



SMALL GRANT APPLICATION PROCEDURE AND GUIDELINES

Background Information about the Gas Safety Trust

The Gas Safety Trust (GST) is the UK's leading gas safety charity and is totally committed to further improving, promoting and supporting gas safety for the benefit of the public and industry throughout the UK, Europe and globally.

GST is a grant making Charitable Trust. It was established in 2005 to give a focus to the charitable activities and donations of CORGI Group Limited. GST is now developing a strategy to generate income support from the gas and related industries to support the ever growing request for support that the GST receives.

The purpose of GST is to reduce the incidents of fatalities and serious injuries from carbon monoxide poisoning and our vision is to make a real difference to those most in need.

A key focus area is to those people from underprivileged or low-income communities or those most vulnerable and at greatest risk. As such, when deciding to award a grant it is important for us to be satisfied that every £1 we give will make a real difference to those most at risk.

Who do we give money to?

The Gas Safety Trust makes grants to a wide range of charities, voluntary groups, associations, gas related businesses, social housing associations, local authorities, statutory organisations, academia bodies and a wide variety of others that meet at least one of our chosen areas of focus:

- *Reducing through education the number of people who die, or are seriously injured, from carbon monoxide and gas related poisoning from fossil or solid wood burning products.*
- *Low - income and vulnerable people and families, including the elderly, at risk of carbon monoxide poisoning in private and social landlords and student accommodation.*
- *Training and the advancement of professional standards of new installers and operatives of gas and other fossil fuels.*
- *Support research that will reduce the risk of death or injury from gas.*

What the Gas Safety Trust supports

This is only a general guide and does not constitute an exhaustive list. Meeting the following criteria does not guarantee funding. The Grants Reviews Committee and Trustees make the final decision on which programmes or projects the Gas Safety Trust will support.

- Funding is focussed towards the following three areas: Research, Training and Information. Grants are only awarded to organisations working to reduce the risk of death or serious injury from carbon monoxide poisoning.

- Grants will be considered for any length of programme/project up to a maximum of three years and we also appreciate that some applications will be for one-off funding. Longer term funding can be in tranching payments to the programme/projects requirements.
- Grants can only be awarded to specific projects, and not for general donations.
- Grant Award Review reports are required on a regular basis and will be defined at the time of the approved grant funding. A final review will be undertaken at the annual anniversary and/or certainly at termination of a grant. Funding support is provided on the understanding that reports will be received as agreed, or requested, by the GST.
- Grants can be awarded for medical research.
- Education funding generally will be given for training/re-training, educational, transport and occasionally costs of project staff. If requesting salary funding, applicants should submit full details including a job description for the post highlighting any specific qualification requirements.

What the Gas Safety Trust does not support

- Grants will not be awarded for general donations. The Grant has to be related to a specific programme or project that meets The Trust's eligibility criteria.
- Grants will not be awarded for day-to-day administrative and/or general operational running or capital equipment costs.
- Grants are not awarded to pay for any form of sponsorship nor can the GST logo or name be used for any sponsorship unless with prior approval of the Trust Administrator.
- Grants are not awarded to individuals, except in the context of their business activities.
- Grants are not awarded to individuals for study or educational funding.
- Grants will not be awarded for fundraising events.
- Grants will not be awarded to sponsor an award, unless those undertaken by GST or any other related body and funded from a non-grant making budget.
- Grants are not made to fund professional conferences or for professional fees.
- Grants are not awarded to projects where GST grant support input will not make a positive impact and cannot be clearly defined. We want every £1 donated to make a difference to those most in need.

How often are Grants awarded?

GST has two grant windows – the Small Grants Call which runs in the Spring, and the Main Grants Call which opens in the Autumn. You can find out more details on the Gas Safety Trust website www.gassafetytrust.org

How much money can you request?

Each application is considered on its own merits and for the Main Grants Call there is no limit on the amount of money that an organisation can request. For the Small Grants Call, the Board of Trustees will consider applications for up to £10,000.

Who can apply for funding?

The Gas Safety Trust makes grants to a wide range of registered charities, voluntary groups, associations, gas related businesses, social housing associations, local authorities, statutory organisations, academia bodies and a wide variety of other recognisable and accountable good causes.

How do you apply for Small Grants funding?

Simply by completing a *Small Grant Application Form* available from the GST website. In addition to the application form you must provide an overview and supporting information on your organisation and its structure. A budget and costings for the project must be submitted, along with unit number amounts (in the case of equipment) or amount in pounds sterling, including any VAT elements (for projects & programmes) of the amount of funding support you seek from the Gas Safety Trust. A copy of the organisation's most recent annual report and your latest audited accounts must also be submitted along with the proposal.

How long does the application process take?

Decisions on the majority of applications are made and communicated within 6 weeks or sooner. You may be asked to provide additional information or to refine your application.

All applicants receive written acknowledgement of receipt once a completed and signed application form and supporting documentation has been received by the Trust Manager. Should you require an update on your application at any time, please directly contact the Trust Manager.

Who makes the decision to support the applications made to the Gas Safety Trust?

The Trust Manager oversees the receipt and administration of all grant applications. These are passed to the Grant Review Committee who then makes recommendations to the Board of Trustees. The Trustees decide which applications to support defer or reject, or they may ask for more information. Outcomes are then fed back to the Trust Manager who will contact the applicant direct within 48 hours.

Do we have the right of appeal against refusal of a grant?

Yes, initially to the Trust Manager who will refer any complaint to the Trust Chair.

Where should we send our application?

Please send an electronic copy, of your completed and signed application form and any enclosures to the Gas Safety Trust by email.

Adrian McConnell
Trustee

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