

Application Guidelines 2014-2015

The Idlewild Trust is a grant making trust that supports registered charities concerned with the encouragement of the performing and fine arts and crafts, the advancement of education within the arts and the preservation for the benefit of the public of lands, buildings and other objects of beauty or historic interest in the UK.

1. Key facts:

The Trust awards around £120,000 each year in grants and considers making grants of up to £5,000. During the last financial year to 31 December 2013, the Trust received 347 applications (2012: 324) and awarded 56 grants (2012: 52) totalling £133,990 in 2013 (2012: £124,000).

2. Charitable status:

We accept applications only from UK Registered Charities, churches that are Excepted Charities and some UK Publicly Exempt Charities.

Churches are now required to register as charities if they have an income of £100k and above. We accept applications from churches that are Excepted Charities with an income of less than £100k, and also from UK Publicly Exempt Charities such as public museums and some educational establishments. If you are unsure of your organisation's status please go to www.charity-commission.gov.uk (England) or www.oscr.org.uk (Scotland).

If you are a UK Registered Charity, we check the Charity Commission and Office of the Scottish Charity Regulator records online to see if your charity's annual returns and accounts are up-to-date.

3. Our categories:

Education: The Trust funds education projects and initiatives within the fine arts (performing arts and visual arts) whose primary objective is to nurture and develop talent, working with those aged 16 or over. Occasionally, excellent projects for younger students will be considered. The projects must be professionally run and should demonstrate best practice in their field.

The Trust does not fund projects aimed at pre-school or primary school aged children.

Museums and Galleries: The Trust funds exhibitions, projects and capital works within museums, galleries and other venues concerned with the visual arts and crafts. The Trust will need to be satisfied that the work is of a high standard and will attract visitors from outside its immediate community, if not nationally. Priority is

generally given to projects of a national interest with a national or regional audience.

Performing Arts: The Trust funds projects, events and performances within the performing arts including music, dance, poetry, drama and film. The Trust will need to be satisfied that the work is of a high standard and will attract an audience from outside its immediate community, if not nationally. Priority is generally given to projects of a national interest with a national or regional audience

Preservation and Conservation: The Trust funds the conservation or restoration for the benefit of the public of lands, buildings and other objects of beauty or historic interest in the United Kingdom. However the Trust does not fund new work within a restoration project such as new heating systems, annexes or facilities.

4. Our exclusions:

Grants will not be awarded to the same organisation more frequently than every 24 months. The Idlewild Trust does **not** make grants for:

- Projects that have been completed
- Individuals
- New work within churches eg: heating systems, annexes, facilities
- Community-based projects or festivals largely involving and attracting people in the immediate area
- Education work unless it is within the fine arts (performing arts or visual arts)
- Education work with pre-school or primary school aged children
- Endowment or deficit funding
- Nationwide appeals by large charities
- Appeals where all or most of the recipients live outside the UK
- Appeals whose sole or main purpose is to make grants from funds collected
- Projects based in the Channel Islands or Isle of Man

5. How to Apply:

We now ask all applicants to use our new on-line application process. Please go to the "Apply" section of our website and follow the instructions. If you have any queries about the application process, please contact the office on 020 8772 3155 or info@idlewildtrust.org.uk.

6. Deadlines for applications: 2014-2015

24 Sep 2014 for a Trustees' meeting in Nov 2014

25 Feb 2015 for a Trustees' meeting in May 2015

23 Sep 2015 for a Trustees' meeting in Nov 2015

7. Decisions:

You will receive a confirmation of receipt as soon as your on-line application is submitted. If you don't receive it straight away, please check the Spam or Junk email boxes on your computer. We will let you know the outcome of your application within a fortnight of the Trustees' meeting. If an application has been unsuccessful, you are can re-apply immediately.

8. Terms and Conditions:

If your application is successful, you will receive an Offer Letter that incorporates our Terms and Conditions introduced in February 2014 (see Appendix 1 below) that must be read and considered carefully. We will send a cheque for the grant on receipt of the signed Terms and Conditions.

9. Monitoring:

We ask organisations that receive a grant to e-mail a 1 page A4 report (including an image where relevant) to info@idlewildtrust.org.uk when the project is completed, or 12 months after the date of the Offer Letter, whichever is sooner. This is a condition of the grant and is outlined in our Offer Letter.

10. Contact Details

Rachel Oglethorpe
Director
The Idlewild Trust
1a Taylors Yard
67 Alderbrook Road
London SW12 8AD

E-mail: info@idlewildtrust.org.uk
Telephone: 020 8772 3155
Website: www.idlewildtrust.org.uk

Office hours:

Mondays, Tuesdays and Wednesdays: 9am-3pm

Please note that the office is closed from 4-15 Aug 2014; 22 Dec 2014-2 Jan 2015; 2-17 April 2015.. Applications can be submitted during this time.

Appendix 1:

The Idlewild Trust: Terms and Conditions:

These are the terms and conditions included in the Offer Letter that The Idlewild Trust issues to successful applicants.

We use the following definitions:

Definitions:

- 'you' or 'grantee' mean the organisation to whom we propose to make a Grant
- 'we' or 'us' mean The Idlewild Trust (registered charity no. 268124)
- 'Grant' means any financial assistance we offer to you
- 'project' means the work/activities described in your Offer Letter

This letter, the duplicate of which you will need to sign and return to us if you wish to accept the Grant, sets out the terms and conditions of our offer, which are:

1. The Grant must be used for the purpose of the project referred to in the Offer Letter. If there are any changes to your project or you wish to use the Grant, in whole or part, for some other purpose, please contact me immediately. We will consider your changed circumstances and whether or not to allow you to retain the Grant as we reserve the right to require you to repay some or all of the Grant to us if it is not to be used for the purpose/s of the project referred to in the Offer Letter..
2. We require you to email us a "monitoring report", that is to say, a report emailed to info@idlewildtrust.org.uk on one side of A4 , telling us what happened as a result of our Grant, what difference it made, who benefited, any particular challenges or lessons learnt, the total costs of the project and, where relevant, photographs, within twelve months of the date of this letter, or on completion of the project if it finishes earlier. We review monitoring reports carefully and we may request additional information from you, which you undertake to provide.
3. You will agree to any reasonable request by our Trustees or staff to visit your organisation or project.

4. We have no objection to your acknowledging The Idlewild Trust's Grant in any relevant material of yours (e.g. leaflet, donor board, website). You acknowledge that we will list your organisation as a recipient of a Grant in our annual report and we may also refer to it on our website.

5. We will send you a cheque for the Grant when you have returned the duplicate of this letter duly completed and signed. If you do not return it to us within 30 working days of the date of this letter our offer will be deemed to have been withdrawn.

6. The person/s in your organisation who sign/s your acceptance of our offer at the foot of this letter warrants that he/she/they is/have been authorised by your organisation to accept the Grant on the terms and conditions set out above and undertakes that your organisation will comply with them. If the Main Contact given in your application, or the Authorised Person below, leaves the organisation, or if the organisation's contact details change, you undertake to email new details to Trust within 30 working days.

To The Idlewild Trust:

I/we, being duly authorised on behalf of

.....

.....(Organisation Name and Organisation Address)

accept your offer of a Grant of £..... upon the terms and conditions set out above.

Authorised Person Signature:.....

Authorised Person Name (in capitals):.....

Authorised Person Job Title/Role within the Organisation:.....

Date:.....

Please return this duplicate letter (not just the last page) by post to The Idlewild Trust, 1a Taylors Yard, 67 Alderbrook Road, London, SW12 8AD

NB: Do not use recorded/registered delivery as the office is not open 5 days a week and letters cannot always be signed for; using recorded/registered delivery can result in post not being received.