**VICTORIA HOMES TRUST**

**Application Form New V3.1**

By completing this form you are agreeing that we may hold this information for a period of six years are per terms and conditions of a grant. We only use this information for purposes of assessing applications and to vouch as to the bone fide of the applicant and application information.

No personal information is shared outside of the organisation except potentially in extraordinary cases where fraud may be investigated or referred to legal authorities.

If you do not wish to accept these terms then you cannot apply to Victoria Homes Trust. You may request more information from the Trust Secretary regarding Data Protection policy.

|  |  |
| --- | --- |
|  | **YOUR ORGANISATION** |
| Contact Name:  **Organisation Name:**  Job title/position  Address  Postcode |  |
| Telephone Number: | Is this a personal/home number? |
| Email: | Is this a personal email address? |
| Website: |  |

**GOVERNANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Registered Charity?** | No □ | Yes □ | Charity Number: |
| **Registered Company No** | No □ | Yes □ | Co. Number: |
| **If not registered as a charity what is the status of your application to the Charity Commission for NI?** | Expressed Interest  □  [please attach proof] | On the Deemed List and awaiting being called forward  □ | Not applying to Charity Commission for NI  □  Please describe why not. |
| **Year established?** |  | | |
| **Please give a brief description of your organisation's purpose: [No more than 100 words]** | | | |
| Please set out the names your charity trustees or governing committee members if not already available on the Charity Commission or Company House website: | | | |

**YOUR PROJECT**

|  |
| --- |
| **PROJECT NAME: What is the name of the project you are applying for? [No more than about 10 words]** |
|  |
| **YOUR PROJECT: Please provide an overview of the project you are applying for: [no more than about 600 words] What is the project? What will it do in practical terms? Where and when will it take place? How many children and young people will it benefit and what ages are they? What will the funding pay for?** |
|  |
| OUR PURPOSES: **How does your project fit with our Purposes of Physical development, Mental Development and Spiritual Development of young people under the age of 21?** [NO MORE THAN about 250 WORDS] |
|  |
| **OUR PRIORITIES**: The needs of young people are many and the Trust does not wish to overly restrict the scope of applications received by it, however, projects addressing the following needs of children and young persons are particularly welcome; Alcohol and drugs abuse; Homelessness; Counselling for those in need of guidance, advice and support: **How does your project fit with our current priorities? [no more than 100 words]** |
|  |
| **HELPING OTHERS: Will the project involve young people giving help to others? If so, how? [no more 100 words]** |
|  |
| **PROJECT OUTCOMES: How will the young people benefit from the project?** |
| Name three main outcomes from your project [25 words each]  1.  2.  3. |
| DISBENEFITS: |
| As well as the public benefits of your project are there any associated disbeneifits arising or likely to arise from same? If so please specify: [as much space as you need] |

**How many children and young people will benefit?**

|  |  |  |
| --- | --- | --- |
| AGE RANGE | DIRECTLY BENEFIT | INDIRECTLY BENEFIT |
| Birth to Pre-school |  |  |
| Primary School Age |  |  |
| Secondary School age |  |  |
| 18 to 21 year olds |  |  |
| **Total** |  |  |

**Please Note: The “Your Project” Section of this form should be no more than two side of A4 in total.**

**PROJECT BUDGET**

|  |  |
| --- | --- |
| Overall Cost of Project |  |
| **ITEMS/AREA OF EXPENDITURE** | **COST** |
|  |  |
| **Total** |  |
| OTHER SOURCES: what other fundraising sources are contributing to the cost of the project? | |
| **Source** | **Applied for / Secured** |
|  |  |
| APPLICATION AMOUNT: How much are you asking Victoria Homes Trust for? |  |
| **Total** |  |

YOUR FINANCES

|  |  |  |
| --- | --- | --- |
| Please summarise you latest annual income and expenses | | |
|  | FROM *(e.g. 01 Apr 21)* | TO: *e.g. 31 Mar 2022* |
| FINANCIAL PERIOD |  |  |
| INCOME |  | |
| EXPENDITURE |  | |
| SURPLUS/DEFICIT |  | |
| UNRESTRICTED RESERVES |  | |
| Explanation of Surplus/Deficit/Reserves: This is an opportunity to provide further explanation on your current financial position. | | |
|  | | |

**PREVIOUS GRANTS/LOANS FROM VICTORIA HOMES**

|  |  |  |
| --- | --- | --- |
| DATE | PURPOSE | AMOUNT |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **OPEN ACCESS: [up to 50 words each question in this section]** |
| How are those participating chosen/selected?  Are any conditions attached to eligibility or participation and if so please specify:  Are any fees, charges or expenses levied in relation to eligibility or participation and if so please specify:  Are any persons groups directly or indirectly excluded or discouraged from participating? |

|  |  |
| --- | --- |
| **EQUALITY AND CHILD PROTECTION: (All of these measures should help to make sure that the child or young person in your care will have a good experience when taking part in your project.)** |  |
| **Please confirm:**  You have an access/equal opportunities policy for staff, volunteers and potential participants and can provide it if requested.  **Please confirm the following:**  Your organisation has its own safeguarding and child protection policy and procedures, which everyone, including children and young people in your organisation knows about and uses in their day to day work.  Your organisation has a named person responsible for child protection within your organisation.  You undertake the appropriate checks for all staff, volunteers and management committee working directly with or with access to children and young people or information about children and young people.  You ensure all staff, volunteers and management committee members receive working with children training which is relevant to their role and updated on a regular basis.  You take appropriate steps to ensure that children and young people in your care are safe, e.g. by conducting risk assessments for activities, by ensuring supervisory staff hold relevant qualifications, by providing adequate training to volunteers. | YES/NO  YES / NO  YES / NO  YES / NO  YES / NO  YES / NO |

**PAYABLE TO**

As we are moving to Bank Transfer payments you will need to provide your bank details here **and a recent copy of a bank statement (within 3 months).**

Account Name (Should be the same as application name:

Bank Name:

Bank Address:

Bank Sort Code:

Bank Account Number:

|  |
| --- |
| Victoria Homes Trust may pay successful applications by cheque in the name of the applicant organisation. Please confirm the name to make the cheque payment to: |
|  |

A senior representative of the organisation should sign this application. Preferably an officer trustee or officer of the committee.

I CONFIRM THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I ACCEPT THAT THE DECISION OF THE TRUST IN REGARD TO THIS APPLICATION IS FINAL.

|  |  |
| --- | --- |
| SIGNATURE |  |
| POSITION |  |
| DATE |  |

BY MAKING AN APPLICATION TO VICTORIA HOMES TRUST YOU AGREE TO USE ANY GRANT AWARDED FOR THE PURPOSE REQUESTED. TO ABIDE BY AND OBSERVE THE GRANT/LOAN CONDITIONS ATTACHED AND AS FURTHER DETAILED IN YOUR AWARD LETTER. YOU ARE ALSO AGREEING TO SUBMIT A REPORT IN THE FORM ATTACHED WITHIN ONE YEAR AFTER THE AWARD OF THE GRANT

Are you also willing to receive a visit from the Victoria Homes Trust? Yes □ No □

**YOU MUST EMAIL YOUR APPLICATION** TO SECRETARY@VICTORIAHOMESTRUST.COM BY THE DEADLINE (Published on the website) FOR CONSIDERATION AT THE NEXT GRANTS SELECTIONS COMMITTEE. PLEASE SEND AS A WORD OR OTHER TEXT DOCUMENT RATHER THAN A PDF.

REMEMBER TO INCLUDE A COPY OF YOU LATEST APPROVED ANNUAL ACCOUNTS WHICH SHOULD BE NO OLDER THAN 18 MONTHS IF THESE ARE NOT AVAILABLE FROM THE CHARITY COMMISSION WEBSITE.

Neil Irwin, Trust Secretary

**VICTORIA HOMES TRUST**

The main objects of the Victoria Homes Trust are:

* To help and educate young people of both sexes under the age of 21
* To develop their physical, mental, spiritual and moral capacities so that they grow to full maturity as individuals and members of society and that their conditions of life may be improved
* To assist in the training of young people to enable them to maintain themselves at the termination of their education and training
* To assist other non-statutory bodies in carrying out any of the above objects

The needs of young people are many and the Trust does not wish to overly restrict the scope of applications received by it, however, projects addressing the following needs of children and young persons are particularly welcome:

* Alcohol and drugs abuse
* Homelessness
* Counselling for those in need of guidance, advice and support

**Grant Level**

The amount of grant available is variable. For guidance it should be noted that the majority of grants are in the range of £500 to £2,500. When applying please remember that the approximate grant total per annum for all projects is £50,000/£60,000. Applicants who apply for, in excess of £5,000, are almost always rejected or indeed those whose total project cost is in the tens of thousands.

You must be a charity registered in the UK to apply. (or on the deemed list of charities with the Charity Commission for Northern Ireland and awaiting the call forward to apply - you may be asked for evidence of your status in this regard)

Applicants organised on all-Ireland, all-UK or similar basis are recommended to satisfy the Trust that the benefit of the project will be within Northern Ireland and that any assistance given by the Trust is additional to and not in substitution for other forms of internal or external funding.

Preference is given to applications from charities and voluntary organisations with a track record of handling grants.

Only in exceptional circumstances are grants made to individuals.

The Trust has a preference for supporting short-term projects where visible benefits and outcomes are expected over a period of 3-12 months.

The Trust is interested to receive applications where the funding will have a “multiplier” effect by securing or promoting knock-on benefits, e.g. training and outreach programmes which will have a follow-up or cascade effect.

It is important that applicants demonstrate that the project they wish to gain assistance for is confined to the support of children and young adults under the age of twenty-one.

Given the preference for demonstrable benefits, which will apply over a short period of time, the Trust is less likely to assist with projects that involve the improvement of lands or buildings.

**General Exclusions**

The following activities are not normally supported

* Projects whose beneficiaries are outside Northern Ireland
* Projects which do not target the needs of children and young people.
* Projects for which expenditure has already been incurred
* Applications for large projects for which the VHT grant is only a small part
* Applications to support playgroups are discouraged.
* The Trust is unlikely to contribute towards core running costs of charities and voluntary organisations.

The Trust assists projects within Northern Ireland only. It is **not recommended** to apply if you have been successful in receiving a grant within two years.

**STANDARD CONDITIONS OF GRANT**

The grant is awarded upon the terms and conditions set out below.

### 1. DEFINITIONS

1.1 In these terms and conditions of grant the following words shall have the following meanings:

“the Applicant” means the trustees, company or individuals making the Application.

“the Application” means the Applicant’s application for the Grant including all supplementary information provided in support thereof, prior to the making of the Grant.

“Approved Purposes” means solely those purposes approved by the Trust as set out in the Offer Letter provided that no part of the Grant may be used by the Applicant for purposes which do not fall within the Trust’s charitable objects.

“Conditions” means the terms and conditions of grant contained herein.

“the Grant” means the sum approved by the Trust as set out in the Offer Letter.

“Grant Period” means the period of 12 months from the date of the Offer Letter.

“Offer letter” means the letter from the Trust to the Applicant offering the Grant subject to the Conditions.

“Repayment” means the repayment of the Grant to the Trust together with any interest and additional sum pursuant to the Conditions and cognate expressions such as “Repayable” and “Repaid” shall be construed consistently therewith.

“the Trust” means the Victoria Homes Trust.

1.2 The headings in this award of Grant are for ease of use only and shall not be used or referred to in any issue concerning interpretation.

### 2. THE GRANT

2.1 The Grant may only be used by the Applicant for the Approved Purposes and must be so used within the Grant Period.

2.2 Any change, amendment or variation to the Approved Purposes must have the prior written agreement of the Trust.

2.3 The appropriate share (normally the proportion of the total project costs to which the Grant has contributed) of any under-spend of the Grant on the Approved Purpose must be notified and returned to the Trust at the end of the grant Period.

2.4 The Applicant must promptly supply the Trust with such information as it requires in relation to the Approved Purposes and any further financial or other information that may be required by the Trust, to monitor expenditure of the Grant; and

2.5 The Applicant accepts that the provision of the Grant can only be assured to the extent of the Trust’s financial resources and that the grant may be reduced or withdrawn in the event of any deterioration in the Trusts investments or other resources.

2.6 The Applicant accepts that no commitment or obligation is given to provide further funding or finance in connection with the Approved Purposes or any other project or need of the Applicant.

2.7 The Grant will not be increased in the event of any overspend on the Approved Purposes. In particular the Applicant is required to meet any over-runs on costs, construction costs or expenses from its own resources.

2.8 The Grant is offered on the basis that the Applicant has secured funding for the remaining part of the projected costs for the Approved Purposes. Should any of this other funding not materialise, be reduced or withdrawn, then the Trust may reduce the Grant, vary it or the Conditions or withdraw the Grant altogether and require its Repayment. Before doing so the Trust may, at its absolute discretion, afford the Applicant a reasonable period of time (not to exceed 3 months) to arrange replacement funding.

2.9 The Trust may specify the timing of payments of the Grant or parts of same. In principle, payment in respect of specific items of equipment, services or expenditure will be made against and with regard to valid invoices and may be paid in proportion to other sources of funding for the Approved Purposes.

2.10 If the Grant relates to expenditure on land or buildings the Applicant must ensure that same are used exclusively for such use and purpose as may be agreed with the Trust, for a period of 15 years after the Grant is made to the Applicant and shall not be sold, exchanged, let, mortgaged, charged or otherwise dealt with at law or in equity during that period without the prior written consent of the Trust.

2.11 All requests for payment shall set out any VAT element payable on all invoices in relation to the intended expenditure of the Grant and where the Applicant is VAT registered the Trust will require all reclaimable VAT element to be repaid to it at a time specified in the future or offset against future Grant instalments.

2.12 The Applicant shall confirm and provide details of its VAT status and registration before making any third party payments from the Grant.

2.13 The Trust may withhold any part of the Grant at its absolute discretion.

### 3. REPAYMENT

3.1 The Grant may have to be repaid in full or in part if any of the Conditions are breached or are not fully performed or observed or where circumstances arise whereby a right to Repayment arises under the terms of these Conditions. In determining whether or not the Grant should be Repaid, and the amount to be Repaid (if any), the Trust may (but need not) have regard to whether, in its absolute opinion, the breach, non-performance or non-observance or relevant circumstances resulted from factors outside the control of the Applicant or which could have been foreseen, prevented or mitigated by the Applicant.

3.2 Where there is a change of purpose, use, ownership or recipient, within the Grant Period the Applicant is obliged to notify the Trust of same and:

1. the application will be reconsidered by the Trust; and
2. the Grant may have to be Repaid in whole or in part if the change is such that in the Trust’s view it seems unlikely:

(i) that the Approved Purposes are fulfilled,

(ii) that the Approved Purposes will continue to be fulfilled, or

(iii) that the fulfilment and continued fulfilment of the Approved Purposes will be impaired, reduced or rendered less effective.

The Trust may specify in advance examples of what it will or will not regard as a “change” and recommends that it is consulted well in advance of any contemplated change by the Applicant.

3.3 In addition to the above, the Grant shall become Repayable:-

(a) if the Applicant fails, in the view of the Trust, to raise and maintain sufficient funding or assurances of funding for carrying out all of the Approved Purposes within the Grant period;

(b) if the Grant is towards the improvement, building or purchase of lands or buildings the trust is not satisfied with the Applicant’s title to the land or buildings or that it does not have valid consents in respect of planning, building control or other regulated matters;

(c) if the Applicant, having been a charity is no longer recognised as a charity;

(d) if the Applicant, being a charity, fails, to any material extent, to comply with its charitable objects or the terms of the Trust;

(e) if the Applicant being an individual, is declared bankrupt, suffers service of a statutory demand or the institution of bankruptcy proceedings or enters into or proposes an individual voluntary arrangement;

(f) if any assets of the Applicant are seized in satisfaction of any judgement or order;

(g) if the Applicant is wound up or steps are taken to wind it up or it is placed into receivership or liquidation or suffers the appointment of an administrator, administrative receiver or Conveyancing Act receiver, or enters into a voluntary arrangement or any form of composition with its creditors (whether formal or informal);

(h) if the Applicant ceases to operate (unless it merges with, or is replaced by, another body which is able to fulfil the purposes of the Grant to the Trust’s satisfaction);

(i) where the Applicant fails to apply the Grant solely for the Approved Purposes or fails to continue to do so at any time during the Grant Period;

(j) if the Application was made fraudulently, recklessly, negligently or incorrectly or is incomplete or misleading in any material particular;

(k) if at any time from its initial Application until the end of the Grant Period the Applicant has acted or given false, misleading or incorrect information to the Trust to the extent, that in the opinion of the Trust, it has a material effect on the carrying out and operation of the Approved Purposes, the decision to make or continue the Grant or any decision concerning a Repayment or potential Repayment;

(m) where the Applicant has failed to divulge any information material to the Approved Purposes or of relevance to the provision of the Grant which it would be material for a grant giving body to know in assessing a grant application or in considering whether to award a grant or the conditions which it might attach to a grant or any decision to require a Repayment or to forgo the right to require a Repayment; and

(o) If at any time the provisions of Condition 2.8 apply.

3.4 Where the Trust considers that an event falling within Condition 3.3 is or is likely to be rectified within a reasonable time (where capable of rectification) and to its satisfaction it shall have the discretion not to require Repayment in whole or in part or to suspend a requirement for Repayment for such period as the Trust thinks fit.

3.5 Where the Trust is seeking Repayment, then in deciding the amount which is Repayable it shall have regard to the amount of any part of the Approved Purposes that may have been successfully completed where it is of the view that such partial completion meaningfully represents part performance of the Approved Purposes of merit independently of the remaining parts.

3.6 In the event of the Applicant being required to Repay the Grant, or part of same, to the Trust the Applicant shall pay interest on the amount of any of the Grant Repayable at the rate of 4% above the base lending rate from time to time charged by Northern bank Ltd at Belfast.

**4. MONITORING OF THE DEVELOPMENT**

4.1 Representatives of the Trust, shall be granted access to inspect the books and records (including receipts, vouchers and invoices) of the Applicant if so required in relation to the Approved Purposes, by prior arrangement.

4.2 The Applicant shall promptly inform the Trust of any delay to or dispute concerning any contract relating to the Approved Purposes and whether any right of termination of same by any party is likely to or has arisen.

4.3 No later than 3 months following the expiry of the Grant Period or the project underlying the Approved Purpose the Applicant shall send a report to the Secretary of the Trust on the carrying out of the Approved Purposes and the case of the Grant in the form required by the Trust.

4.4 The Applicant shall operate an equal opportunities policy during the planning and operation of the Approved Purposes and no one shall be denied the right to equal access to its facilities on the grounds of age, nationality, race, creed, colour, gender, sexual orientation, marital status, disability, religious belief or denomination or political opinion, without lawful justification.

4.5 The Applicant will ensure that its managers, employees and volunteers have the proper and appropriate training, skill sets and experience to discharge their roles in respect of the Approved Purposes and without prejudice to the generality of the foregoing that all have received proper and appropriate child protection training.

4.6 The Applicant shall comply with all laws and legal obligations in relation to the use of the Grant and the carrying out of the Approved Purposes and without prejudice to the generality of the foregoing that all legal requirements for the protection of children and vulnerable young adults have been complied with in full.

4.7 If the Applicant intends that any subsidiary company or other third party shall perform any part of the Approved Purposes it shall obtain the prior written approval from the Trust, which may attach any conditions to such approval as it sees fit.

**5. TITLE**

5.1 It is a condition of the Grant that the Applicant has a good and marketable title to the land and buildings to the satisfaction of the Trust or its solicitors, where the Grant relates to expenditure on land and buildings and if required the Applicant shall grant a first legal charge or mortgage to the Trust of the land and buildings in priority to the rights of any third party.

5.2 The Applicant shall procure that it and its solicitors furnish such documents, searches and information as the Trust or its solicitors require in relation to the title and related property matters concerning any land and the fulfilment of the Approved Purposes and the Conditions.

**6. PUBLICITY**

6.1 The Applicant must throughout the Grant Period acknowledge the Trust’s financial support with reasonable prominence in publicity, promotional or events literature, programmes or other media and wherever or whatever mention is acknowledgement is given of the role or support of any other grantor, or financier, donor, supporter or sponsor.

6.2 The Trust may use the data you send it for all purposes connected with your application including considering, evaluating and monitoring same and may also share same with its Committee members, auditors, the Charities Commission and any other regulatory body. The Trust may publish in any medium, including its annual reports and accounts, such information as it considers appropriate on grant applicants (successful or not), grantees, projects supported and amounts sought or granted.

**7. GENERAL**

7.1 The Applicant shall furnish such information and documents as the Trust or its solicitors require to satisfy themselves that the terms of the Conditions have been or are being or are capable of being satisfied.

7.2 The Applicant shall maintain and keep proper legal, accounting and financial controls in place to receive and properly administer the Grant and shall retain all legal, accounting and financial records relating to the Grant and the Approved Purposes, with appropriate back-up and recovery contingency procedures during the Grant Period and for a period of 6 years thereafter.

7.3 The Applicant warrants that it has due right and authority under its constitution and at law to apply for, receive and expend the Grant for the Approved Purposes subject to the Conditions and that it requires no third party consent so to do.

7.4 The Trust may require that the Applicant’s auditors, accountants or other professional advisors meet with the professional advisors of the Trust to obtain and discuss such evidence as the Trust may require to show how the Grant has been applied and the Conditions have been fully complied with.

7.5 All communications with the Trust shall be directed to the Secretary of the Trust.

7.6 No decision or consent of the Trust is valid unless given in writing and signed by its Chairman, Secretary or its Solicitors and the giving of any consent or approval shall not create any duty of care or legal obligation in respect of same to the Applicant or any third party nor absolve or release the Applicant from any obligation to the Trust.

7.7 These Conditions may only be varied with the written agreement of the Trust and the Applicant.

7.8 Any consent or approval of the Trust shall be voidable at its option if the information on which it is based shall have been in any way misleading, inaccurate or incomplete and shall be void if it has been procured in any respect by fraud, deceit or dishonesty.

7.9 These Conditions and the Grant do not constitute a partnership or joint venture between the parties.

7.10 These Conditions are intended to be legally enforceable and shall be construed in accordance with the law of Northern Ireland.

Version Issued on 2018

GRANT/LOAN REPORT TO VICTORIA HOMES TRUST

Neil Irwin

Trust Secretary

**Victoria Homes Trust**

The Shed, 67 Loopland Gardens

Belfast, BT6 9EB

neil@nifundraising.org

|  |  |
| --- | --- |
| **Organisation Name:** |  |
| Contact Name: |  |
| Job title/position |  |
| First Line Address |  |
| Second Line Address |  |
| Town/City |  |
| County |  |
| Country |  |
| Postcode |  |
| Telephone Number |  |
| Email: |  |
| Website: |  |

|  |  |
| --- | --- |
| **GRANT/LOAN:** |  |
| VHT Ref: |  |
| Project Title: |  |
| Short Description of purpose of project: |  |
| Amount: |  |
| Loan/Grant: |  |
| Date of Application: |  |
| Date Funds received: |  |
| Date Funds spent: |  |
| Describe how funds were spent: |  |
| Evidence of expenditure attached:  Eg: receipts, formal report, photographs |  |
| Numbers and ages of those participating or benefiting |  |
| Description of how the benefits of the project were attained: |  |
| Description of any disbenefits encountered: |  |
| Description of any ways in which the project exceeded expectations: |  |
| Description of any ways in which the project fell short of expectations: |  |
| Description of any complaints received in relation to eligibility or participation in the project: |  |
| Summarise the feedback you received from those participating in the project: |  |
| Contact details of any impartial observer, tutor or participant who can account to VHT as to the project. |  |