



Frequently Asked Questions

2020 Theme: Enabling families to cope with the impacts of poverty

Questions about eligibility

We are a new charity with no accounts available. Can we still apply?

Yes you can. Instead of accounts, please give us an indication of the financial position of the charity at the time of applying, and a budget for the current year.

Can we apply for both a standard grant and a micro grant?

Yes. We can accept applications for both in the same or different funding rounds. micro grants are only open to charities with an income of under £50,000.

Not all the families we work with are affected by poverty – can we apply?

Yes. You can apply for general running costs if at least 70% of the work is with families affected by poverty. If not, please think about whether your work better fits another theme. You could also consider applying for a specific project working with families affected by poverty. If you are not sure, please give us a call to talk further.

We work with people in poverty, sometimes this is individuals, can we apply?

Yes. You can apply for running costs for work that supports individuals, however we will prioritise applications which have a focus on families. If you run a separate project which has a clear focus on families, you may consider applying for specific project costs to work with families affected by poverty.

The people we work with are affected by many issues, poverty being one. What theme should we apply to?

We know poverty is often not a stand alone issue. Please consider what is the most prevalent issue for the people you are working with, and apply to the theme that most closely relates to that. This may mean you have to wait to apply in a later year.

We work across a range of issues. Can we apply to multiple themes?

You can only **hold one** standard grant at a time. If you were successful you would not be able to apply for another standard grant until the first grant was finished. If your income is under £50,000, you can apply for a micro grant each year, provided the work fits the theme of that year.

If we apply for funding this year and are unsuccessful can we then apply in subsequent years?

Yes, as long as the work fits the theme of that year. If you are successful in receiving multi-year funding you cannot apply again until that grant has completed.

Although we are applying for a grant, our partner will be delivering some of the work. Can we still apply and sub-contract to them?

Yes, as long as the applicant is managing the grant and the work, and is responsible for reporting. However, you cannot apply for grants on behalf of another charity.. For partnerships, any one of the partners could apply, as long as they are eligible and take responsibility for managing the grant. We will not fund multiple partners for the same project.

You say that general counselling is excluded. What type of counselling would you fund under this theme?

The counselling would have to be related to poverty, such as debt counselling.

The charity I work with is not registered with OSCR (Office of the Scottish Charity Regulator), but with the Charity Commission in England and Wales. Can we still apply?

If you are operating in Scotland as a charity, we expect you to be registered with OSCR.

We are not separately registered with OSCR but operate under a parent body which is. Can we apply?

We can take applications from branches which do not have their own, separate charity number, if they meet the following guidelines:

- You have your own management committee which is responsible for governance
- You maintain your own financial accounts (which are incorporated into those of the parent charity)
- You have your own bank account
- You are delivering the same type of services as the parent charity

Will you accept an application from a charity that has an income of over £500,000, if this is not the normal income but is skewed only in the last year e.g. because of capital project?

Yes. The application gives you the opportunity to explain the reason the income is above the threshold for a particular year and this will be discussed during the assessment process.

What do you mean by ‘family’, ‘poverty’ and ‘lived experience’?

By ‘family’ we mean a household where there is at least one child, young person or pregnant woman.

By ‘poverty’ we mean the definitions given by the Joseph Rowntree Foundation. For this theme we are targeting families who fall below the minimum income standard. They may be getting by day to day but fall below a decent standard of living and are under pressure. They cannot manage unexpected costs and events, and there may be a high chance of needs not being met.

By ‘lived experience’ we mean people who have first hand knowledge and understanding, gained through personal – rather than professional – experience of a particular theme.

Questions about the application

Can we apply for less than five years funding?

Yes, you can apply for funding for any length of time up to five years. Funding must start in year one.

We’re making an application for a project – can we include some core running costs?

Yes, you can include a reasonable proportion of core running costs that are necessary for the project – this is known as a ‘full cost recovery’.

If I apply for a standard grant can we ask for funding to support a one-off event every year for the next five years?

We accept multi-year applications for projects, activities, or running costs as long as the work fits the theme. The most important thing is that you’re able to tell us the difference that will be made.

If we apply for five years funding, could we get less than five years?

We will give as many five years grants as possible, but there may be circumstances where we feel a shorter period is more appropriate or we may have our own budget restrictions.

General Questions

Are one-year grants only for the micro grants programme?

No, you can apply for a standard grant for one year.

If our income is less than £10,000, can we apply for our total running costs?

We would not want to encourage a charity to be dependent on one funder and therefore it is unlikely that we would fund 100% of a charity's running costs.

Do we have to start using the funding right away?

We would normally expect work relating to a grant application to start within a few months, as we want funds to make an immediate impact and for the grant to be fully spent within a 12 month period.

If we are successful in receiving five year unrestricted funding, and our work evolves over the next five years to include other people, would the grant be revised?

No, as long as you are still delivering the work described in the original application. If not, we would ask you to speak to us so that we can explore the best way forward.

Some of the grants you make are conditional. Why is this?

When we make grants for something that needs additional funding to happen, such as a new project, we may make the grant conditional on the remaining funding being in place.

What happens during the assessment call or visit?

The assessment call or visit is a great way for us to find out more about your charity and the work you want to do. It is much easier to chat about your application rather than sending emails back and forth. During our chat we may ask about areas where we need a bit more information, such as why the work started and how you know you are making a difference. We may also ask for some more information about your finances or fundraising plans. There is also the chance for you to ask us about Corra. You may want to have someone else join the conversation, such as the person who looks after your accounts, or the person who leads on a particular project.

What are the reporting requirements?

For a micro grant we only need some brief information to say what you did and the difference it made. We look for this 12 months after the grant payment and we will provide a simple template for you to complete.

For a standard grant we will want to know what you did and the difference it made, and we may ask for some information on finance and future funding. We will look for this 12 months after the grant payment is made. If you have a multi-year grant, each payment will be made following receipt of your report. A template will be provided but if you already report on this work to another funder, we may be able to accept a copy of that report.

What is the success rate for applications to the fund?

This will depend on the number of applications we receive. As this is a new way of delivering Henry Duncan Grants, it is difficult to know what the success rate will be.

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