



Charitable Trust

What we support...Our Policy on Charitable Giving

Boots Charitable Trust is an independent registered charity wholly funded by Boots UK Limited. We want to be there to care for people, customers and communities everywhere, and that's why in 2023 we expanded the Trust's reach to support projects across the UK, as well as in our home county of Nottinghamshire.

The Trust funds charities and voluntary organisations working in the areas of health, lifelong learning, community development and social care and encourages applications from organisations where our grants of up to £10,000 can make the biggest impact.

Who we fund:

- We fund **registered charities** benefiting people who live in Nottinghamshire and since November 2023, we also fund charities benefitting people across the UK. As part of our continued commitment to our hometown of Nottingham, Boots Charitable Trust allocates 50% of its funding to projects supporting Nottinghamshire.
- We will also fund smaller voluntary organisations whose income and expenditure are less than £5,000 per year and which are not yet required to register with the Charity Commission. Please note that we cannot fund grants of over £5,000 to these groups.
- Organisations with significant large reserves will be considered; however the Trustees will prioritise funding to organisations with less resources.
- Applications are only accepted via our online application process which must be accompanied by a copy of your latest annual report and detailed accounts. See page 3 for further information about how to apply.

Examples of what we do not fund:

- Individuals
- Organisations that are not registered charities and ~~who~~ which 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
- Capital projects, large building or construction.
- Projects with ongoing maintenance costs that would be dependent on Boots Charitable Trust funding for delivery to continue

Timescales:

Trustee meetings are held quarterly in January, April, July and October. The application window is detailed below:

Applications Open	1st August	1st November	1st February	1st May
Applications close	31st August	30th November	28th February	31st May
Assessment	September	December	March	June
Trustee meeting	October	January	April	July

BOOTS CHARITABLE TRUST
COMPANY NUMBER 03039665 CHARITY NUMBER 1045927
REGISTERED OFFICE: 1 THANE ROAD WEST, NOTTINGHAM, NG2 3AA

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. Large building or construction projects will not be funded, although minor structural improvements and refurbishments would be considered.

Funding priorities:

The Trust has a set of 4 funding priorities listed below. All projects we support must meet at least one.

Additionally, a particular focus within each of these priorities will be how the projects demonstrate a commitment to improving diversity, equality and inclusion within the community.

Health

- Projects which aim to address health equity and closing the gap faced by different communities.
- 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, or 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 Bureau.
- Helping communities to improve their environmental sustainability. We know that healthy people need a healthy planet, so this could include funding projects that educate communities or a group's effort to improve the physical environment of their area.

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:

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 exceed £10,000, you will need to tell us where the other funding for your project is coming from. We want to be confident that your project can progress; therefore at the time of submission of your application we would expect the majority of funding for any project over £10,000 to have been secured.

Application Guidance

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

If completing a new application, you can do this here: [apply to Boots Charitable Trust](#).

If accessing a previously submitted application: [access your application](#).

Completing the online application form

The online application form has 6 parts and these are:

- Contact details
- Your organisation
- Your organisation's activities
- Your project
- Financial information
- Supporting documentation

Contact details - 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. If English is not your first language, please let us know. We ask this question to guard against unconscious bias when assessing.

Your organisation – Please provide us with the basic details of your organisation including its address, website, legal status, and if you have your own governing document/constitution, and whether you are part of a national organisation.

Your organisation's activities – Please provide us with an overview of your organisation's activities, this can include its aims and objectives and the activities/projects that you are delivering at the moment. You can also tell us about any notable successes, how your wider organisation impacts the local community and how you measure this impact. This section helps us to understand your organisation, giving us some background information upon why you are now applying for your project.

Your project – Please 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.

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.

Financial information - In this section we want to know about the overall project cost. If we are not the only funder of this project, we will need to know the amounts and providers of other funding secured 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 the outcome.

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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.

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

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.
- If you are having trouble completing the form or have any questions on its completion, then please do not hesitate to contact us by emailing: Bootscharitabletrust@cafonline.org
- 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, contact bootscharitabletrust@boots.com who will advise whether you are eligible for a stock donation.

Data Protection

To comply with the Data Protection Act 2018, 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.