



Henry Duncan Awards 2016

Criteria & Principles

Who can apply?

The Henry Duncan Awards supports grassroots charities operating in Scotland with an income of less than £500,000 which are delivering programmes or services clearly focused on improving the quality of life for people who are disadvantaged.

When we talk about disadvantaged people, we mean those who have fewer opportunities than average, which in turn significantly affects their life chances. Disadvantage is often linked to poverty, and it may be a result of exclusion or discrimination.

What do we fund?

The services/projects supported through the Henry Duncan Awards will typically address one or more of the following issues:

Challenging Family Circumstances	Homelessness
Mental Health	Illness and Poor Health
Community Segregation/Territorialism	Lack of Equality
Disability	Poverty
Physical/Emotional/Sexual Abuse	Lack of development opportunities for disadvantaged children & young people
Drug/Alcohol Issues	
Isolation of Older People	

Funding can be for salaries/core costs/running costs, and the majority of awards are likely to fall into these categories. However, consideration will also be given to applications for small capital projects such as equipment.

All awards are for one year only. However, we are keen to establish a simplified application procedure for continuation funding requests in the future and we are looking to introduce this in 2017.

Priorities

Although the Trustees support a wide range of issues, there is particular interest in applications which are focused on supporting:

- **vulnerable children and young people**
- **isolated older people**
- **people debilitated as a result of a disability or mental health issue**
- **families in poverty, particularly as a result of welfare reform**
- **carers**

Successful applications will clearly demonstrate the difference this support makes and how quality of life will be improved in the longer term.

What do we expect our funding to do?

As an outcome funder, we expect our funding to provide benefit that will make a real difference to the lives of disadvantaged people. You must therefore be able to demonstrate that you will achieve at least one of the following outcomes:

- **Improve family welfare**
- **Reduce isolation**
- **Improve health and well-being**
- **Increase independence or life skills**
- **Improve community cohesion and integration**

How much can you apply for?

- We ask you to show the total costs on your application form and our Trustees will consider what level of support can be provided. This will be based on the information you have given in your application and the Foundation's available budget.
- Awards range from a few hundred pounds up to a maximum of £7,000

What do we expect from you?

The following statements set out the Foundation's principles of effective governance, transparency and good practice. It is expected that charities acknowledge the importance of the following and can demonstrate commitment to those that are relevant:

- Caring for the safety of vulnerable groups via effective vetting procedures.
- Encouraging the involvement of volunteers.
- Operating with openness and clear accountability.
- Complying with relevant regulation/inspection as required.
- Implementing equal opportunities particularly with regard to recruitment.
- Recognising cultural diversity and particular needs that may arise.
- Fulfilling duties as a responsible employer.
- On-going staff/volunteer/organisational development.
- Sound justification for any payments being made to Trustees/Directors on the board, including Trustees/Directors being paid as employees of the charity or for delivering freelance/sessional work.
- Consulting and involving users.
- Collecting information through contacts or research to establish, consolidate and promote good practice.
- Adopting sound evaluation and monitoring procedures.
- Evidencing need for new and existing services.
- Avoiding duplication by adopting a collaborative partnership approach, and networking with other agencies/providers.

Some important points to note

- Community providers, such as community centres, generic youth groups, or key community resources, must be delivering a service to disadvantaged people and should be able to demonstrate the difference their work makes. The application form should clearly identify the costs for this specific aspect of work.
- We are unlikely to fund charities which hold more than 12 months unrestricted reserves.
- Funding requests must be presented on an application form, **which must not be altered**; comprehensive guidance notes are available to assist with its completion.
- Closing dates for applications are set in line with the Trustees meetings which will take place in February, April, June, August, October, and December each year. There is a three month period between the relevant closing date and a decision being taken on your application.
- Awards will be considered for **one year funding only**.
- Progress reports are required 12 months after the date of release of funding and without this report further funding will not be available. If you are making a new application before the full progress report is available you **must provide an interim report**.
- Whether successful or not, applicants must leave 12 months between applications. E.g. If you applied to the June 2015 board meeting, you can apply again in March 2016 for consideration at the June 2016 board meeting.
- The main reasons for unsuccessful applications last year were:
 - Inadequate focus on disadvantaged members of the community
 - No details of other possible funding sources
 - Lack of information around what difference our funding will make

Other programmes

Although each charity can only make one application and hold one award at a time under the Henry Duncan Awards, the Foundation also operates a programme specifically for charities working with children and young people affected by drug/alcohol issues. Awards may be held under each programme simultaneously.

Partnership Drugs Initiative (PDI)

The PDI encourages and enables charities to work in partnership with other agencies to ensure a holistic approach to meeting the needs of children and young people affected by substance issues. Charities are encouraged to form a relationship with PDI staff within this Foundation to be guided through the process of forming local partnerships and making an application.

Please contact our PDI Project Lead, Kelly McFadden, if you wish to discuss a possible application.

What we don't fund under the Henry Duncan Awards

The Trustees are unable to support all aspects of charitable activity and therefore the following are outwith criteria for the Henry Duncan Awards:

1. Charities with an income of more than £500,000 per annum.
2. Activities which are not clearly focused on working with disadvantaged people.
3. Organisations which are not formally recognised as charities in Scotland.
4. Major capital appeals including building projects, minibuses and refurbishment costs..
5. Initiatives that are focused on sport, the arts or the environment, except where the subject is being used as a vehicle to engage with disadvantaged groups to increase life skills.
6. Retrospective funding.
7. Promotion of religion/church fabric appeals.
8. Mainstream activities and statutory requirements of hospitals and medical centres, schools, universities and colleges.
9. Individuals – including students.
10. Animal welfare.
11. Establishment/preservation of endowment funds.
12. Contributions to funds for subsequent grant making to other organisations and/or individuals.
13. Expeditions or overseas travel.
14. Historic restoration/historic publications.
15. One-off events such as gala days.
16. Sponsorship or marketing appeals.
17. General awareness raising activity, with no clear, measurable evidence of impact
18. Conservation and protection of flora and fauna.

Advice

Advice and information is available to potential applicant charities in advance of making an application. If you would like assistance, further information, or if you would find it easier to read this document in an alternative format or language, please give us a call on **0131 444 4020**.