

# Property Lotto Community Trust Fund

## Criteria & Guidelines

January 2018

Property Lotto makes grants of up to £25,000 available to community projects nationally.

Charities and community groups can apply at any time and the board will sit 4 times a year to decide on awards.

These guidelines are designed to enable you to decide if your project may be eligible for an award.

### **Introduction**

Property Lotto has always tried to find ways of putting something back into the community; we especially favour programmes that support homelessness, educational activities, preserving historic buildings and sustainable community activities.

---

We are committed to the purposes of the Trust, which are directly aimed at improving quality of life – be it through heritage conservation, environment improvement, encouraging and protecting wildlife or social and leisure activities.

The Trustees represent a broad spread of interests and use their knowledge to ensure the money is used to maximum benefit.

---

*These guidelines should provide you with the information you need to decide if your project is eligible for a grant.*

### **The Purpose of the Trust Fund**

The Community Trust Fund enables Property Lotto to invest in a large range of projects which benefit your community and environment. By investing in the Community, Property Lotto actively seeks to make a positive contribution to the quality of life in local communities.

The Trust is operated by 4 Trustees who decide how funds will be allocated.

---

## Criteria

The Community Trust Fund will support projects in any of the following areas:

1. Homelessness
2. *Environmental improvement, improving awareness of environmental issues through education and training, encouraging and protecting wildlife.*
3. *Bringing the Community closer together through facilities for sport, recreation and other leisure time activities.*
4. *Improving health and wellbeing through the promotion of healthy lifestyles and employment opportunities.*
5. *Heritage conservation.*
6. *Improving the lives of the elderly.*

*Property Lotto is founded on a dual support basis with a philosophy of **reciprocity**. If you are successful we ask you to place an advert/article in your newsletter, on your website or through your in-house emailing campaigns, sharing the work of Property Lotto. This will bring about additional awareness of Property Lotto and we will reciprocally place your organisations Logo and website Link on our Supporters Page, which we will be listing shortly on [www.property-lotto.com](http://www.property-lotto.com) bringing new site visitors to you.*

# Property Lotto Community Trust Fund

## Application Guidelines

### Frequently asked questions

#### ***How do I apply to the Trust Fund for a grant?***

Please read these guidelines carefully to determine whether your project meets the Trust's criteria and ensure you are able to satisfy the basis of reciprocity. If you are unsure about eligibility, you should contact the Trust Fund Administrator who will be able to advise you. If you decide your project does meet the criteria, you should contact the Administrator to request an application form.

#### ***What sort of project will the Trust Fund support?***

The Trust Fund aims to support projects which benefit your community and environment in any of the following areas:

- 1) Homelessness.
- 2) Environment improvement, improving awareness of environmental issues through education and training, encouraging and protecting wildlife.
- 3) Bringing the Community closer together through facilities for sport, recreation and other leisure time activities.
- 4) Improving health and wellbeing through the promotion of healthy lifestyles and employment opportunities.
- 5) Heritage Conservation
- 6) Improving the lives of the elderly.

***What is the maximum grant available from the Trust Fund?***

In order to ensure a good spread of projects the maximum grant is £25,000. Applicants are encouraged to be realistic and only apply for what they really need. Only in exceptional circumstances will consideration be given to applications for larger grants, most grants will be limited to £5,000.

***Is match funding required in order to qualify for a grant?***

Match funding is positively encouraged in order to maximise the amount of beneficiaries the Trust can help.

The Trustees reserve the right to require match funding to be obtained for larger grants.

***Which geographical areas does the Trust Fund cover?***

The Trust will support projects nationally.

***Can I make more than one application?***

The Trust will consider multiple applications if the charity has needs at different locations either locally or nationally. E.g. A Multi Academy Trust or National Charity

Each project will be assessed individually.

***Can I apply to be considered after every draw?***

The Trust will usually only consider one application per year.

***Do I have to be a registered charity?***

Yes the trust will usually only considered registered charities, however, in exceptional circumstances it may make small one off grants to individuals. E.g. To pay for medical treatment or equipment.

These will usually be a maximum of £1,000 and individuals should apply in the usual way.

***Will applications for capital and revenue projects be considered?***

Yes. Both capital and revenue projects will be considered. However, the Trustees will not commit to recurrent expenditure or running costs, such as salaries, fees or expenses.

***Do representatives of the Trust Fund visit projects?***

Yes. The Trust Fund Administrator or one of the Trustees may wish to visit your project before a decision is taken on your application.

The Trust will also visit all large projects to check on progress and to attend any ceremony on completion

### ***How often are grants awarded?***

Grants are usually awarded four times a year, January, April, July and October, this may vary.

### ***When should we apply?***

Applications can be made at any time. The Trust Fund Administrator can advise on deadlines for the current round of applications. You should not apply before you have obtained any necessary permissions for your project.

### ***How long do you have before any grant must be spent?***

We expect a grant to have been spent within six months of receipt. Property Lotto will need to see a copy of your expenditure once your project is complete.

Any unused money must be return to the Trust within 28 days of completion and will be allocated to help other projects.

### ***Once an application has been submitted, what happens next?***

Your application will be assessed to ensure it is complete and we will judge whether further information is required or whether it is necessary to visit the project.

Applications will be acknowledged and if received in time, submitted to the next Trustees meeting. Proposals received after a deadline will be presented to the next meeting.

Following the Trustees meeting, you will be advised by letter of the Trustees decision. Please do not telephone or e-mail as you will not be advised by any means other than by letter.

### ***What is Reciprocity?***

A major benefit of Property Lotto, besides the fact we are Giving Houses Away, is that we operate a Community Trust created to make grants to charities and organisations just like yours following each successful Prize Draw.

It is founded on a dual support basis. Meaning if you are able to place an advert/article in your newsletter, on your website or through your in-house emailing campaigns, sharing the work of Property Lotto not only will it bring about additional awareness of Property Lotto and how it can assist individuals struggling to buy their own home, or pay down an existing mortgage, but we will also reciprocally place your organisations Logo and website Link on our Supporters Page listing on [www.property-lotto.com](http://www.property-lotto.com) bringing new site visitors to you.

### ***Can we appeal if our bid is unsuccessful?***

No. The Trustees decision is final and we cannot enter into correspondence with regard to their decision.

# Property Lotto Community Trust Fund

## Conditions

1) The Community Trust Fund can assist in a number of ways, for example:

- Part- funding for a specific item
- By awarding funds to be matched by either the project's own fundraising or by another grant from a recognised funding body. In this case it may be possible to pledge a grant with the funding reserved for up to two years until the match funding is available.
- Funding for specific items to be presented to the project.
- The award of a 'conditional grant', where funding will only be released once specified conditions have been met. Conditional grants are valid for up to one year after the award is made.
- The phasing of grants over a specific period.
- Awarding a grant for the full amount.

2) The Trustees will consider projects on the basis of merit and benefit to all members of the local community, regardless of age, race, gender or religion and according to Charity Commission guidelines.

3) The Trustees will seek to achieve balance by granting awards that reflect the needs of the communities in those areas and the types of projects supported.

4) Priority will be given to projects where the Trustees can see evidence that organisations have made efforts to raise funds from their own resources. They will give a lower priority to projects which fail to show any evidence of fundraising or contributions from their own resources.

5) The Trustees require a full break down of project costs and a minimum of TWO written quotations.

6) The Trustees will give preference to projects that benefit the local community or a substantial section of it and not groups of a less inclusive nature. The Trustees encourage applications that take account of the Homeless, and people with special needs.

**7) The Trust Fund Administrator will not submit an application to the Trustees unless it is accompanied by the required supporting information, including two written quotations, the organisation's constitution and proper financial records. Copies of recent bank statements do not constitute proper financial records. Even for small or new projects, at the very least an Income and Expenditure Account must be submitted.**

# Property Lotto Community Trust Fund

## Conditions - continued

8) In order to ensure a good spread of projects the maximum grant normally made is £5,000. Only in exceptional circumstances will consideration be given to applications for larger grants up to £25,000.

9) In order that the Trust can meet its full range of objectives, the Trustees will consider both capital and revenue projects. However, the Trust will not commit to recurrent expenditure and/or running costs.

10) The Trust aims to support projects that benefit wide sections of the local community and grants will not be made to individuals.

11) Grants will not be awarded to projects already completed and paid for.

12) All grants will be awarded at the discretion of the Trustees and their decision is final. In making awards, the Trustees will give priority to groups as set out in their criteria. Those in receipt of, or with access to, substantial support from elsewhere will be given low priority.

13) Grants will not be awarded to organisations which have statutory responsibilities such as hospitals, surgeries, clinics or schools unless it is for projects that are clearly over and above their core activities and statutory obligations.

14) Grants for the purposes of medical treatment will not be supported except in exceptional circumstances.

15) Grants will not normally be awarded for the purchase of land or buildings. The Trust can assist with funding equipment, fixtures and fittings.

16) Grants will not normally be awarded for general repair and maintenance of buildings, although a specific item of community benefit may be allowed.

17) Grants will not be awarded for uniforms.

18) Grants will not be awarded for individual's sports kits.

19) Grants will not normally be awarded for trips or projects resulting in short term benefits, e.g. events, performances or visits.

20) Proposals for projects involving the creation of a physical asset (e.g. a garden) requiring on going maintenance must include a maintenance plan.

# Property Lotto Community Trust Fund

## Conditions - continued

- 21) Grants must be used for the purposes set out in the application submitted to the Trustees.
  - 22) In the case of larger grants, the Trustees may require the grant to be made in staged payments, which will be based on the achievement of agreed milestones.
  - 23) Grants must be spent within six months of receipt. If this time scale cannot be achieved, the recipient must notify the Trust Fund Administrator in writing as soon as possible.
  - 24) Projects in receipt of a grant are required to submit a progress report after three months. For projects extending beyond six months, a further report is required. Where grants have been used for the purchase of items of equipment, receipts for expenditure must be provided to the Trust Fund Administrator.
  - 25) Recipients of grants are encouraged to use progress reports to outline their experience in carrying out the project as this will help in the encouragement of other projects. Stories may be featured in external communications including social media.
  - 26) Grants will not normally be awarded to the same organisation in consecutive years, unless they can show they are for separate projects or different parts of the organisation.
  - 27) Successful applicants must agree to display a plaque where supplied by the Trustees and acknowledge the support of the Property Lotto Community Trust Fund via their website or social media pages.
- 