

## Application Guidelines

Updated April 2022

### 1. Eligibility

Applicants must be a Registered Charity, exempt charity, or Community Interest Company benefitting communities in the Greater Bristol area.

CICs must have been established for at least three years and have an annual income of at least £50,000 with at least 25% of income from trading.

#### Sectors supported:

- **Children and Young People**  
Prioritising organisations and projects which support disadvantaged young people to gain skills and qualifications for employment.
- **The Arts**  
Supporting performance venues and groups across Bristol
- **Prevention of Homelessness**  
Including support for organisations who provide advice and guidance to people at risk of losing their homes.
- **Community Cohesion**  
Projects which support equality, diversity and social inclusion for high need groups from all communities in the city.

#### Exclusions

The following are not eligible:

- Medical research
- Single condition medical charities
- Grants for Individuals
- Animal welfare charities
- Sponsorship

National charities, and those based outside of Bristol are less likely to be supported, and should send an enquiry in advance of an application of any size.

CICs whose core business model is substantially grant-reliant are unlikely to be successful.

## 2. How to Apply

If you plan to apply for more than £5,000, please send a brief **enquiry by email**, to the Trust Director, Alison Hope (nisbettrust@ahope.co.uk). This should be a brief single paragraph, with no attachments, outlining the focus of your application and how much you wish to apply for. We will then confirm that the proposal is a good fit with the Trust's priorities and that the grant request level is appropriate.

Please apply using our **application form**.

There are two levels of grant:

- Small – up to £5,000
- Medium – £5,001 to £30,000

Applications for a larger amount may be considered for a significant capital project.

Applicants may suggest a preference for any level of grant, but the final amount may vary at the discretion of the trustees.

Applications for Small and Medium grants may be for project costs, capital costs or core costs. Project costs may include a reasonable proportion of core costs relevant to the project.

Two thirds of grants awarded are for one year, however you can request funding for up to three years e.g. a small grant could be for up to £5,000 per annum (£15,000 in total). Please be aware, however, that the competition for multi-year grants, especially three-year grants is much higher than single year grants as we can only award a small number each year.

## 3. Budget Information

If you are applying for core costs, then please provide budget information for your whole organisation. If you are applying for project costs, please provide a project budget

## 4. Safeguarding

The Nisbet Trust takes the safeguarding of children and adults at risk seriously and we require organisations applying for funding to have a safeguarding policy which is up-to-date and relevant to their beneficiaries. We ask you to submit a copy of your safeguarding policy with your application.

## 5. Deadlines

Trustees meet quarterly, usually in January, April, July and October. Please check deadline dates on the website [www.nisbettrust.co.uk](http://www.nisbettrust.co.uk).

Applications will be acknowledged by email. Please get in touch if you do not receive an acknowledgement within two weeks of the deadline date. The Trust aims to make a decision within three months. All applications will receive a response whether successful or not.

Following an application, please do not reapply for at least twelve months (from the date of your original application).

## **6. Reporting**

### **Small & Medium Grants**

For single year grants, please send us a brief report via email at the end of your project, or after 12 months if we are supporting core costs. If you wish to reapply, please send your report with your application. Your report should be no more than 2 pages long and should include both details of the number of people you have supported and the change or outcomes you have achieved with the funding.

For multi-year grants, please send a brief report towards the end of each 12 month period. A specific deadline will be given in your award letter.

### **Capital Grants**

We will agree reporting conditions at the time of our grant

## **5. Contact Details**

### **Queries:**

Please make sure you have read the application guidance carefully first.

Please make contact by email in the first instance:

Key contacts:

Alison Hope, Director                      E: [nisbettrust@ahope.co.uk](mailto:nisbettrust@ahope.co.uk)

Gemma Roberts, Administrator        E: [admin@nisbettrust.co.uk](mailto:admin@nisbettrust.co.uk)

Email applications are preferred.

Applications and should be sent to [admin@nisbettrust.co.uk](mailto:admin@nisbettrust.co.uk)

If you are unable to send your application by email please send it to:

The Nisbet Trust  
22 Clifton Road  
Bristol BS1 1AQ