 **SISTERS *of the* HOLY CROSS**

 **CHARITABLE TRUST**

***A charity registered in England and Wales, No. 238426***

***Website:*** <http://www.holycrossengland.org.uk>

***INITIAL PROPOSAL – ELIGIBILITY CHECK***

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| ***Date (of Initial Proposal)*** |  |
| ***Name of Organisation*** |  |
| ***Charity Registration No. /******Community Interest Company No. (if applicable)*** |  |
| ***UK Bank Account*** ***(see General Eligibility 1.1)*** | Account name: | Account number:Sort code: |
| ***Project Summary*** ***(do not exceed 5 lines – amplify in subsequent sections as appropriate)*** |  |
| ***Point of Contact (POC)*** ***for project***  | Name:Position in organisation: |
| ***POC address and contact details*** | Address: | Mobile tel no:Landline tel no:Email: |

A Privacy Notice is available on our website; see <http://www.holycrossengland.org.uk/privacy-notice.htm>. In brief: We collect information about you when you make an enquiry about our grant-making function. We collect further information when you submit an initial proposal or full application for the award of a grant, and in the normal course of providing those services to you. The legal basis for processing your personal data is having a legitimate interest. A minimal amount of personal data is collected, stored and processed, solely for the purposes described above.

***1. General Eligibility (complete brief details)***

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| ***1.1*** | Grants may be requested by UK-based **organisations** delivering projects within the UK. Any such organisation must be able to receive a grant into a UK bank account.  |  |
| ***1.2*** | Applications must demonstrate sponsorship by, and ongoing support from, a Roman Catholic / other Christian organisation or individual (referees will be required). |  |
| ***1.3*** | Preference will be given to projects which benefit people / communities in the Roman Catholic dioceses of Northampton, Southwark, Westminster and Brentwood. |  |
| ***1.4*** | Grants may be requested for both capital and revenue costs, such as *(this list is not exhaustive):*  purchase of equipment and consumables; operational / running costs; hire of premises and facilities; staff salaries and other core costs; construction / alteration / repair of buildings;  | *(see space for extra details at Clause 3 overleaf)* |

***2. Purpose (complete brief details)***

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| ***2.1*** | ***Projects must support one or both of the categories at 2.1(a) & 2.1(b):*** |
| 2.1(a) | children and young people, up to and including age 25; |  |
| 2.1(b) | the disadvantaged, marginalised and vulnerable in society (not age-dependent). |  |
| ***2.2*** | ***Projects must aim to deliver one or both of the purposes at 2.2(a) & 2.2(b):*** |
| 2.2(a) | opportunities / support for holistic education, training and/or personal development;  |  |
| 2.2(b) | opportunities / support for those on a journey of Christian faith. |  |
| ***2.3*** | Grants requested for *humanitarian purposes* may benefit people of all faiths, or no faith |  |
| ***2.4*** | Grants requested for *faith purposes* must benefit people of the Roman Catholic or other Christian faith |  |

***3. Type and Size of Grants (complete brief details including the amount requested)***

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| ***3.1*** | ***Grants may be requested to a combined maximum of £25K (including VAT where appropriate) per project, or £25K per annum in the case of salary contributions, as follows:*** |
| 3.1(a) | **One-off grant / project setting-up costs**May include both capital and revenue costs to a combined maximum of £25K *(but see limitation regarding building works, below)* | Up to£25K  |  |
| 3.1(b) | **Operating costs** *(1 year only)*Re-application may be made for subsequent years but success is not guaranteed | Up to £25K |  |
| 3.1(c) | **Salaries / capitation costs** *(maximum 2 yrs)*The maximum grant will be 75% of capitation (salary / employer’s NI / employer’s pension contribution) for 2 years. The trustees reserve the right to withdraw funding for Year 2 if the project is failing or its purpose has changed | Up to £25Kp.a. |  |
| 3.1(d) | **Building works** *(applies to projects involving construction / alteration / repair of buildings and real estate)*The applicant will be expected to contribute (or find from another source) at least 25% of total costs | Up to£15K |  |
| ***Where did you learn about our grant-making trust?*** |