, make it much easier to raise the remaining funds needed.

### Eligibility

1. Any charitable organisation which operates a community building (including a place of worship) in the Yorkshire region is eligible to apply if the building does not currently have any functioning indoor toilet available for use by normal visitors.
2. We need a reasonable assurance that with the support of a £3,000 grant from Paristamen you will be able to raise any further funds needed and *complete the work* to install a toilet to be available for general use by visitors to the premises not later than 31 July 2018. If a grant is awarded but the work is not completed by that date it must be returned to the Paristamen CIO unless otherwise agreed (but an extension of time will only be considered exceptionally).

3. Any charitable organisation which has multiple buildings can make separate applications, but the maximum grant for any one venue is £3,000.
4. All work must be carried out in accordance with Building Regulations. If Planning Permission or Listed Building Consent or a Church Faculty Decision is needed to proceed with the work, this must be obtained in time to complete the work on the timescale indicated above. You do not need to obtain such consent before applying, but please make this clear and our grant (if awarded) will be conditional on obtaining the relevant consents. If you do not own the building you must also have the consent of the owner.

#### Q&A

**Q1: Can we apply for a grant to upgrade existing toilets for example to provide disabled access?**

A1: Only if the existing toilet is in such poor condition that it is effectively unusable – for example if it is only accessible from outside, or is not connected to proper drains.

**Q2: Can the Paristamen CIO provide advice on the design or construction of new toilets?**

A2: No, we cannot offer such advice, but our grant could be used partly to pay for appropriate professional advice. (If requested, we would be willing to make an initial grant of £1,000 towards professional advice and a further grant of £2,000 once the project is definitely going ahead.)

**Q3: We could just about squeeze in a toilet but it would not be wheelchair accessible – will you consider such cases?**

A3: Where possible we hope any new toilet would be fully accessible and would also include baby change provision, but where the nature of the building is such that a fully accessible toilet is impossible, we would be willing to fund a more limited toilet provision provided it still complies with Building Regulations (and Planning Consent etc if needed). This is on the grounds that some toilet provision is better than none.

**Q4: Do we have to provide multiple toilets, ladies and gents?**

A4: The minimum provision we will support is to provide a *single WC with wash basin that can be accessed without going outside the building and which can be used in privacy by persons of either sex with adequate lighting and ventilation and a bin for disposal of sanitary waste*. There must be clear signage so that anyone visiting the premises knows where to find the toilet and it must be generally available for use when the building is open. However, we are happy for our grant to be used towards more extensive toilet provision if appropriate.

**Q5: Can we include additional facilities – for example a small kitchen area – as part of the project?**

A5: Yes, there is no objection to using our grant to fund more than just a toilet. It can be used as a contribution towards a larger project provided the work will be completed on the timescale above.

**Q6: What kind of buildings are eligible?**

A6: Any kind of building that is (a) owned or managed by a charity and (b) that is regularly open to the public for purposes such as community meetings, recreation, young people's activities, acts of worship. Please give details in your application of the hours for which the building is used (or will be used once it has a toilet). (Note: Almost all churches are charities even though they many do not have to register with the Charity Commission.)

**Q7: Do we have to use external contractors or can the work be done by volunteers?**

A7: If you have volunteers with appropriate expertise we are happy to fund materials for a project undertaken by volunteers – but we would expect your volunteer team would include a qualified plumber and electrician.

**Q8: Can the grant from Paristamen be combined with other grants or other kinds of fundraising?**

A8: Yes, indeed – in fact we hope our grant may help you raise further funds from elsewhere.

**Q9: What if we want to install a toilet but cannot apply in time for your deadline?**

A9: Provided you have made contact by 5 September 2016 stating a clear intention to submit an application, we may be able to agree to wait another couple of months for a full application. Please email any expressions of interest to [admin@paristamen.org.uk](mailto:admin@paristamen.org.uk) – we will need to know at least the building and the organisation that will be applying.

#### 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](mailto: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 Toilet Grant 2016*. Although we are willing to respond to informal enquiries by email, *applications must be sent by post* with a signed covering letter on the charity's letterhead.

The letter (or an enclosed document if more convenient) should include the following points:

1. 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.
2. An explanation of the premises, how they are used, and an explanation of how toilet provision would enable you to develop the work of the charity.
3. Details of the building concerned where you are looking to provide a toilet. Please describe the building and include a rough plan. An external photo would be helpful. (Note: We do *not* require architect's plans – a simple hand-drawn plan is sufficient.)
4. Details of how you would propose to add toilet provision. A second rough plan showing the layout with the toilet (and any other alterations) would be helpful. Please make clear what consents would be needed if applicable and how you will obtain them.
5. A rough indication of how the work would be done and total costs. You do *not* need formal quotation to apply but you need some indication of what the work would cost. Don't forget to include VAT.
6. If the work is likely to cost substantially more than £3,000, some indication of how the rest would be raised.
7. 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.

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.)

- (c) Applications must be submitted *by post* to reach us not later than Monday 5 September 2016 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 2016, and if we do not have any further queries we would expect to let you know the decision by 15 September 2016. (We will also let you know if your application is unsuccessful.) We will then be pleased to release our grant cheque as soon as you confirm the work is going ahead.

### 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 existing work and track record in its field of work
- A building where there is clear enthusiasm for developing its use to reach more people or to serve the community more effectively
- A clear explanation of the project including how the work would be undertaken with appropriate costings sufficient to persuade us that our grant would enable you to provide a toilet within two years. If you need other consents before proceeding or need to engage an architect or surveyor please make this clear.
- 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 two grants of £3,000 in 2016 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](http://www.paristamen.org.uk)

**The Paristamen CIO – Registered charity 1155665**

As agreed by trustees – May 2016

Updated – July 2016

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