



Guidance on completing Henry Duncan Grants Fund Application Form

Introduction

In 2022, Henry Duncan Grants will fund organisations that can demonstrate that they are supporting children and young people (aged 6-26 years) who experience inequality in their lives. Henry Duncan Grants will be open to grassroots organisations with an income of £500,000 or less. Organisations can apply for up to £40,000 across 5 years (£8,000 per year) in unrestricted funding.

We have engaged with the young people and community organisations to identify two priority areas for funding:

- Organisations that are supporting children and young people to shape their own lives.
- Organisations that are supporting children and young people to develop skills for the future.

Your application should show how the work of your organisation fits with one of these priorities and you must be able to demonstrate that you have been doing this work for a minimum period of 12 months or more. **Word limits are intended as a guide to enable you to produce a succinct application, whilst giving enough scope to fully explain your work.**

Section 1: Organisation details

Name of organisation	<p>These details should be those of the applicant charity or group, as registered with OSCR or Companies House.</p> <p>If you are operating as a branch of a charity and you do not have your own, separate charity number and meet the conditions set out in the Common Questions and Answers guidance then:</p> <ul style="list-style-type: none"> • Complete the application with the branch details. • Attach/upload a copy of your branch accounts as well as those of the main charity.
What is your organisation?	This is a multiple-choice option – please select the organisation structure through which you are registered with OSCR or Companies House.
Organisation Website/Facebook/Twitter	Please share your organisation’s website and social media pages if you have them. It is not essential but is helpful if we need to find out more about your

	work.
What is the address of your organisation?	Please enter your organisations main address.
Organisation Email Address	Please provide a charity email address rather than a personal email if possible.
What does your organisation do?	<p>In this section, you should explain how your organisation has been working with and for children and young people (6-26 years) who experience inequality.</p> <p>This could include why the charity was set up, an overview of your activities and the people you support. Highlight the main areas of work of your charity.</p> <p>If the children and young people are experiencing other factors or challenges (such as addiction, homelessness, abuse, disability) please tell us about this and the impact it has on them.</p>
Which of the fund priorities are you applying within?	Please choose which of the two priorities you are applying under.
Which age group is the main focus of your work?	Please choose all that apply.
Tell us about the work you do to support children and young people to overcome the impacts of inequality? What impact(s) does this work have on their lives?	<p>We want to have a clear picture of the services you provide to support children and young people. In this section you should demonstrate how your organisation's work with children and young people fits with the chosen priority you are applying under.</p> <p>In addition to telling us what services and support you provide and plan to deliver, you may also wish to tell us:</p> <ul style="list-style-type: none"> • Why this work is needed and how it relates to the theme which you have chosen to apply under • what differences this work will make to the children and young people who experience inequality • How many children and young people usually directly benefit from the work the organisation does • If you have any current plans to change or develop/expand the work in future years and how you know these changes are needed • How your organisations work compliments the work of other organisations in your community that also work with children and young people
How do people (with lived experience) that you work alongside and support	Please select all that apply. You can make more than one selection.

<p>contribute to your organisation?</p>	
<p>How does your organisation listen to, and involve, children and young people who experience inequality, in the work you do and in its delivery?</p>	<p>Please tell us more about the selection(s) you have made in the previous question and how you involve children and young people with relevant lived experience in the work that you do as an organisation.</p>
<p>Does your organisation have at least 75% of your Board and 50% of your staff from a Black, Asian and Minority Ethnic background?</p>	<p>In recognition of the historic inequity of funding Corra will commit at least £300,000 (around 30%) of the fund budget to support organisations that are specifically led by Black, Asian, and Minority Ethnic communities.</p> <p>To be eligible for this, your organisation should be led by Black, Asian, and Minority Ethnic communities with at least 75% of the board and 50% of your staff team being from a Black, Asian, or Minority Ethnic background.</p> <p>If your organisation does not meet these thresholds, you can still apply and be considered along with all other applications.</p>
<p>Please tell us more about the make-up of your board/committee and staff team.</p>	<p>This could include information on the structure of your committee/board; information such as the number of people on the board/committee, what experience they have (including whether the board includes children and young people with relevant lived experience), and if any are related to each other and how often meetings take place.</p> <p>Please also tell us if you have any members of staff also holding positions on the board/committee, or if you pay any trustees, we may want to discuss this during the assessment.</p>
<p>Please tell us how many staff your organisation has</p>	<p>Please provide detail on the number of full and part-time staff your organisation has.</p>
<p>Tell us if you have a safeguarding policy in place that protects the people you support, including volunteers and staff?</p>	<p>It is important that organisations safeguard staff and those they work with. Please tell us if you currently have a safeguarding policy in place or if this is in development.</p>
<p>Which of these policies/checks are in place?</p>	<p>It is important for us to know that you are taking appropriate steps to protect the people you work with. Some charities are required to have more policies and checks in place than others; please select all the policies that apply to your charity.</p>

<p>Tell us how you ensure that staff and volunteers understand their role in safeguarding children, young people and vulnerable adults.</p>	<p>Safeguarding is the action that an organisation takes to promote the welfare of children and vulnerable adults to protect them from harm including physical, emotional, sexual and financial harm and neglect. Safeguarding includes child protection but goes further and extends to anyone who is considered to be vulnerable. Please tell us how your staff and volunteers (including your board or committee) know what to do if a safeguarding issue was ever to arise. This may include:</p> <ul style="list-style-type: none"> • Training - who is involved and the frequency of training and refresher sessions • How often you update the policy • Process for noting and reporting a safeguarding concern • Who the safeguarding lead is within your organisation.
<p>What is the usual income of your organisation?</p>	<p>Please tell us the usual annual income of your organisation.</p>

Section 2: Financial information

<p>Please complete the boxes detailing your most recent income, expenditure, and unrestricted reserves.</p>	<p>Take information from accounts which have been independently examined/audited.</p> <p>Information can be found within the Income and Expenditure statement and the Balance Sheet.</p> <p>If you are not sure of the figures, please speak to the person that prepares your accounts.</p>
<p>Is there anything you need to point out to us about these figures?</p>	<p>Please give some information to explain any variations or unusual figures.</p> <p>For example, you might want to tell us:</p> <ul style="list-style-type: none"> • Why there is a high (or low) level of unrestricted reserves showing in most recent accounts. • Why income in the last year is skewed, e.g. because of a large capital appeal or that an annual grant was received just before the end of the financial year. • If you have received any emergency covid funding which has impacted/changed your usual income and expenditure. • Explanation of why accounts are showing a deficit. • If the figures no longer correlate with the current income and expenditure of the charity. <p>If your most recent independently examined/audited accounts show an income of more than £500,000 because of exceptional circumstances in that particular year, please contact us prior to completing the form.</p>

Section 3: Coding - data collection questions

Please complete this section from the options provided. In some cases, you can select more than one option. This information will not be used as part of your application assessment. The main use of this information is to help us improve our reach and support to groups and communities that are marginalised or face structural inequality. It helps us ensure we continue to understand the needs of people and continue to reach communities we seek to serve. Completing this section also allows us to gather and share vital sector information, as well as inform other people about the grants we have made and the difference these will make.

Section 4: Funding Amount

Total funding requested - Tell us how much you are applying for	This is the total funding you are requesting from Henry Duncan Grants over the period, not just the first year. The maximum amount is £40,000 (£8,000 per year, for a maximum of five years).
How many years are you applying for?	This is the number of years you want funding for.
How much would you like each year?	The amount you are applying for may differ each year.

Section 5: Additional Information

If there anything else you'd like to tell us that hasn't been included already, please let us know in this section. Information may include partners your organisation works with, the methods and tools you use to evaluate your organisation's work, a short case study, how children and young people record their own journey, future developments, or any other information which you feel strengthens your application.

Section 6: Contact Details

We like to talk to most applicants, during the assessment process, so it is important that the person named is comfortable with discussing the application. We are happy for you to invite a colleague to take part in the conversation, if you feel this would be helpful.

Section 7: Authorisation and bank details

This should be a member of your charity's Committee/Board/Senior Management Team who can authorise this application. All correspondence will be sent to this individual using the email address given in Section one.

In this section you are also asked to complete your organisation bank account details – this should match the bank statement that you attach to your application. Please ensure that the organisation name, sort code, account number, and the name of the bank are all legible on the statement that you attach.

Section 8: Enclosures

Please remember to ensure all documents have been attached/uploaded before submitting your organisation's application. Without these documents we may be unable to proceed with your application.

We require a bank statement, and a copy of most recent signed accounts which have been independently examined/audited, and if you are not a charity/SCIO – a copy of your constitution.

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e: hello@corra.scot t: 0131 444 4020 www.corrascot (The) Corra Foundation is a charity registered in Scotland (No SC009481) and is also a company limited by guarantee (No SC096068). It is a member of the Scottish Grant Makers, the Association of Charitable Foundations and the Scotland Funders Forum.