



## THE PETER MINET TRUST

1a Taylors Yard, 67 Alderbrook Road, London SW12 8AD

Telephone 020 8772 3155 [info@peterminet.org.uk](mailto:info@peterminet.org.uk)

[www.peterminet.org.uk](http://www.peterminet.org.uk)

### The Peter Minet Trust: Application Guidelines 2011/2012

The Peter Minet Trust aims to improve the quality of life for people living in the inner city boroughs of South East London, especially Lambeth and Southwark. It does this by making grants to **UK registered charities** that run social welfare, health, cultural and community projects, working with people of all ages who are in need.

The Peter Minet Trust is interested as well as new ventures and established projects. The Trust awards Main Grants of up to £5,000 and runs a Small Grants programme (£500 and under) for one-off events and smaller projects.

#### Key facts:

- The Trust awarded £105,555 for 57 grants between 1 October 2009 and 30 September 2010: 47 Main Grants and 10 Small Grants.
- When the Trust is oversubscribed with applications, our focus is on projects within our core areas of the London Boroughs of Lambeth and Southwark.
- Main Grants are awarded three times a year (February, June, October) and the application deadlines are below.
- You can apply for a Small Grant of £500 or under at any time and we will give you a decision within 4 weeks of receiving your application.
- Our Small Grants programme generally supports small one-off events or projects such as Christmas parties, summer play schemes and trips. Your organisation still has to be a registered charity.
- Only one Small Grant can be awarded to an organisation within 12 months. If you run several small projects throughout the year, you can apply for a Main Grant for a larger grant covering all the activities.

#### Exclusions:

Applicants have to be **UK Registered Charities** and the organisation's annual returns to the Charity Commission have to be up-to-date. You can check your record on [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk) by entering your registered charity number.

Grants will not be awarded to the same organisation within 18 months (Main Grants) or within 12 months (Small Grants).

The Peter Minet Trust does not award grants to:

- Individuals
- National appeals by large charities
- Appeals outside the inner boroughs of South East London
- Appeals whose sole purpose is to make grants from collected funds
- Research

## **Projects working with children and young people, or vulnerable adults:**

It is your responsibility to have correct and up-to-date policies and procedures in place if you are working with children, young people or vulnerable adults. We will ask you about this on the application form.

## **Deadlines for Main Grant applications 2011- 2012**

9 Dec 2011 for a Trustees' meeting in Feb 2012

27 April 2012 for a Trustees' meeting in Jun 2012

11 Sep 2012 for a Trustees' meeting in Oct 2012

You can apply for a **Small Grant** of £500 or under at any time and we will give you a decision within 4 weeks.

## **How to Apply for Main Grants and Small Grants:**

1. Please complete an Application Form that can be downloaded from [www.peterminet.org.uk](http://www.peterminet.org.uk). We use the same form for Main Grants and Small Grants.
2. This application form should be completed in Microsoft Word and e-mailed as a Word attachment (not a pdf) to [info@peterminet.org.uk](mailto:info@peterminet.org.uk).
3. If your organisation has incoming resources of less than £25k pa please also attach a copy of your signed annual accounts to the email. If your organisation is above this threshold, please don't attach as we will look at them as a download on the Charity Commission website ([www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)).
4. Please do not e-mail brochures, letters or annual reports with your application. We only need an attachment of your application form and, if your incoming resources are less than £25,000, your signed annual accounts.
5. We prefer you to e-mail us your application form, but if you cannot access the internet, please complete the form in black ink and send by post. Please do not use registered or recorded delivery as the office is not open full-time and this can delay your application.

## Decisions:

- We will e-mail you to confirm receipt of your application.
- We will let you know the outcome of your application within a fortnight of the Trustees' meeting for Main Grants, and within 4 weeks of your application arriving for Small Grants.
- If an application has been unsuccessful, you can re-apply immediately.

## Monitoring:

We ask organisations that receive a grant to e-mail a 1 page A4 report (including an image where relevant) to [info@peterminet.org.uk](mailto:info@peterminet.org.uk) when the project is completed, or after 12 months, whichever is sooner. This is a condition of the grant.

## Help:

We are keen to help. If you have any questions about your application or how to send in your form, contact the office on 020 8772 3155 or [info@peterminet.org.uk](mailto:info@peterminet.org.uk).

## Contact details:

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Telephone: 020 8772 3155  
Website: [www.peterminet.org.uk](http://www.peterminet.org.uk)

## Office hours:

Mondays - Tuesdays 9am-3pm  
Wednesdays 10am-2pm

Please note that the office is closed from 19 Dec 2011-3 January 2012. Applications can be submitted during this time and will be acknowledged when the office re-opens.