

GRANT GUIDELINES

The John Laing Charitable Trust has been supporting charities since 1962. From small community groups to large national institutions, the Trustees' aim is to support organisations that have effective work streams which will help solve the problems Trustees have identified and contribute to achieving the lasting impact they wish to achieve their strategic aims. Consequently, we will only work with charities that are aligned with our strategic aims.

The Trustees have endorsed a pro-active funding strategy therefore until further notice, we only process invited applications.

WHO WE FUND

The Trust funds charitable organisations who can demonstrate public benefit (and security over funding) including:-

- Registered charities
- Community Interest Companies
- Recognised Volunteer-led groups
- NGOs regulated and Other non-UK Tax exempt/regulated charitable organisations: We will only work with organisations outside the United Kingdom if they direct link with John Laing Group plc. Applications have to come from the Company representative.

WHAT WE FUND

The Trust funds charitable organisations who can demonstrate public benefit (and security over funding) including:-

- Project/Specific activity costs (typically £10,000 to £75,000)
- Core funding (cover costs of running the organisation)
- Capital projects (£250,000+) - We will only consider these from organisations whom the Trust have worked with in the past.
- Single or Multi-year funding

EXCLUSIONS

- Individuals other than current or former employees of John Laing
- Organisations not aligned to our strategic priorities
- Organisations whose main aim is animal welfare
- Sponsorships
- Projects that are not for public benefit

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Pro-forma Application form

- i. About your charity:
- ii. Project title
- iii. Project description:
- iv. Grant request value (Currency):
- v. Grant period (single/multi-year):
- vi. The need (who the beneficiaries are, what and where is the need, provide evidence wherever possible)
- vii. How does your proposal address the problems we have identified under each of our strategic priority as follows:-

a. COMMUNITY - We support work that help solve the problems of

- Loneliness and isolation in the community with the following work streams
- Increasing mental health issues with the following work streams
- Increasing discrimination with the following work streams
- Increased barriers to integration into the society with the following work streams

b. DISADVANTAGED YOUTH - We support work that help solve the problems of

- Increasing marginalisation of a significant proportion of young people
- Lack of resources applied to 16 to 18 year olds who are NEET (Not in Education, Employment or Training)
- Increased mental health issues in young people
- Increasing youth offending and re-offending rates in the 10-17 age group
- Lack of employability and life skills taught in secondary level education
- Barriers to disadvantaged youth accessing apprenticeships and the benefits of the Youth Obligation Support Programme

c. EDUCATION- We support work that help solve the problems of

- Inequality of opportunity for children from deprived backgrounds
- Lack of knowledge amongst parents, teachers and young people linking curriculum learning to the knowledge and skills required for future work
- Young people leaving school without the knowledge and skills to meet skills shortages
- Lack of motivation in students
- Inconsistent leadership skills of teachers that impact outcomes of students

d. HOMELESSNESS – We support work that help solve the problems of

- Lack of safe accommodation (temporary or permanent)
- Lack of education and rehabilitation to deal with root causes
- Lack of access to training and pathways to work - to achieve independent living
- The cycle of homelessness

Pro-forma Application form (cont'd)

- viii. Project cost/expenditure: Provide budget and how shortfall is being funded
- ix. Project timetable (start and finish date)
 - x. Targets outcomes to achieve for the Half year: This will form basis for mid-year grant review
 - xi. Targets outcomes to achieve for the Full year: This will form basis for end of year grant review
- xii. Targets monitoring: How will these (HY and FY) targets be monitored
- xiii. Key to the success of the project: describe what factors make the project/service successful (including leadership and delivery team)
- xiv. Risks that might prevent the project from being successful, what are these and how these are being mitigated / managed
- xv. Impact testimony – provide demonstrable track record of successful delivery of project, case studies
- xvi. Sustainability: how will the project/core service be funded beyond JLCT grant
- xvii. Make A Difference: What are the enduring impact of the funded work to beneficiaries, their families and wider community as well as their prospects with reference to Trustees' priorities and where applicable, including how it helps alleviate form of poverty
- xviii. Please provide any other useful information to support your application

In addition, please:-

- Complete our Grant Applicant Form
- Organisation's latest Annual Report and Accounts
- Provide a copy of most recent bank statement to verify account details

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Terms of our grant

Applicants are expected to agree with the terms of our grant prior to a grant from the Trust.

- Awarded grants should be spent solely for the purpose set out on the application and as awarded.
- Detailed budget for the applied for amount and full project/activity costs will be provided. Indicate if project is viable or subject to level of funding being achieved. Include fundraising timetable if applicable.
- Pledged grant not claimed within two years of award without satisfactory reason for the delay may be withdrawn.
- If asset/capital project is disposed of within five years of grant being awarded, the Trust reserves our right to proportionate refund of capital grant.
- For multi-year grants awarded, annual budget expenditure will be provided.
- If project/activity is cancelled, the Trust expects full refund of grants paid. Failure to report may result in pledged amount being withdrawn.
- All organisations who work with children and young people as well as adults in care and support needs are expected to have safeguarding policies and procedures which are communicated to and adhered by all those who are in contact with these beneficiaries. The Trust should be made aware of any reportable incident which has arisen in the last two years of the application date and those which may have arisen during the funded period.
- Report is expected against outcomes after six and twelve months of the project as outlined in proposal or as mutually agreed.
- End of funding period report of actual spend against submitted budget will be provided.
- The Trust may use extracts of reports and images to publish as case study on our Annual Report or website. You will ensure necessary consents are obtained for images for such publications.
- All information provided by applicants is treated in confidence and in accordance with the principles of the General Data Protection Regulations which came into force in May 2018. As a grant-making charity, we obtain and use information, including personal information, as part of the process of assessing grant applications, contacting you for further information in relation to your grant proposal and monitoring the use of grants. All information provided is required in order to facilitate our grant-making and to further our charitable activities. Information collected will only be used to contact you via phone, email or post in relation to these activities. It will not be used for any additional purposes or disclosed to any third parties without your permission, except where this is otherwise required by law.
- Appropriate measures are used to ensure your personal data is secure and protected from loss, misuse and unauthorised access or alteration. We will not hold such personal information for any longer than is necessary for these purposes and in accordance with our retention policy. Personal information in connection with a successful application will be retained in our paper files for a maximum of seven years before shredding.

Our commitment to major grant applicants

- The Trustees of the John Laing Charitable Trust have endorsed a pro-active grant making. As such, only invited applications will be considered.
- We will acknowledge safe receipt of applications we received.
- Applications meeting our strategic criteria will be considered by at least two Trustees
- We endeavour to keep our application process simple, we will ask you to complete our pro-forma Application form and Grant Applicant Form. We will only request further information if it is important and helpful in better understanding of your application.
- We will notify applicants of the outcome of every application considered.
- *It is not possible to support all good projects put forward for Trustees' consideration. Our limited income restricts our grant making, regrettably this mean some applications will be declined.*
- For successful applications, payment will be made either by cheque or direct to the bank account details you will have provided to us evidenced by a current bank statement.
- On making a decision to provide funding, payment is generally made immediately to assist your charity with cash flow and planning. If a pledge is made we allow up to two years for you to secure the necessary additional funds.
- We would like to visit the project if it is possible, we will request that you organise these with us.
- We keep reporting simple and expect these will be based on the activities, outcomes and impact outlined on your application.
- We will treat your information in accordance with our Privacy Notice