



Polden-Puckham Charitable Foundation

Guidelines for Grant Funding

Mission: PPCF aims to contribute to the development of a just society based on a commitment to nonviolence and environmental sustainability. Our priority is to address systemic threats by seeking to change policy and attitudes at a national or European level.

1. What we Fund

We support work in the following areas:

Peace and Sustainable Security - We support the development of ways of resolving violent conflicts peacefully, and of addressing their underlying causes.

Environmental Sustainability - We support work that addresses the pressures and conditions that risk global environmental breakdown.

Other issues

We no longer accept new applications under this category. Existing multi-year grants will continue to their completion under our usual terms and conditions. We will continue to fund work on corporate social responsibility under our Environmental Sustainability and Peace & Sustainable Security headings. Please contact the Secretary with any questions you may have about this.

2. Approach

Supporting those seeking to change policy or attitudes - Our resources are limited and we receive a huge number of applications. In order to make informed grant decisions we have to focus our grant-giving in a number of ways. For this reason we fund organisations in UK that are working to influence policy, attitudes and values at a national or international level. Within our stated priority areas we support those seeking to promote equity and social justice, and develop radical alternatives to current economic and social structures. They may be single issue groups working to achieve a particular change, or organisations with a broader remit. We give particular consideration to small pioneering headquarters organisations.

We only support practical projects when they are clearly of a pioneering nature, with potential for influencing UK national policy.

UK registered charities - We are a UK based grant giving charity. We support the work of UK registered charitable NGOs.

We also support organisations or projects that are not UK registered charities if they can indicate a UK registered charity that is able to receive funds on their behalf.

Size of grants and supported organisations - We usually give grants of between £5,000 and £15,000 per year, for up to three years. We usually support organisations for whom this would represent between 5% and 50% of their annual income (organisations with an annual income of between £10,000 and £300,000 approximately).

3. Criteria

Your application will be assessed in relation to the following criteria. If a point is marked 'Essential' then your application will not be approved if fails this test. If you are in any doubt please contact the Secretary with your questions.

Substance

1. **Activity** - Does your application fit with our two stated priority areas (peace/sustainable security and environmental sustainability)? (Essential).
2. **Strategic thinking** - Does your application make sense in terms of its analysis, strategy and proposed implementation? (Essential).
3. **Changing attitudes or policy** - Is this project aiming to influence political decision-makers and/or key opinion-formers? (Essential).
4. **National or international impact** – Is your project seeking an impact beyond the local level, ideally at a UK national or international level? (Desirable).
5. **International work** – PPCF only funds work outside the UK if it is of international focus. (Essential).

Practicalities

6. **Clarity** – Is your application well expressed in plain English? Is it complete? (Desirable).
7. **Charitable work?** Is the work you propose to carry out clearly charitable according to UK law? (Essential).
8. **UK registered charity?**
 - a) If you are applying for work based in or managed from UK, can funds be passed to or through a UK registered charity? (Essential, unless you have already checked your eligibility to apply with the PPCF Secretary).
 - b) If you are applying for work outside UK, are you applying through a UK registered charity, or an organisation through which PPCF has existing links? (Essential, unless you have already checked your eligibility to apply with the PPCF Secretary).
9. **Financial issues, and size of your application and organization** (not your project).
 - a) Does the application fall within the range of £3,000 to £15,000 per year for up to three years (Highly desirable). Note: we occasionally fund up to £20,000 per year in exceptional circumstances, but we are not likely to fund more than £10,000 per year if the organisation is not previously known to us.
 - b) If successful would the amount applied for be between 5% & 50% of the organisation's annual budget (implying that your organization has an annual income of between £10,000 and £300,000 approximately)? (Highly desirable).
 - c) PPCF does not normally replace government funding, and seeks to fund those projects that would not normally attract funding from such mainstream sources. Does this apply to your project? (Highly desirable).
 - d) Would PPCF funding make any vital difference if it were given? (Essential).
 - e) Are you already getting funding from PPCF? (If you are, then you are much less likely to receive additional support).

4. Exclusions

We do not fund:

1. organisations that are large (see above)
2. organisations that are outside UK (unless they are linked with a UK registered charity and doing work of international focus)
3. work outside the UK (unless it is of international focus)
4. grants to individuals
5. travel bursaries (including overseas placements and expeditions)
6. study
7. academic research
8. capital projects (e.g. building projects or purchase of nature reserves)
9. community or local practical projects (except innovative projects for widespread application)
10. youth work, youth training and youth camps
11. environmental/ ecological conservation
12. international agencies and overseas appeals
13. general appeals
14. human rights work (except where it relates to peace and environmental sustainability).
15. community mediation and crime related work

PPCF does not normally send replies to applications outside its field of interest, though we do seek to give brief feedback on applications where we can.

5. Applications Procedure

The Trustees meet twice a year in the Spring and in the Autumn. Applications should be submitted on an application form before the relevant deadline (usually in February/ March and September). Exact deadline dates are indicated on our web site. Trustee meetings are generally held in April and October/November.

- a. Please download and complete an Application Form, which can be found on our web site www.polden-puckham.org.uk . You may include a final page to this 'Word' document for supplementary information if you wish.
- b. If you are unable to download these files please contact us by email using the address below.
- c. When emailing your application form please ensure that it is in Word, Pages or LibreOffice format, and please re-name your document with your organisation's name. For example, (yourorganisationnameYY.docx) where YY is the current year. Please send applications to us by email only, ensuring that the email with attachments indicated below is below 2MB in size.
- d. Please also supply a set of the latest audited accounts and an annual report. These should also be sent electronically if at all possible, attached to the same email. If you do not have electronic copies of these documents please send hard copies to the address below. If they are too large, please either compress them or remove images and diagrams to bring your email down below 2MB. If you are a new organisation and do not have an annual report or audited accounts, please indicated this on your application and send us what you have.
- e. Note: We no longer accept applications on paper/ by post.

Address:

Please send your application to ppcf@polden-puckham.org.uk If you are unable to send electronic copies of your audited accounts and annual report, please send hard copies to: The Secretary, Applications, Polden-Puckham Charitable Foundation, BM PPCF, London, WC1N 3XX

6. After applying

- a. Every application received will be acknowledged by email within two weeks, or one week after the deadline (whichever is the sooner). If you do not receive an acknowledgment please email us to check that your application has been received. If you do not do this there may be a delay in considering your application.
- b. We are seeking to give brief feedback to everyone who submits an application to us. Please contact us for feedback one week after you have received the trustees decision. The timetable for decisions is indicated on our web site.

January 2016