

**GANNETT FOUNDATION U.K.**

**GRANT APPLICATION FORM 2019**

**Closing date: Friday, 18th October, 2019**

The Gannett Foundation is the charitable arm of Gannett Co, Inc., owner of Newsquest Media Group, which publishes regional and local newspapers, websites and magazines across the UK. The Gannett Foundation provides funding to support local projects and organisations in areas where Newsquest operates. The funds are managed by the Quartet Community Foundation. In the last 10 years alone, the Gannett Foundation has made grants in the UK alone totalling nearly £4 million.

We value practical and creative projects that bring lasting benefits to the communities and neighbourhoods served by our newspapers and online audience. That includes schemes for neighbourhood improvement and local problem-solving, economic development, youth development, education and cultural enrichment, care of the elderly or infirm, help for the disadvantaged or disabled, and environmental conservation.

We particularly invite clearly reasoned applications asking for specific items of equipment or materials. Most of our applications are for relatively modest sums meeting everyday needs and that will be our special focus in 2019. We are also able to join with other contributors to support elements of more ambitious projects. While preference will be given to ideas which create a tangible and durable benefit, we will consider single events, performances or other projects of limited duration that otherwise meet our criteria.

Restrictions:

* Applicants must be registered charities.
* Applicants must not have received a grant from us within the last two years.
* We will NOT fund:

- salaries, professional fees or day-to-day running or maintenance costs;

- general appeals as opposed to specific projects;

- projects that do not bring benefits to our local communities;

- political or religious objectives;

- state or privately run schools (other than special needs) or hospitals (other than hospices);

- Community Interest Companies that are not registered charities.

We will favour projects that demonstrate good planning, oversight and financial responsibility. **You must supply copies of your most recent accounts (where required by the Charities Commission) or other appropriate financial information, together with any supporting materials and details of your organisation’s managing committee.** The grants will be monitored by the relevant local newspaper Editor, and it will be a condition of each grant that the recipient must report back on it use to the Chairman of the Trustees within 12 months of the award.

The following are just some typical examples of the grants we made in 2018 all over the UK:

*£1,560 towards a polytunnel and greenhouse at a community garden project in Pollokshaws, Scotland*

*£3,000 for 30 starter packs supporting the previously homeless settle at Elmbridge Rentstart, South London*

*£1,000 to build a retaining wall at Stroud Sea Cadets premises in Gloucestershire*

*£5,000* *to create a sensory garden at High Royds Memorial Garden in Bradford*

*£5,000 for kitchen equipment at a Tullibody Trust community café in Scotland.*

*£2,800 to buy new equipment for Pembrokeshire Special Needs Gymnastics Club in Wales*

*£9,000 to help Aire Rivers Trust clean up a stretch of the River Aire in West Yorkshire*

*£3,000 to refurbish a foodbank in Brighton*

*£1,475 for two portable therapy beds and three medical screens at Breast Cancer Haven in Hereford*

*£4,000 to replace windows in Upshire Village Hall Essex*

*£5,860 for three new hoists at a centre for disabled children in Southampton*

*£5,530 for kits allowing access to sail training for people with disabilities in Dorset*

**This application form must not be altered in any way.**

**We will not accept applications that are not made using this form.**

**Applications must be sent initially to the Editor of your local Newsquest publication by no later than 12 noon on Friday 18th October 2019. Please complete this questionnaire and return it electronically to the email address given in the newspaper, on the website and repeated at the end of this questionnaire, together with scanned electronic copies of any supporting documents. Alternatively, type or print clearly and put the form and documents in the post to the relevant newspaper address, which is also repeated at the end of this questionnaire. We may reject incomplete questionnaires. If you need more space to answer our questions, please attach a detailed proposal on no more than two pages.**

**The Trustees will meet to make the awards at the end of November 2019.**

*Please note that completed application forms and any attachments (including discs or USB sticks etc) are non-returnable. Successful applicants will be notified, but the Trustees will not contact unsuccessful applicants or otherwise engage in correspondence. If you have not heard by the end of January 2020, you should assume that you have not been successful.*

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| **Name of your** **organisation:**  |

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| **Address of organisation:****Daytime telephone number:** **E-mail address:** | **Contact address (if different):****N****Name of contact person and position within the organisation:** |

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| **What is your registered charity number?** |
| **When did your organisation start?****Does your organisation work with children?****If yes, and you have a child protection policy, please attach a copy of it.** |
| **Who manages the charity? Please attach a list of the names and addresses of the members of your management committee.** |
| **If your organisation has received a grant from the Gannett Foundation before, please state when the grant was received, the amount given and what it was used for.**  |
| **What are the main activities of your organisation?** |
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| **Please provide a 20-30 word summary of what you now seek a grant towards.****How will you spend this grant? Clearly describe the project or activity you are seeking a grant towards, telling us what you are going to do, and how you are going to do it.** **Project description continued (if required).** |
| **Please explain how the local community will benefit. In particular:*** **How many people will benefit, and how have you determined that number?**
* **How do you see the project or activity developing in the future if a grant is made?**
* **What do you think the lasting benefit will be?**
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| **What is the project’s time period?** |

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| **Please give details of the full costs of the project, equipment or other item that you are applying for:** |

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| **How much are you applying for from the Gannett Foundation?** |

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| **If this is not the full cost, please provide details of the other funding you are seeking or have secured for this project/activity, including any of your own contributions (from fundraising activities or otherwise). Please detail the sources and amounts and whether they are secured or pending, plus any dates of funding decisions** |

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| **If different from the details above, please tell us the name of the organisation that should appear on the cheque:** |

**Declaration:**

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| **Signature of person submitting the form:** **Date:** |

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| **Signature of the Chairman of the Management Committee (or another member of the management committee if the Chairman is submitting the form). Please remember, your application must include your most recent set of accounts.** **Date:** |

**Checklist, please make sure you have:**

**Answered every question**

**Signed the form (two signatures)**

 **Enclosed your most recent accounts or financial information**

 **Enclosed a list of names and addresses of the members of your management committee**

**Please return as follows:**

**Electronic PDF copies should be emailed to your local Newsquest newspaper at:**

**[INSERT NEWSPAPER EMAIL ADDRESS]**

**If you are unable to email, please post hard copies to your local Newsquest newspaper at:**

**[INSERT NEWSPAPER POSTAL ADDRESS]**