

# **Tower Hill Trust –2008 Application Procedure**

## **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 one or more of the Trust's Objects; please note that the Trust's Objects are listed in order of priority.
- Proposals for equipment or capital costs.
- Proposals that have a link with the Trust's original area of benefit: the area around Tower Hill and St. Katharine's and Wapping ward.

## **Who can apply**

You will need to demonstrate that your project meets all the following criteria. You must:

- Benefit local people and communities in Tower Hamlets;
- Be undertaking charitable work (though you do not have to be a registered charity);
- Have a constitution or a set of rules which governs your activities;
- Have your 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;
- Be able to provide annual accounts for the last year. (If your organisation is very new, copies of your most recent bank or building society statements will do.)

## **How to apply**

We have a two-stage application process.

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

Initially we ask you to send in a proposal (up to three pages) that covers the points below. We also ask for certain additional documents (see below). When we receive your proposal we will send you an acknowledgement and may ask you for further clarification.

You may submit your proposal at any time. Every three months (February, May, August and November), Trustees will look at all of the initial 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 about your request. Not all shortlisted organisations will receive funding, as the Trust considers more proposals than we are able to support.

Please note that the whole process (stage one and stage two) is likely to take up to four months.

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

You will need to cover all 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, your geographical area of operation.

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

What are you going to do? Over what period? What difference will the work make? Who and how many will benefit?

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

What is the need for the proposed work? Why are you best placed to deliver this work? Who have you consulted about this work?

### **4. Our priorities**

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

### **5. 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?

### **6. Contact details**

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.

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

- your governing document – for example, constitution, memorandum and articles;
- your most recent annual report (if you produce one);
- 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.

### **Non-priority areas**

#### **We will not support:**

- Grants to individuals
- The promotion of religion;
- Medical research;
- 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.

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:

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

Our email address is:

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Our website address is:

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