**THE ROYAL OVER-SEAS LEAGUE GOLDEN JUBILEE TRUST**

*UK Registered charity no 306095*

***Background***

The Royal Over-Seas League Golden Jubilee Trust (GJT) was established on 1 January 1960 to mark ROSL’S Golden Jubilee and to extend ROSL’S work of ‘furthering and encouraging good relations, friendship, mutual knowledge and understanding amongst the peoples of the Commonwealth’.

The Trustees may make grants for charitable purposes relating to:

* Education and humanitarian projects in Commonwealth countries.
* ROSL Arts programme and arts projects, mainly in Commonwealth countries (See separate guidelines).

***Grant criteria for Education Projects***

The GJT makes occasional grants to UK based charities and organisations/educational institutions that work in Commonwealth countries.

In general terms, the Trustees will only consider grants of between £500 (min) and £10,000 (max) in total i.e. for the lifetime of the project.

***What we do support***

Well monitored Projects where a relatively small amount of money can make a big difference.

Typical past and present GJT supported projects include:

* the building of school shelters in the Kalahari, a college computer lab in the Solomon Islands and a school music room in Kenya; eye care camps in Sri Lanka.
* university bursaries in Namibia for students from remote areas studying education, school bursaries for girls in rural Pakistan, education and enterprise resources in Botswana.

Preference is given to making grants to smaller charities or educational establishments where the grant will have a significant impact and can be tailor made to meet local and specific challenges.

Preference is also given to supporting educational projects which improve literacy and opportunities for personal development and enterprise in marginalised communities.

Preference is also given to projects that can demonstrate robust governance and adherence to high standards of safeguarding and welfare of recipients as well as detailed impact reports.

***What we don’t support***

* General appeals or letters requesting non-specific donations.
* Organisations that do not have charitable aims (e.g. commercial companies and companies limited by shares).
* Political projects (including party-political and campaigning projects).
* Organisations that have applied to us unsuccessfully within the previous 12 months.
* Projects where the entire costs of a staff salary will fall to the GJT
* Open-ended funding applications or commitments continuing beyond 3 years unless agreed at the start of the project for relevant reasons.
* The Trust does not give grants for projects directly involving large scale economic development such as projects involving the diversion of rivers or streams or the drilling of wells or bore holes. (Organisations like Water Aid are more experienced in this field.)
* The purchase of motorised vehicles.

***General Guidelines***

* Grant making is within the complete discretion of the GJT Trustees and the Trustees’ decision is final.
* A grant from the GJT will only be given on the basis that no other funding covers the same expenditure.
* Although the GJT occasionally supports the building of classrooms or shelters in remote areas, these applications must include details of how maintenance, staffing, safety and resourcing will be undertaken after the building is completed.
* In each country where ROSL supports projects, the relevant Government Ministry and / or British High Commission should be informed.
* It is essential that a means of regularly monitoring impact is in place (including an annual report by an independent party if the grant is over £5,000 p a).
* From the outset, there should be a precise statement of what ROSL’S support is expected to achieve and impact will be measured against that.
* Institutional support may be preferable to supporting individuals.
* There should be a clear end date for projects/individuals supported by the GJT ie no support should be open-ended.
* The GJT will wish to know what child protection policies are in place when assessing any grant application.
* Although all applications will be assessed on merit, preference will be given to applications from ROSL’S Partner organisations or individuals who are members of ROSL.

***Additional documents***

In addition to this completed application form, the documents the Trustees require are:

* Your governing document
* If available, any business plan, project plan or similar document setting out the purpose of the grant
* Your most recent accounts and annual report
* Your current budget and any separate project budget
* Your child protection policy documents
* Any further documents the Trustees may require

***Time frame***

Once your application is received, it will be acknowledged within two weeks. If your proposal is not eligible, you will be told in this letter.

All eligible applications will be assessed, and you may be asked for further information.

The Trustees consider applications twice a year on 1 June and 1 November. Applications should be submitted at least 6 weeks before these dates.

***Grant agreements***

If a grant is made, payment will be made in accordance with a written agreement which you will be required to accept and sign to receive the grant.

The grant agreement will cover such matters as purpose, timing and stages of payment, monitoring, child protection, withdrawal and claw-back of grant if circumstances require this; publicity, photography and use/non-use of the ROSL logo.

***Grant process***

Please send the completed application form and other documents to:

Director of Education Projects, ROSL Golden Jubilee Trust, ROSL, Park Place, St James’s Street, London SW1 1LR. [mvallance@rosl.org.uk](mailto:mvallance@rosl.org.uk)

**APPLICATION FORM: ABOUT YOUR CHARITY OR EDUCATION ESTABLISHMENT**

|  |  |
| --- | --- |
| 1. Name of organisation |  |
| 2. Title of Project |  |
| 3. Address and  telephone number of your organisation |  |
| 4. Name of Contact person  Role within organisation  Email address |  |
| 5. Registered charity number (if applicable)    Other evidence of charitable status if not registered with the UK Charity Commission |  |
| 6. Other registration as to status (e.g. educational establishment) |  |
| 7. Website |  |
| 8. When was the organisation founded? |  |
| 9. Age range of students  Number of staff |  |
| 10. Charity’s or education establishment’s  main/overall objectives |  |
| 11. How are the objectives being met? |  |
| 12. Name of Chief Executive or if education establishment, name of Head, Principal |  |
| 13. Name of School/College Secretary or Senior Administrator |  |
| 14. Name of Finance Director, Manager |  |
| 15. Names of Charity Trustees or School or University Board/Governors |  |

**YOUR PROJECT DETAILS**

|  |  |
| --- | --- |
| 16. Project name |  |
| 17. Project purpose or aim |  |
| 18. How will this further the charity’s or the education establishment’s purpose or aim? |  |
| 19. Who and how many people will benefit? |  |
| 20. If this project is part of a larger project, please give brief details |  |
| 21. Start date of project |  |
| 22. Duration or finish date of project |  |
| 23. Total cost of project |  |
| 24. What is the amount of grant sought? |  |
| 25. Funding already secured: Please state amount, source  and whether already received. |  |
| 26. How much is being provided towards the project from your own resources? |  |
| 27. Is grant required in one payment, annually or stages? |  |
| 28. Please specify principal items of expenditure as accurately as far as possible |  |
| 29. Are you applying for a grant from any other source to cover the same expenses as the GJT’s grant will cover?  If so, please give details  (*A grant from the GJT will only be given on the basis that no other funding covers or has successfully been achieved for the same expenditure)* |  |
| **BANK ACCOUNT** |  |
| 30. Please give the name and address of your organisation’s/recipient’s bank and the nature of the account i.e. current, deposit  (*Details of the account name, number and sort code not needed for this form – they will be asked for later and separately by ROSL’S Finance Dept if your application is short listed)* |  |
| **MONITORING** |  |
| 30. Please state how you will measure the success of the project |  |
| 31. Contact person for monitoring purposes with email address and tel number  Role within charity or educational establishment |  |
| 32. Please confirm you will be able to provide regular updates on the project and good quality images (that are not embedded in text) for use in ROSL literature, film and presentations  This is a requirement for all grants |  |
| 33. How will these be provided ie by email (ROSL preferred option), post, other?) |  |
| 34. Any additional and relevant information that may help to support your application |  |
| Signature and date |  |