

## **About Tower Hill Trust**

We are an independent charitable trust set up in 1934 to improve the area around Tower Hill. In the past this focused on the provision of gardens and open public spaces in the Tower Hill area; this remains a primary purpose to this day. However, Tower Hill has seen significant change, and the Trust now gives increasing support to charitable activity that meets one or more of the following Objects:

- **The provision of gardens and open spaces for the general benefit of the inhabitants;**
- **The provision and support of facilities for recreation and leisure-time occupation;**
- **The provision and support of educational facilities;**
- **The relief of the aged, handicapped and poor.**

The Trust's area of benefit now comprises the area of Great Tower Hill, Tower Hill and the London Borough of Tower Hamlets.

## **Prioritising Applications**

The Trust receives many more proposals than we are able to fund. Trustees particularly welcome applications for:

- Projects that meet **two or more** of the Trust's Objects (listed above); **please note that the Trust's Objects are listed in order of priority and we are primarily interested in the provision of gardens and open spaces.**
- Proposals for equipment or capital costs; **please note that the Trust is very unlikely to provide funding to meet salary costs.**
- Proposals that have a link with the Trust's original area of benefit, i.e. the area around Tower Hill and St. Katharine's and Wapping ward.

## **We will not support:**

- Grants to individuals;
- The promotion of religion;
- Medical research and support for medical conditions;
- Work for which statutory funding is available or is more appropriate;
- Work that has already taken place;
- Applicants who have been rejected by us within the last six months;
- Organisations with significant unrestricted reserves. (Generally, up to six months' expenditure is considered an acceptable level of reserves);
- Organisations in serious financial deficit.

## **Who can apply**

You will need to demonstrate that your organisation:

- Benefits people resident or working in Tower Hamlets;
- Is a registered charity;
- Has its own bank or building society account where two or more named people, including one trustee or management committee member have to sign all the cheques;
- Can provide annual accounts for the last year. (If your organisation is very new, copies of your most recent bank or building society statements will suffice.)

## **How to apply**

We have a two-stage application process.

### **Stage One: Initial Proposal**

Initially we ask you to send in a proposal that covers the points over the page (no more than 3 pages). When we receive your proposal we will send you an acknowledgement and may ask you for clarification.

You may submit your proposal at anytime. After each deadline has passed Trustees will consider all of the proposals we have received and draw up a shortlist. All proposals that are not on the shortlist will be rejected.

### **Stage Two: Further Information**

If your proposal is successfully shortlisted, you move on to stage two of the process and will be asked for further information. You may also receive a visit from our Grant Officer. Your proposal will then be presented to a Trustees' meeting, which will make the final decision on your request. Not all shortlisted organisations will receive funding as Trustees consider more proposals than they are able to support.

## **Deadlines for 2012**

- Proposals should be submitted by the end of the day on Monday 12<sup>th</sup> March 2012 for a decision at the end of April 2012
- Proposals should be submitted by the end of the day on Monday 21<sup>st</sup> May 2012 for a decision at the end of June 2012
- Proposals should be submitted by the end of the day on Monday 10<sup>th</sup> September 2012 for a decision at the end of October 2012
- Proposals should be submitted by the end of the day on Monday 3<sup>th</sup> December 2012 for a decision at the end of January 2013

## **Points to cover in your proposal**

You will need to cover all of the points listed below on no more than 3 sides of A4 (with a separate budget). Please use the following headings:

### **1. A description of your organisation**

This should include your aims, when and why your organisation was established, your legal status (for example, a voluntary organisation, a registered charity, company limited by guarantee), your current activities and your geographical area of operation.

### **2. Details of what you are applying for**

What are you going to do? Over what period? When are you proposing to start? What difference will the work make? Who will benefit?

### **3. The need for the work**

What is the need for the proposed work? Who have you consulted? Why are you best placed to deliver the project and what is your track record?

### **4. Our priorities**

Which of the Trust's Objects and priorities does your project address and how?

### **5. Contact details**

Provide the name of the lead person working on this proposal and their position in the organisation, a contact address and telephone number, plus website and/or e-mail address if you have one.

### **6. Financial costs**

Please provide a separate budget for the work. Include an itemised breakdown for each year. Indicate any income you have already secured. How much you are applying for from us? Who else are you applying to?

### **Additional documents you must send:**

- Names and addresses of your management committee members;
- Your most recent signed annual accounts. If you are a newly established organisation you will need to send us copies of your bank or building society statements for the previous three months.

The Grant Officer will be pleased to advise you about any initial proposal you wish to submit. Please speak to Elaine Crush (020 7377 6614)

Our postal address is:

**The Grant Officer  
Tower Hill Trust  
Attlee House  
28 Commercial Street  
London E1 6LR**

Our email address is:

**[elaine.crush@towerhilltrust.org.uk](mailto:elaine.crush@towerhilltrust.org.uk)**

Our website address is:

**[www.towerhilltrust.org.uk](http://www.towerhilltrust.org.uk)**