

## GRANT POLICY AND GUIDANCE

### Who we are

The PH Holt Foundation is an independent grant-maker helping to create a better future for the people of Merseyside.

The Foundation is named in honour of Philip Henry Holt, who, with his brother Alfred, founded the Ocean Steam Ship Company Ltd. in 1865 in Liverpool. The brothers were active philanthropists and contributed to a wide variety of projects that benefited Liverpool communities, encouraging resiliency and self-help.

After Philip Holt's death in 1914, the first of two charitable trusts that bear the family name were created. The Holt Education Trust was established in 1915, followed in 1955 by The PH Holt Charitable Trust, known today as the PH Holt Foundation.

### Our priority themes

To be considered for funding, your activity should meet one or more of our priority themes:

- Creating opportunities for people to contribute to their community
- Enabling people to overcome barriers
- Widening access to education for all ages
- Increasing engagement in the arts for excluded groups

### Charities that we will support

We provide grants to small and medium sized registered charities and charitable incorporated organisations (CIOs) that have been operating for at least 12 months, and wish to change lives through community activities, education, arts, heritage, and environmental programmes.

- Headquartered in Merseyside and have an annual income of under £1 million.
- Registered with the Charity Commission for more than 12 months and have a full set of accounts.
- Deliver services in any of the five Merseyside boroughs (Knowsley, Liverpool, Sefton, St Helens, and Wirral)
- Have a clear case for support and provide solutions recognised to improve people's lives.
- Are focused upon improvement and measuring success
- Where a PH Holt grant would add value and make a difference.

### How much we give and the timescales

Grants range from £1,000 and can rise to £15,000. However, there is **no standard amount** since trustees consider each application on its merit. Trustees prefer to assist charities in true need and expect to see a budget that has been carefully costed, and in which the charity has considered how

we can best help in conjunction with other funders. Before applying, get in touch with us to talk about the funding parameters to ensure your approach is realistic.

Grants are normally for one year, however, in the case of charities previously supported, we can consider multi-year grants over two or three years, but again this is subject to prior discussion with the Foundation.

It takes up to 12 weeks from a deadline to assess and decide on applications, so plan well in advance of your activity or project starting since we are unable to fund retrospectively.

### **What we fund**

- Project or activity costs for new or existing services.
- Funding to retain experienced or qualified staff.
- Running costs for facilities and resources.
- Equipment purchases.
- Volunteering and training costs.
- Unrestricted funding for small grassroots charities with limited access to grants (turnover under £50,000).

### **Factors we consider when making grants**

Activities that have genuine impact, improve communities, encourage self-help and resilience, and address new or recurring problems, are all desirable.

### **A guide to some of the activities fund**

- Outreach or community programmes that engage people in positive activities to address specific needs such as poverty, a lack of skills, isolation, stress and anxiety, substance abuse, youth violence or family breakdown.
- Support for self-help groups, befriending, and mentoring projects to reduce isolation and help people feel more included in their communities.
- Activities that help people advance their knowledge, boost their confidence, self-esteem, or education.
- Improving opportunities for people who face specific challenges, such as disability, mental illness, discrimination, exclusion, or isolation.
- Opportunities for people to participate in the performing arts, crafts, learning, recreation, or play activities to improve their well-being— especially for those who wouldn't typically have access to such opportunities.

- Support for children, adolescents, and adults who are isolated or at risk of developing mental health problems including recovery programmes offering therapeutic and emotional support.
- Activities aimed at improving the local environment or transforming indoor and outdoor spaces
- Services that provide advice, information, and advocacy to help people address financial problems, access entitlements or legal advice.
- Support for victims of abuse, including practical assistance, advice, advocacy, and refuges protecting victims at risk of violence.
- Support for refugees and asylum seekers to enable them to share in the life of the community or that promote inclusion and help with their integration in the UK.
- Improving the physical or mental well-being of older people to help maintain independence and quality of life.
- Assistance for homeless people to rebuild their lives and gain practical skills to live independently.

#### **Who we do not fund**

- Charities not headquartered in Merseyside
- Social enterprises, CICs and non-registered groups
- Statutory bodies
- Hospitals and health services
- Medical research
- Schools
- Campaigning and lobbying
- Capital costs such as large building and renovation projects
- Religious and political causes
- Land purchases
- Loan repayments
- Endowment appeals
- General fundraising appeals
- Overseas charities
- Sponsorship and events
- Animal welfare
- Grants to individuals
- Retrospective funding

\*While we do not fund national charities, we may consider an appeal from a national charity headquartered in Merseyside, or whose federated structure allows for local autonomy of decision making and spending in the region. Please contact us before applying on **0151 237 2663**.

### **When to apply**

**We accept applications at any time**, however, our quarterly grant rounds close at **5 pm** on the dates shown below:

|                                         |                  |                |               |                  |
|-----------------------------------------|------------------|----------------|---------------|------------------|
| <b>Our final deadlines are 5 pm on:</b> | <b>1 January</b> | <b>1 April</b> | <b>1 July</b> | <b>1 October</b> |
|-----------------------------------------|------------------|----------------|---------------|------------------|

Allow up to **twelve weeks** from closing date for trustees to reach a decision on your application. Not all applications meeting the criteria receive funding - this is simply due to the volume of requests.

**Note:** If you have been refused funding from the Foundation, allow **12 months** to elapse before re-applying. Similarly, charities in receipt of a grant can only re-apply following submission of a progress report covering previously funded activity. Contact the Foundation if you need further advice **0151 237 2663**

### **How to apply**

- Applications must be made from the [Foundation's website](#) only. We do not accept applications in any other form.
- Complete all sections of the online application form. Describe how your project works, who is involved in delivering it, the beneficiaries, costs, dates, other funders, the difference and impact your project will make. Remember that whilst you are familiar with your activity (and you may have applied to us before), assume you are writing to us for the first time.
- Below are some pointers to help you as a guide. Use only those relevant to your activity.

### **Grant Requests**

**Tell us a bit more about your project/activity and what our grant will be spent on?** [max 750 words]

- Are you seeking full or part funding?
- Is this application for new activity, or continuing something that works well?
- Who in your organisation will deliver the activity and what are their roles?
- Where will the work take place and how long will it last?
- What activities are involved and how many beneficiaries will be reached?
- What experience do you have in delivering the service or activity?
- How well placed are you to meet the needs of the people you wish to help?
- What do you intend to achieve for your beneficiaries?
- What difference will our grant make to your organisation?

**Outcomes - What specific outcomes are you hoping to achieve from this funding?** [max 150 words]

In your experience of working with your beneficiaries what changes are hoping to achieve for them and how will you know if your work has been a success? Try and be as specific as you can. The sort of areas to consider are numbers or % of people: moving into employment, learning a new skill, gaining a qualification, going on to volunteer, improving literacy, numeracy, or IT skills. Consider soft skills too such as resilience, managing routines, budgeting, communication, problem solving, time management, or improvements in confidence and self-esteem. Choose 3 that are most important to your beneficiaries and ones you know you are able to measure.

**Monitoring - How will you measure and monitor the work delivered?** [max 150 words]

Explain how will you measure and record your work to ensure it meets a need? What framework will you use? Will you consult beneficiaries to shape and adjust activity?

**Budget and costs**

Here we wish to see that the costs associated with your activity are well-considered and planned. The elements usually comprise salaries, sessional fees, volunteer costs, resources, materials, equipment, and running costs. Include all the elements required, not just the part you seek funded and break down the cost to arrive at a total.

**Checklist of Supporting Documents**

- Charities with income above £50,000 p.a.  
Please provide your latest Annual Report and Accounts, a copy of a recent bank statement, and relevant safeguarding policies.
  - Charities with an income under £50,000 p.a.  
Please provide your most recent Trustees' Report, a current cashflow forecast, and last year's income and expenditure.
  - Charities registered under two years.  
Please attach your Constitution.
- **Do not** attach promotional brochures or additional papers to those requested. If we require additional information, we will contact you.

**Submitting your application**

- Once your application is submitted online, you will receive an acknowledgement via email and a pdf copy of your application form for your records. **Please note that we do not accept application forms via email in any format, or by post:**
- We prefer to discuss applications in advance of submission, large and small, and recommend you telephone the Foundation Office during working hours on Monday – Friday on **0151 237 2663**

**We look forward to receiving your application**