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The Rix-Thompson-Rothenberg Foundation is a Registered Charity - 285368

**NOTES TO ACCOMPANY APPLICATION FORM**

1 The RTR Foundation is a registered charity which was established to help and assist people with learning disabilities and their families. We have an interest in funding projects which focus upon the social lives of people with learning disabilities, particularly those involving the arts and enhancing social interaction. We also seek to support those which encourage inclusive practice. Such projects will involve a range of participants from beyond a single type of institution or organisation and/or will seek to develop new ways of working to include new, diverse audiences. Support is given through grants to voluntary organisations working with, or on behalf of, people with learning disabilities. Please note – we do not support initiatives/projects relating to specific learning difficulties or with a primary focus upon autism.

2 Applications will only be considered fromregistered charities, or voluntary organisations that are associated with a registered charity. Organisations and projects must be UK based.

3 The Foundation’s work is linked with the Baily Thomas Charitable Fund therefore applicants cannot apply to both. If you receive a grant from either trust you are not eligible to reapply to the RTR Foundation until two years from receipt of the grant.

4 Grants will ***not*** be awarded for: conductive education, personal education, professional visits, bursaries, sponsorship of any kind or general appeals including mini-buses. Grants will only be awarded to individuals at the discretion of the Board.

5 Projects and initiatives that are eligible for statutory sector funding will not be considered.

6 Applications from the statutory sector, i.e. health, social work/social services or education will not be considered.

7. RTR have a £7,000 funding limit. However our grant giving is dependent on the interest from our investments and on the number of applications we receive. It is not uncommon for us to have to lower the amount we can provide in order to fund as many organisations as possible. We are keen to fund small and large organisations. We recognise that a small grant for some applicants is just part of a jigsaw of funding sources whereas for others it is the primary source. However please note:

• we do like to see some degree of match funding, if at all possible;

• we are always keen to encourage new activities and new funding relationships;

• we are eager for people with learning disabilities to be involved in the development of ideas and sustainable activities.

 We ask applicants to reflect on this, and to understand that we may turn organisations down if we feel their practice is simply repeating year on year and is not looking to develop in interesting, inclusive ways.

8. Following an initial discussion or enquiry, only ‘original’ application forms, as issued from the RTR Administration office, are accepted. Please email a copy of the completed form to – rtrfoundation@gmail.com

***Please note***

a) Do ***not*** send architectural drawings, plans, photographs, or DVDs.

b) All successful applicants will be asked to submit a written brief report, on completion of the project/work funded by RTR. Electronic copies are preferable.

c) A further application from an organisation will not be considered until after completion of the work and submission of a report and a minimum of two years after the grant has been awarded. Further to a successful application, we will offer a Rix Wiki—an easy-to-use, password-protected platform for your project reports. Note: if a report has not been received a further application will not be accepted.

**How to submit your application:**

**Please send the following application documents by email:**

a) Completed and digitally signed application form in **PDF format** (if possible)

b) Latest Audited Accounts

c) A general leaflet on your organisation, if appropriate.

d) Safeguarding Policy

e) One written reference in **PDF format** (see Page 9)

**Correspondence address**: Lesley Gray, The RTR Foundation, c/o PAMIS,

7 Luna Place, Dundee Technology Park, Dundee DD2 1TP

 Mobile Phone: 07779 506 994 (please note it is not monitored daily)

[**We use the Equality Act definition, Equality Act (2010**). A person has a learning disability if they have a mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. This excludes many people who are identified as SEN, autistic and have ADHD]

**RTR FOUNDATION - GENERAL PROJECTS FUND**

 The RTR Foundation is a registered charity - 285368

 ***Application for Grant***

Please complete this form ***clearly*** in TYPE or BLOCK CAPITALS (black ink). The form is supplied electronically but if you require a hard copy, contact us by email. Please use the tab key on your keyboard to navigate through each section and type within the shaded area. Please do **not** type/write outside the boxes. All relevant sections of the form must be completed, **it is not acceptable to say ‘see attached’.** Please do not exceed the space allotted.

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| **1)** | **Name and Address of Applicant:** |  |

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| **Job Title/Office:** |
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| **Telephone Number:** |
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|  | **E-mail Address:** |  |  |
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| **2)** | **Name and Address of Organisation applying for the grant** (if different from above): |
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| **Telephone Number:** |  |  |
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| **3)** | **Is the Organisation a Registered Charity?** |  | **Yes** | **[ ]**  | **No** | **[ ]**  |
|  | If **Yes**, Registered Number: |  |       |
|  | If **NO**, is the project associated with a Registered Charity/ Voluntary Organisation? |  | **Yes** | **[ ]**  | **No** | **[ ]**  |
|  | If **YES**, give Name and Address below: |  |  |  |  |
|  |       |  |  |  |  |  |
| **4)** | **Have you previously received a grant from RTR?**If YES, please give date and what impact it had? |  | **Yes** | **[x]**  | **No** | **[ ]**  |
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| **5)** | **Principal activities of your organisation:****a)** Please provide **brief** details about your organisation in general. **Do not** include here a description of the project that is the subject of this application. (This is requested separately below) ) [250 words] |
|  |       |
|  | **b)** Does your organisation employ anyone with a learning disability?   Yes [ ]  No [ ]  If Yes, how many?     |

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| **6)** | **Title of the Project:** |
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| **7)** | **Amount of Grant-Aid Requested from the RTR Foundation:** |
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| **8)** | **Description of the Project**Please note below the overall aim of the project [85 words]: |
|  | ***Aim:***      |
|  | Please provide a maximum of 2-3 objectives [85 words]: |
|  | ***Objectives:***       |

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| **9)** | **Specific purpose for which the grant is required:**Describe how the project will be carried out and proposed timescale [250 words] |
|  |       |

**10)** **How many people with learning disabilities and people without learning disabilities will participate in and/or benefit from the project**. [We use the Equality Act definition, Equality Act (2010). A person has a learning disability if they have a mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. This excludes many people who are identified as SEN, autistic and have ADHD][50 words]

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**11) How will the project enhance the social lives of people?** [50 words]

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**12) How will the project involve and/or encourage inclusive practice** [50 words]

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**13) How are people with learning disabilities involved in the planning and organisation of this project?** [50 words]

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**14) How will you evaluate the success of your project?** [50 words]

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| **15)** | **Budget** |  |
|  | **a) *Expenditure*** |  |
|  | What is the total cost of the project? |       |
|  | Please give a breakdown of the costs involved in as much detail as possible:[300 words] |
|  |       |
|  | What action/steps would you take if you were not successful at reaching the total budget in order to run the project? [85 words] |
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| **b)** | ***Income*** |
|  | How much money have you already raised for this project and from what sources?[85 words] |
|  |       |
| **c)** | ***Statutory Service Funding*** |
|  | Is the project receiving financial support from the statutory services? If **yes**, give details. If **no**, have you established if it is eligible for such support? [85 words] |
|  |       |
| **d)** | ***Continued funding*** |
|  | If the project involves a commitment to salary or other costs beyond the duration of the grant requested, what provision is there for continued funding? [85 words]If **yes**, give details: |
|  |       |
|  | If **no**, what steps are being taken to secure ongoing funding? [85 words] |
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| **16)** | **Referees – please supply a written reference with your application – template attached.**  They should not be directly associated with your organisation (i.e. an employee, director/trustee/patron or beneficiary) Please supply them with a copy of your completed application. |
|  | Please state below one further referee in the event that we require a second reference. Please ensure you approach the referee in advance. |

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| **Reference 2** |
| **Name:** |
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| **Address:** |
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| **E-mail:** |
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| **Telephone Number:** |
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| **Mobile Telephone Number:** |
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| **Relationship/connection:** |
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| **17)** | **Undertaking** |
|  | If the application is successful I/we undertake to: |
|  | a) | submit a report on the project within three months of the completion of the project (and to agree to this being used by the RTR Foundation in any way the Governors so decide); |
|  | b) | return to the RTR Foundation any money not used for the stated purpose; |
|  | c) | agree if requested, to a visit to the project by a Governor or Advisor of the RTR Foundation. |
| **Signed:** |       |  | **Date:** |       |