



## QPSW Relief Grants 2017



Quaker Peace  
& Social Witness

### Introduction

This document describes the purpose of, and outlines the application procedure for, QPSW Relief Grants. In order to make an application it will be necessary to download the PDF application form and the guidance notes for its completion. In order to use the electronic application form you will need the free **Adobe Reader**. If you do not have this PDF reader installed please read the additional guidance document *Setting up to download Grants Group Application Forms* **BEFORE** downloading the form.

### The purpose of QPSW Relief Grants

All projects requesting support should be for the relief of people who are suffering as a **result of natural disasters, climate change, war or conflict** but NOT for immediate crisis relief.

### Geographical limitations

There are no geographical limitations to the grants.

Up to 25% of the funds available in any year may be awarded to projects for relief of people within the UK.

### The 'Quaker Link'

All grant requests must come from a 'Britain Yearly Meeting Quaker Link'. This 'Quaker Link' is a sponsoring individual or representative of a group. The grants enable enhancement, or development, of support and action on the concerns of individuals or groups of Friends and this is a key consideration in assessing applications.

The project, or support for an existing project, should arise from Friends' concern, tested and supported through a meeting. This will usually be a local meeting, commonly with additional area meeting support, but may be from another suitable Quaker grouping.

At least one minute of support from a meeting is **required**. It is important that these minutes or their accompanying reports record clear understanding and support (which may be in active financial or other active support of the project by the meeting, or in spiritual and other support of concerned individuals). 'Rubber stamp' minutes of endorsement, particularly for financial support to existing projects, are not always helpful.

The 'Quaker Link' is responsible for ensuring that appropriate reports on grant spending are supplied.

## **Reporting and accountability**

Clear and appropriate reporting is required for each project to which funds are granted. The Quaker Link, together with any 'project manager' where appropriate, will usually be required to produce at least a summary 'interim' report after about six months and a 'final' or 'annual' report for which management accounts of grant spending will be a minimum requirement. Copies of bank statements may also be required for financial reporting.

For larger projects, or projects managed by larger organisations, full audited accounts may be requested.

Where funds from elsewhere have been promised that are necessary to the project implementation, evidence may be required that they have been received.

## **A key element in assessing grants is sustainability**

This needs to be evident in a number of ways.

- The project itself should be enabling people to move to a sustainable or more sustainable situation.
- The project should be moving towards financial sustainability or completion by the end of the term of any grant awarded.
- Consideration of, and efforts towards environmental sustainability, are a requirement of any application.

## **Scale of grants**

Annual grants are made from a limited fund and in 2017 will usually be for up to £4,000 per project with a maximum of £6,000 for exceptional projects. Applications for single payments are encouraged but grants for two or three years in appropriate circumstances will also be considered **as long as this is made clear in the initial application** with a maximum projected three-year total of £15,000.

This level of funding might be only part of the funding necessary for the project and applicants will need to give consideration to the prospects of other sources of funding in assessing the viability and sustainability of a project.

## **Repeat applications**

Decisions on applications are made one year at a time and possible second or third year grants are not guaranteed and subject to satisfactory report. However, fresh applications forms for second- or third-year grant requests are not required as long as this intention was clear at the time of initial application.

If a beneficiary has received a grant for two or three consecutive years, there must be an interval of at least one year before they can be considered for another grant. Any new project proposal following a one-off or two/three year grant needs to be substantially different from previous applications.

## **Critical dates**

Application forms are available from October 2016.

Forms may be downloaded from the Britain Yearly Meeting website.

If necessary, an electronic form may be requested by e-mail. Such requests must be made by 31 December 2016.

The closing date for fully completed application forms is 31 January 2017.

Decisions will be notified during May 2017.

## **Application and decision procedures**

Decisions are made by the **Grants Group** overseen by QPSW Central Committee with professional advice as necessary.

- All applications must be made on a fully completed application form with further supporting material appended.
- Applications should be made electronically using the PDF form provided unless there is good reason for difficulty.
- Applications are considered once a year only.

## **Publicity**

Grants will be advertised annually in *The Friend* and to meetings in Britain Yearly Meeting through Friends House mailings.

Successful beneficiaries may be featured in *Quaker News*.

## **Contact details**

Application form requests, queries, and forms completed following the available guidelines should be submitted to:

**grants@quaker.org.uk**

Grants Officer  
Quaker Communication and Services  
Friends House  
173 Euston Road  
London NW1 2BJ  
020 7663 1117