

# *United Utilities Trust Fund*



Registered Charity No 1108296

## **Small Grants Programme** **Information**

**2007/2008**

**August 2007**

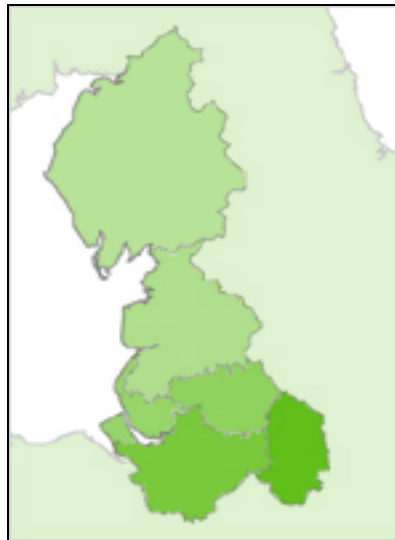
# **Small Grant Programme**

## **General Notes**

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### **Who can apply?**

Any voluntary organisation, not for profit organisation or registered charity that delivers services within the United Utilities Trust Fund geographical area. (Please refer to map below.)



### **What types of projects will be funded?**

Organisations must be able to demonstrate that a 'small grant' will benefit customers of United Utilities Water Ltd who are in hardship and who are unable to meet the costs of water and/or sewerage charges.

The 'Small Grants' are available for any funding required which helps to address the objects above of United Utilities Trust Fund.

The funding could therefore be for example, relevant training or capital equipment to help you enhance your services.

### **Assessment Criteria**

Trustees will assess applications according to the relevant criteria above and on the basis of demonstrating a need.

### **How much can I apply for?**

Up to a maximum of £1,500.

All grants will be paid for on receipt of an invoice and in the case of capital equipment will be paid directly to the supplier.

For capital grants at least **two** quotes must accompany the grant application.

Any equipment purchases from a grant must be insured by the organisation.

### **How Long can Projects Last?**

The funding is a one off grant and not relevant to any time period.

### **What will not be funded?**

- Existing projects
- Charities which appear to us to have sufficient unrestricted or free reserves, or are in serious deficit.
- Projects outside the geographical area (Please check the map)
- National charities that do not have the facility to accept the funding on a regional basis.
- Grant making bodies seeking to distribute grants on UUTF's behalf.
- General appeals, sponsorship and marketing appeals.
- Replacement of existing programmes or statutory funding.

### **How do I apply?**

Please complete an application form\* with all information requested and return to:

United Utilities Trust Fund  
PO Box 12658  
Sutton Coldfield  
B73 9DF

\*application forms can be downloaded from this website or can be obtained by contacting us directly (application form and contact details follow).

### **General Information:**

Please remember funding is limited. Demand for funding is likely to outstrip available funds. This means that some applications may need to be refused even though they meet criteria.

The Trustee's decision is final.

If your organisation is successful in securing funding, you will be required to report on how you helped individuals who were 'unable to pay' their water/sewerage charges and are in 'need, poverty or distress'.

Capital purchases agreed as part of the Trust's 'Small Grants' scheme must be made within two months of the Trust's offer. Payments will be made on receipt of invoice and paid direct to supplier.

The Trust may request the provision of further information to help publicise the work of the Trust.

If your application cannot be supported you should not reapply for the same purpose unless our letter to you explains that you can and under what circumstances.

You will not normally receive more than one grant from United Utilities Trust Fund.

Support from other funders will help to establish confidence in your project (and to make UUTF grants go further).

Please do not ask the Trustees of UUTF to be a reference for your application.

All applications will be treated in the strictest confidence.

The grant must be spent on the project specified on the application form and as confirmed in the acknowledgement letter from the Trust.

### **For Further Details:**

Please contact Gay Hammett, Auriga Services Ltd on 0121 321 3625.  
Auriga Services Ltd, Emmanuel Court, 12-14 Mill Street, Sutton Coldfield, B72 1TJ.

# United Utilities *Trust Fund*

Registered Charity No 1108296

## **SMALL GRANTS PROGRAMME** **APPLICATION FORM AND GUIDANCE NOTES**

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Contact details:

Contact Name	Organisation Name
Address	
Phone Number	
Email	

Total amount requested:

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Brief Description of proposal and why you are seeking funding:

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Signature of Chairperson or Treasurer

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Print name

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Your organisation's Charity Number

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Date

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## **Supporting Information**

Information about the proposal, services or activities for which funding is sought.

1. Describe what you are planning to do? How will this benefit individuals who are in hardship and who are unable to meet the cost of water and/or sewerage charges?

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2. How will you know you have been successful? How will you measure 'outputs' and outcome?

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3. Are you asking anyone else to fund or part fund?  
Please include a budget with your application.
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4. Tell us about your organisation. What does it do?
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Please give the names and contact information for two independent referees who may be asked to give their opinions about your idea and your organisation.

Name	Name
Organisation	Organisation
Position	Position
Address	Address
Postcode	Postcode
Telephone	Telephone
Email	Email
How does this person know your organisation?	How does this person know your organisation?

### Checklist

Before sending your application, please check that you have completed all sections and enclose all the relevant information.

- |   |  |
|---|--|
| <input type="checkbox"/> Your most recent Annual Report       | <input type="checkbox"/> The budget for your project.  |
| <input type="checkbox"/> Your most recent audited accounts    | <input type="checkbox"/> The sections of your M&A* showing showing the objects of your organisation. |
| <input type="checkbox"/> Your most recent management accounts | <input type="checkbox"/> 2 quotations from suppliers (if applicable)                                 |

\* Memorandum & Articles in the case of company limited by guarantee otherwise from your governing document.



## **Guidance Notes for completing the Application Form**

### **Page Five**

#### **Contact details:**

This should be the person who has completed the application and can answer questions about it.

#### **Amount requested:**

Please tell us the total amount you are requesting.

#### **Description of Proposal:**

Please tell us the 'title' and brief summary of your "project" and why you seek funding.

#### **Signature:**

The person who signs the form must be the Chairperson or Treasurer of the organisation applying for a grant.

### **Page Six**

#### **Information about the Project:**

Please tell us what you want the funding for. Describe what you are planning to do, why and how.

#### **People who will benefit:**

It is essential that you can demonstrate that United Utilities Water customers who are in 'poverty' and 'need' will benefit.

#### **How will you know you have been successful?**

Please indicate any 'outputs' or 'outcomes you have set for the project'.

If you are planning for an overall 'outcome' or general improvement, please say so and include how you would be able to assess whether you have succeeded.

### **Page Seven**

#### **Partnership Funding:**

Please tell us if you have applied elsewhere for funding and are waiting for a decision or have secured.

Please include a full budget in your application and remember to enclose 2 quotations if your application is for a capital purchase.

#### **Your Organisation:**

Please tell us about your organisation. What does it do, how many paid members of staff and how many volunteers you have.

### **Referees and Checklist:**

Please include two independent referees to support your project. We may contact them.  
(Please do not include any United Utilities Trust Fund Trustee.)

An interest, for example association with Trustee or other person, who might be regarded as being able to influence your application, should be declared. This will not necessarily prejudice your application. If in doubt, please declare. If an undeclared interest is not revealed until after funding has been offered and accepted by the organisation, funding will cease immediately pending a review of the circumstances and further decision by trustees.

Please use the checklist to ensure that relevant information is included. Recent accounts will be required. Your last Annual Report will provide helpful detail to the Trustees.

Remember to enclose **two** quotations from suppliers if your application is for a capital purchase.