



# Society of the Holy Child Jesus CIO

ACTIONS NOT WORDS

June 2019

## **Initial Proposal**

The Trustees will consider proposals that meet the guidelines set out in our Grant Making Policy. Please read these first on our website.

Please include the information below in your initial proposal, so that we can check your organisation's eligibility for a grant. We ask that your initial proposal is no longer than 2 sides of A4 in total. Please refer to the website for application deadlines.

- Date of proposal
- Organisation's name, address and website address. Please note we will only accept one application per organisation per annum.
- Please confirm your organisation's charitable status - Charity Registration No. or Community Interest Company if applicable. We will only accept applications from registered charities or community interest companies currently.
- Main contact for the project- name, job title, email address and telephone number.
- Preference will be given to organisations who carry out their charitable activities in England and Wales, although Ireland will be considered too. Please confirm where your charity works and that you have a UK bank account. The project, for which you are applying for funding, must be based in England or Wales (Ireland will be considered as stated above).
- Give a brief description of the organisation's work and its aims.
- Give a brief summary of the project you are requesting funding for.
- Which of the SHCJ grant priorities, set out in the Grant Making Policy, does the project meet (education, environmental justice, social justice, anti-trafficking) and state briefly how.
- Single year grants between £10,000 and £25,000 can be requested towards core services, capital or revenue projects. Please state what type of grant you are requesting and the amount.
- Please state your organisation's total income, total expenditure and explain any shortfall or surplus, as stated in your latest set of accounts.
- Please confirm that your organisation has a safeguarding policy in place and that disclosure checks are carried out on all staff and volunteers working with children, young people or vulnerable adults.
- If you have previously had funding from the Society of the Holy Child Jesus please let us know when the funding was received and what it was for.
- Where did you learn about our grant making?

Our data protection policy is on our website: <https://www.shcj.org/european/policies/general-data-protection-policy-european-province/>.

We collect information when you make an enquiry about our grantmaking function, when you submit an initial proposal or a full application for a grant and in the course of providing those services to you. The legal basis for processing your personal data is having a legitimate interest. A minimal amount of personal data is collected, stored and processed solely for the purposes described above.

Please email your initial proposal to the Grants Administrator, Natalie Ledger at [grantsadministrator@shcj-ep.co.uk](mailto:grantsadministrator@shcj-ep.co.uk) . We will confirm whether or not a project is eligible for consideration by the Trustees as soon as we can. We accept Initial Proposals at any time.

If your proposal is deemed eligible, you will be sent a Full Application request by email with details of further information required, as well as a timescale for submission and consideration.

If you need any further advice please feel free to contact the Grants Administrator on the email above.