



Carlton Hayes

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# Guidance for Applications for Larger Grants

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Carlton Hayes Mental Health Charity is a Charitable Trust which is registered at the Charity Commission under Registered Charity Number: 219783

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**Postal Address:**

Carlton Hayes  
Mental Health Charity  
Two Carlton Square  
Leicester  
LE1 1QH

# Guidance for Applications for Larger Grants

Carlton Hayes Mental Health Charity (CHMHC) reserves a portion of its income for larger projects. These might be bids for single payments, or for a series of payments spread over two or three years. The Charity is less likely to entertain bids for capital developments that will incur ongoing revenue costs, though there might be exceptional circumstances where this would not be ruled out. Potential applicants are advised to approach the Trustees informally before making a bid should they wish to ascertain the likelihood of receiving sympathetic consideration.

## Applications will need to demonstrate the following:

1. The name of the organisation and the individual with whom communications are to be established.
2. The objectives of the organisation, its governance arrangements, charity reference if applicable and the characteristics of client groups.
3. A brief description of the proposal; total costs inclusive of commissioning, professional fees, and VAT; proposed location.
4. A summary of expected benefits.
5. Evidence of support from Health or Local Government Authorities, Voluntary organisations, Mental Health Professionals, Community Groups or others.
6. Size of grant being sought.
7. Other funding achieved or being sought.
8. An implementation timetable, assuming application is successful.
9. Confirmation of willingness of representatives to attend a panel of Trustees convened to conduct interviews to ascertain further details.
10. Confirmation of willingness to comply with Trustees' requirement for progress reports if application is successful, which must include evidence that grants have been expended in line with the approved application.
11. Confirmation of willingness to acknowledge the Charity in any publicity to help publicise our existence to others.

On receipt of an application officers of CHMHC will read the information provided and may seek further clarification or more information. The Trustees will then determine whether they wish to invite representatives of the applicants to attend for a panel interview or to reject the application at this stage. Interviews are intended to explore further details with applicants and to receive reassurances where necessary. Applicants will normally be advised of the outcome of their bid within 14 days of the interview, but the Trustees may wish to add further conditions of approval at this stage.

All grant payments must be made into an authorised bank account and the Trustees will require a full account of expenditure as part of subsequent progress reports.