

THE KING HENRY VIII ENDOWED TRUST, WARWICK

A GUIDE TO ASSIST IN A GRANT APPLICATION

1. The King Henry VIII Endowed Trust makes grants from the Town's Share of its income to help the community in the area of the Old Borough of Warwick.

2. **There are a number of constraints on the Trusts' ability to make grants**

2.1 **Area:**

Grants are only available for the benefit for persons and for purposes within the Old Borough of Warwick boundaries. ("the town")

The area of the Old Borough of Warwick comprising predominantly the CV34 postal district and also some small adjacent areas. If you are in any doubt as to whether your address lies within the boundary of the Old Borough of Warwick, please obtain confirmation from the Clerk.

The Trustees have no power to make grants for persons or projects outside this area.

2.2 **Purposes**

The Trust can make grants for the following purposes if for the benefit of the inhabitants of the Town:

- For the repair of historic buildings in the Town.
- For the relief of the elderly, infirm and needy inhabitants of the Town.
- For the improvement of social welfare, recreation and leisure facilities of the Town.
- For the support of educational facilities within the Town.

2.3 The Trustees have only limited powers to make grants for projects for which central or local government has a financial responsibility

3. **Who can apply?**

3.1 Individuals resident in the Town or Officers of organisations within the Town for the benefit of inhabitants of the Town.

3.2 In the case of educational projects being provided by organisations for Warwick Town LEA Schools, the Trust requires that application for grant shall be submitted by the recipient schools, and not by the provider of the educational projects.

4. **How much can I apply for?**

4.1 Individual/Further education expenses - according to circumstances

4.2 Personal need - according to circumstances

- 4.3 Community provision - full or partial topping up of self-funding. Grants will be scaled to the proportion of members living in the Town
- 4.4 School projects - support for projects other than those which the State/Local Government should support. Grants will be scaled to the proportion of pupils living in the Town
- 4.5 Club projects - full or partial topping up of self-funding, with preference being given to youth. Grants will be scaled to the proportion of members living in the Town
- 4.6 Repairs to private historic dwellings in the Town -
- 4.6.1 For privately owned dwellings of historic or architectural interest within the Old Borough of Warwick, the Trustees may be willing to advance a grant towards exterior repairs affecting the street scene of up to 25% of the approved cost, or £5,000 whichever is the lower.
- 4.6.2 Repayment of the grant, on a sliding scale over 24 months, may be required if the property is sold within 2 years of receipt of grant from the Trustees. Repayment conditions will necessitate the registration of a Charge at the time of grant.
- 4.6.3 One grant only may be awarded for any property within a 10 year period.
- 4.6.4 For any grant application to be considered, the repair works to be the subject of the application, must not have commenced before the grant application has received the Trustees' attention.
- 4.6.5 In every application the decision of the Trustees is final.

Applicants should know that the Trustees generally expect applicants to show the full cost of each project and the amount of the applicant's contribution and, where relevant, the period over which the intended project will extend.

5. **How often can I apply?**

There is no limit to the number of projects that maybe applied for but the Trust will normally make only one grant per project. It does not provide grants to meet annual revenue expenditure, but as an exception the Trust may, on occasion, agree to assist the start-up of a project by promising instalment funding for not exceeding three years.

6. **When should I apply?**

You must apply before the project is started. The Trustees do not make retrospective grants.

Applications should be made as early as possible to allow the circumstances of your application to be fully established.

The Trustees give consideration to applications approximately every other month.

Decisions are normally communicated to applicants within a week of the relevant meeting, except with large amounts which may require longer consideration.

In the case of an emergency, applications may be fast-tracked.

7. **To whom should I apply?**

The Clerk will let you have the requisite grant application form. You should expect that the Clerk will ask you for full supporting evidence in respect of your application and he will be happy to help you. You should write to The Clerk of The King Henry VIII Endowed Trust at 12 High Street, Warwick, CV34 4AP or telephone 01926-495533.

Students seeking help with course expenses should provide evidence from where they are studying, as to their registered status and the nature of the course (including costs relevant to the application).

With Clubs, Schools etc., the Trustees will require to see evidence of the financial stability and existing resources. This can most easily be provided by supplying copies of the most recent audited accounts and the current and future budgets.

You must expect the Clerk to ask you for additional information.

8. **Do the Trustees impose conditions in connection with any grant?**

The Trust funds are limited and are affected by economic circumstances. Grants always remain at the discretion of the Trustees.

Grants are normally paid on the production of receipted invoices.

The Trustees reserve the right to place conditions on any grant which the Trust may offer.

Grants must be claimed and the project completed within two years of being awarded. If this is not possible, the Clerk should be informed. Otherwise the grant will lapse.

Where appropriate, the Trustees may impose a condition requiring public recognition.

9. **Confidentiality**

The Trustees check all applications and consult with other charitable bodies in Warwick from time to time.

If there is any aspect of your application which for some reason you consider to be sensitive you must give written notice to the Clerk at the time of your application.

10. **Trustees power to refuse**

Whilst the Trustees will consider every proper application they are not bound to make a grant nor are they under any obligation to give reasons for refusing to make a grant in any case nor for declining any application in part or whole.

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