

FUNDING GUIDELINES



THE
PILGRIM TRUST

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Overview

The purpose of this document is to provide information on The Pilgrim Trust's funding criteria. Included are details about the programme streams, what falls within and outside its priority areas and what types of projects and costs the Trust will consider.

Please read this document carefully before making an application.

Trustees will consider all applications that fall within the guidelines. However, they favour projects where they believe it is difficult to raise funds from other sources. They are primarily interested in projects where their funds will make a significant impact. Demand for grants far exceeds supply, so even if a project falls within the Trustees' current priorities it does not mean that it will receive funding.

Contents

EXCLUSIONS	2
WHAT WE FUND	3-6
HOW TO APPLY	7
IF YOU ARE SUCCESSFUL	8

Quick Facts

- THE PILGRIM TRUST GAVE AWAY ALMOST £2.5 MILLION IN 2010
- SEVENTY FIVE PERCENT OF GRANTS AWARDED WERE £20,000 AND UNDER.
- A TOTAL OF 318 APPLICATIONS WERE CONSIDERED

Points to Consider

- APPLICATIONS ARE ACCEPTED AT ANY TIME DURING THE YEAR
- ONCE THE ASSESSMENT OF YOUR APPLICATION IS COMPLETED, WE WILL INFORM YOU WHEN IT WILL BE CONSIDERED BY THE BOARD OF TRUSTEES
- TRUSTEES MEET TO CONSIDER APPLICATIONS FOUR TIMES A YEAR

EXCLUSIONS

WE DO NOT CONSIDER REQUESTS FROM

- Individuals
- Non UK registered charities or charities registered in the Channel Islands or the Isle of Man
- Projects based outside the United Kingdom
- Projects where the work has already been completed or where contracts have already been awarded
- Organisations that have had a grant awarded by us within the past two years, for the same project. *Note: this does not refer to payments made within that timeframe*
- Projects with a capital cost of over one million pounds where partnership funding is required
- Projects where the activities are considered to be primarily the responsibility of central or local government
- General appeals or circulars
- Projects for the commissioning of new works of art
- Organisations seeking publishing production costs
- Projects seeking to develop new facilities within a church or the re-ordering of churches or places of worship for wider community use
- Any social welfare project that falls outside the Trustees' current priorities
- Arts and drama projects - unless they can demonstrate that they are linked to clear educational goals for prisoners or those with drug or alcohol problems
- Drop in centres - unless the specific work within the centre falls within one of the Trustees' current priority areas.
- Youth or sports clubs, travel or adventure projects, community centres or children's play groups
- Organisations seeking funding for trips abroad
- Organisations seeking educational funding, e.g. assistance to individuals for degree or post-degree work or school, university or college development programmes
- One-off events such as exhibitions, festivals, seminars, conferences or theatrical and musical productions

AREAS OF INTEREST

60% of funds are allocated to Preservation & Scholarship projects and 40% to Social Welfare projects

Places of Worship

The Pilgrim Trust makes annual block grants towards the repair of the fabric of historic churches of any denomination and towards the conservation of the historic contents of churches

The Pilgrim Trust concentrates its funding into two areas, Preservation and Scholarship and Social Welfare. The priorities for these areas are listed below.

1. Preservation & Scholarship

- Preservation of and repairs to historic buildings and architectural features. Special consideration is given to projects that give new use to buildings of outstanding architectural or historic importance.
- Conservation of monuments or structures that are important to their surrounding, including buildings designed for public performance.
- Conservation of works of art, books, significant ephemera, museum objects and records associated with archaeology, historic buildings and the landscape. *Note:* Funding for such work is considered only if normal facilities are not available.
- Promotion of knowledge through academic research and its dissemination, including cataloguing within museums, galleries and libraries and institutions where historic, scientific or archaeological records are preserved. *Note:* Funding is restricted to works for which public funds are not available. Costs for preparing the work for publication will be considered but not those for the publication itself.
- Cataloguing of archives and manuscripts: The Pilgrim Trust is currently funding the cataloguing of archives and manuscripts through the National Cataloguing Scheme administered through The National Archives. Please visit: <http://www.nationalarchives.gov.uk/information-management/our-services/cataloguing-grants-programme.htm> for more information.
- Conservation of manuscripts is funded through the National Manuscripts Conservation Trust. Please visit: <http://www.nationalarchives.gov.uk/information-management/our-services/national-manuscripts-conservation-trust.htm> for more information.
- Places of Worship. To apply under our block grant allocation scheme please contact the relevant administering organisation directly . See next page for more information and contact details.

AREAS OF INTEREST

Projects to develop new facilities or re-ordering of religious buildings are not supported

Appeals for **Fabric Repairs** for **Churches** in:

- ⇒ England and Wales.
National Churches Trust
31 Newbury Street
London EC1A 7HU
020 7600 6090
info@nationalchurchestrust.org
- ⇒ Scotland
Scottish Churches Architectural Heritage Trust
15 North Bank Street, The Mound,
Edinburgh EH1 2IP
0131 225 8644
- ⇒ Northern Ireland
Apply direct to *The Pilgrim Trust*

Appeals for **Fabric Repairs** for **Cathedrals** in England

The Pilgrim Trust is currently funding repairs to the historic fabric of cathedrals through a programme administered by the Cathedrals Fabric Commission for England (CFCE). For information on eligibility and how to apply, please visit the CFCE website: <http://www.churchcare.co.uk/funding.php>

Appeals for **Historic Contents**:

This includes the conservation of historic contents and structures and the repair and conservation of important structures and monuments in churchyards.

- ⇒ Non-Church of England establishments (including Northern Ireland, Scotland and Wales)
Apply direct to *The Pilgrim Trust*
- ⇒ Church of England Churches
Church Buildings Council
Cathedral and Church Buildings Division, Church House, Great Smith Street, London SW1P 3NZ
020 7898 1866
enquiries@ccc.c-of-e.org.uk

AREAS OF INTEREST (continued)

2. Social Welfare

- Projects supporting people who misuse drugs or alcohol that fall within the following theme. Applications that fall outside this thematic area will not be considered.
 - *Projects to support the families and/or carers of people who have been or are misusing drugs or alcohol, trustees include an interest in projects which assist the individual substance misuser where support for the family is integral part of the package or care delivered, as well as evidence led approaches to support the families and carers of substance misusers.*
 - *Projects to support substance misusers with complex social needs. Trustees have an interest in supporting projects which incorporate a robust, integrated approach to the treatment of substance misuse where issues such as domestic violence, care for children, prostitution, or homelessness may feature as additional difficulties.*
 - *Evidence driven projects will be prioritised.*

Projects in prisons and projects providing alternatives to custody that fall within the following themes:

- *Projects that seek to reduce the use of custody for women. Trustees will include work with women with extreme vulnerabilities which are likely to lead to offending. Organisations applying in this area will be expected to have considerable experience and expertise in work with women with multiple and complex needs.*
- *Projects that seek to support women who are leaving custody and that assist them to reintegrate with society and their families. Trustees have an interest in projects that assist female offenders and ex-offenders families, particularly their children.*

Proposals for small academically robust research projects that meet the Trust's priority themes and that provide tangible outputs in either policy or practical terms will also be accepted. Projects that link to our priorities in both prisons and substance misuse are particularly welcome.

Please note that for all research projects that a full specification will need to be submitted at second stage.



WHAT WE FUND

WHO & WHERE

- UK registered charities,
- Organisations that are exempt from registration
- Recognised public bodies
- Registered Friendly Societies.

TYPES OF FUNDING

The Pilgrim Trust will consider applications for:

- Revenue costs such as staff salaries but generally not equipment costs.
- Project costs
- The costs of initial exploratory work for organisations seeking to rescue important buildings, monuments etc.
- Capital costs

HOW TO APPLY

STEP 1

Before applying you should **read the funding guidelines** on pages 1– 6 carefully. This will tell you whether or not your organisation is eligible to apply and help you decide whether your project fits our grant making criteria.

STEP 2

If having read the guidelines you feel that your project falls within our current priorities then you should submit an application online using the link on the 'Applying To Us' page on our website. *Note:* In order to do this you must have an email address.

If it is more convenient, you can download an application form and instruction guide from our website. We would prefer you to submit an electronic application via email but you can send us a hard copy via the post if that is easier.

We strongly urge you to read the accompanying 'Application Form Guidance Notes' before submitting an application.

Send to:

Email address: info@thepilgrimtrust.org.uk

Postal address: Clutha House, 10 Storeys Gate, London SW1P 3AY

WHAT HAPPENS NEXT

- Your application will be acknowledged within two weeks of submission
- If your application falls outside the Trustees' current priorities you will be informed with two weeks of submission
- If further information is required we will get in touch with the contact given in your application form.

IF YOU ARE SUCCESSFUL

PROCESS

You will be sent a letter telling you how much your organisation has been awarded. Included with the letter will be our Terms of Grant and BACS form. The Terms will need to be signed by an approved signatory and returned to us together with the completed BACS form. Please see below for a sample of our terms of grant and conditions.

Trustees of The Pilgrim Trust (“The Pilgrim Trustees”) will make a grant of, (“the Grant”) to (“the Grantee”) towards the cost of (“the project”), as described in the application to the Pilgrim Trust, on the following conditions:

- A.** The offer of the Grant will be accepted within three months of the date of these terms and the grant claimed within one year of the acceptance of the offer
- B.** Payment of the Grant will be made by the Pilgrim Trustees in response to appropriate evidence of expenditure in connection with the project
- C.** The Grantee will use the Grant for the above purposes only
- D.** Any departure from the agreed scheme, as described in the application, must be notified to the Pilgrim Trustees in writing
- E.** The Grant given by the Pilgrim Trustees will be acknowledged by the Grantee in any publicity material issued in connection with the Project
- F.** If, within a period of ten years, any property in respect of which the Grant has been paid is disposed of, the Pilgrim Trustees must be informed and they may exercise the right to reclaim the amount of the Grant
- G.** Photographs of the project will be supplied to the Pilgrim Trustees, free of charge, for use in their annual report
- H.** A report on the progress of the project will be supplied to the Pilgrim Trustees one year from the date of these terms and a full report submitted one year after the Grant is paid describing fully the achievements resulting from the Project
- I.** If any of the conditions (C) to (H) are breached by the Grantee, the Grant will become repayable if it is so demanded by the Pilgrim Trustees