



Charitable Trust

Registered Charity Number 1045927

Boots UK CSR Team

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What we support...Our Policy on Charitable Giving

Boots Charitable Trust is an independent registered charity wholly funded by Boots UK.

Who we fund:

- We fund **registered charities** benefiting people who live in **Nottinghamshire**.
- We will also fund smaller voluntary organisations whose income and expenditure is less than £5,000 per year and who are not yet required to register with the Charity Commission. Please note that we cannot fund grants of over £5,000 to these groups.
- Applications are only accepted via our online application process which must be accompanied by your latest annual report and detailed accounts. Letters of support from partnership and statutory organisations, local CVS's etc will go to support your application, as will statistics on the numbers of people benefiting from your activities. The application form can be accessed via the Boots CSR website link: http://www.boots-uk.com/corporate_social_responsibility/community/boots-charitable-trust.aspx
- We are especially interested in projects with the capacity to deliver significant impact and which reach the greatest number of people.

We do not fund:

- Projects benefiting people outside Nottinghamshire
- Individuals
- Organisations that are not registered charities and who have income or expenditure of more than £5,000 per year
- Charities seeking funds to redistribute to other charities
- Projects for which there is a legal statutory obligation

Timescales:

Trustee meetings are held bi-monthly in January, March, May, July, September and November.

The deadline for receipt of applications is the 7th of the month preceding the meeting i.e. February 7th for the March meeting, April 7th for the May meeting and so on.

What we fund:

The Trust will consider applications for funding for most expenditure items, including salary and running costs. Where a general overhead allocation is part of the funding requested, the method of calculation must be included. Generally, large building or construction projects will not be funded although minor structural improvements and refurbishments would be considered.

The Trust also has a set of funding priorities that all projects that we support must meet at least one of, the current priorities are as follows:

Health

- Community Healthcare - community health care services, home care, after care, sufferers of medical conditions and disabled people, continuing care.
- Health Education and Prevention – promoting knowledge and awareness of specific diseases or medical conditions.

Life Long Learning

- Helping people of any age to achieve their educational potential through supplementary schools, literacy and numeracy projects, community education, vocational/restart education for the unemployed, alternative education for excluded school pupils.

Community Development

- Helping groups to organise and respond to problems and needs in their communities or networks. This could include groups such as Councils for Voluntary Services and Citizens Advice Bureaux.

Social Care

- Personal Social Services – organisations assisting individuals or families to overcome social deprivation e.g. people who are homeless or disabled and their carers, lone parent and childcare groups and other family support groups.
- Social Preventive Schemes – activities preventing crime, 'dropping out' and general delinquency and providing other social care outreach work, social health and safety awareness schemes.
- Community Social Activities – activities to promote social engagement for vulnerable people, mitigating against isolation and loneliness.

You must tell us in your application how your project meets at least one of these funding priorities.

Amounts:

On average the Trust gives about 50 grants per year to registered charities and small voluntary organisations benefiting the county of Nottinghamshire.

The size of each donation generally ranges from **£100 - £10,000** (per year). Organisations can apply to the Trust for funding again, if 12 months have elapsed from the date of the last donation or decline.

If the total project costs over £10,000 you need to tell us where the other funding is coming from for your project. At the time of your application being submitted we want to be confident that your project can progress, and as such expect the majority of funding for projects over £10,000 to have been secured.

Our funding is targeted at grassroots organisations and activities and in most cases, significant and large scale capital projects are not likely to be supported.

Further Guidance for Applicants

Please ensure you read these Guidance notes before completing the application form.

Completing the online application form

The online application form has 6 parts and these are:

- Part 1: Your Contact Information
- Part 2: Organisation Details and Aims
- Part 3: About Your Project
- Part 4: Financial information upon your project
- Part 5: Supporting documentation
- Part 6: Declaration

Part 1 - Please ensure that you give us the contact details of someone who knows about the project, if we have any queries this will be the person we contact for further information.

Part 2a - Provide us with the basic details of your organisation including its address, website, legal status, and if you have your own governing document/constitution.

Part 2b - Provide us with an overview of your organisations, this can include its aims and objectives, and the activities/projects that you are delivering at the moment. This section helps us to understand your organisation, giving us some background information upon why you are now applying for your project.

Part 3a - Tell us about your project and what activities will be delivered, and what difference you aim to make for people. Ensure that you tell us about the need for the project fully, including any research or consultation you have carried out with people who will benefit from the project, and any statistical evidence you have. Also, tell us about the people who will benefit from the project, which district/area they are from, and ensure that you include the number of beneficiaries. Finally tell us about how your project meets at least one of our Funding Priorities: Health, Life Long Learning, Community Development and Social Care.

In answering the questions in this section try not to use jargon, and ensure that you explain the project clearly. Even if we have funded you in the past, it is best to assume that we do not know your organisation or project, that way anyone reviewing your application will be able to understand it.

Part 3b - We also want to know how you are going to measure the success of your project, so tell us about how you will monitor its progress, and what systems/processes you may already have in place to do this. As a minimum we will want to see that you are collecting and using feedback from the people benefiting from the project. You also need to tell us about the specific resources that you need to deliver this project, this includes staff, volunteers as well as materials and equipment. If you are seeking funding for staffing costs ensure that you tell us the job title, and how many hours you want us to fund.

Part 4a - In this section we want to know about the overall project cost, and if we are not the only funder of this project, where the other sources of funding have been secured from so far.

If you have other applications in progress, tell us about these including the funder/trust, how much you are applying to them for, and when you are likely to hear a result.

Part 4b - We want you to tell us how a grant from Boots Charitable Trust will be spent, telling us both the item/resource and the cost for each. Within this section you only need to tell us about the resources/items that you are requesting from us. If you want to provide a more detailed breakdown you can attach/upload this in Part 5.

Part 5 - This is where you can upload additional information about your project. As a requirement we need to see a copy of your organisations latest financial accounts. If you are not a registered charity we will also need a copy of your governing document/constitution.

Part 6 - This is the final section where we need you to confirm that you are authorised to make this application on behalf of your organisation.

We also ask you to tell us about how you heard about the Boots Charitable Trust, and if your organisation would be interested in a Boots team coming to your organisation to support you with a specific task.

Some Final Points to Consider

- Please remember that the application form has a limit to the amount of information you can input, so if you are copying from other documents ensure that this still includes all your text.
- Should you wish to provide supporting documents then please attach/upload these at Part 5 of the application form. Remember we will need your latest Annual Report and full accounts.
- It will help your application if you can provide a few letters of support from partner organisations, local council, etc. these can be attached/uploaded at Part 5 of the application form.
- A final decision will be made upon the basis of the information provided on the application form, so take time to answer the questions fully and ensure that you provide details and numbers of people who will benefit from your project.
- We do not intend to make the application process an ordeal. If you are having trouble completing the form or have any questions on its completion, then please do not hesitate to contact the Trust.
- If you are seeking support in the form of Boots products for raffles or to support your work, you do not need to complete an application form, and should complete the charity product donation request form: http://www.boots-uk.com/corporate_social_responsibility/media/App_Media/BUKCSR2013/home/pdf/CHARITY_PRODUCT_DONATION_REQUEST.pdf.

Data Protection

To comply with the Data Protection Act 1998, we require your consent to use personal data supplied by you in the processing and review of your grant application. This includes transfer to and use by such individuals and organisations, as the Trust deems appropriate. The Trust requires your further assurance that personal data about any other individual is supplied to the Trust with his/her consent. Your signature on the Application Form confirms this assent and assurance.