

Quakers in Yorkshire Outreach Projects Committee Guidelines for Funding

1. Purpose

The Quakers in Yorkshire (QIY) Outreach Projects Committee (OPC) was set up in 2013 to promote outreach and inreach, to receive grant applications and to provide funding assistance. Accountable to the QIY Trustees, the OPC comprises one representative nominated by each of the seven area meetings in Yorkshire and a Clerk/Convenor nominated by the committee in consultation with the QIY Nominations Committee. All these Friends are appointed by Quakers in Yorkshire. The role of the Area Meeting Representative is to make Friends in their Area Meeting (AM) aware of this fund and to advise on the application process.

These grants are available to any Friend or Attender within the area covered by Quakers in Yorkshire.

2. Eligibility and application procedure

- a) An applicant for grant funding must be from within the area covered by QIY or have a substantial connection to Yorkshire;
- b) The outreach activity for which funds are sought must take place within the area covered by QIY. It is expected that the activity will involve other Friends in its planning and implementation;
- c) Funds are not to meet the needs of individuals;
- d) An applicant (any member or attender) may submit an application on behalf of a local or area meeting, outreach committee, or other interest group recognised within the AM. The application must demonstrate clearly that there is support within the local or area meeting;
- e) The **Funding Application Form** covers the areas the OPC needs to know. This should be completed and sent by e-mail to the Clerk of the OPC. Supporting documents, especially estimates for costs likely to be incurred, must also be e-mailed. The AM Representative may help in this process on the applicant's behalf;
- f) The role of the AM Representative is not one of advocacy beyond advising of a project's possible appropriateness for a grant, but it is expected that the applicant has made the AM Representative or the Clerk of the OPC aware of the proposed project. If the AM Representative is involved in the project, he or she would be required to withdraw from the discernment process;
- g) Grants are not made retrospectively, if all costs have already been covered although there could be exceptional circumstances.

An application should be sent to the Clerk of the OPC, copying in the AM representative, at least 1 month before the planned activity for applications for funding under £1000, and ideally 3 months beforehand for projects over £1000 (although Friends should not be deterred from submitting applications if their timescales are shorter than these)."

h) . It is important to alert the AM representative or the Clerk to an impending expense, even if it has not been possible to submit a full application.

i) Applications should be supported by another Friend/Group not directly involved in the application (eg AM OPC representative or LM/AM Clerk).

j) Applications may be submitted at any time. Friends will normally be limited to two applications a year on behalf of a particular group. An application or applications for similar activities could be made in successive years.

3. Discernment and Decision

k) An application will be acknowledged by the Clerk of the OPC, who may request further information from the applicant if necessary. Contact is mostly by e-mail;

l) Normally, the Clerk will notify the applicant and the respective AM Representative of the outcome of the process within 4 weeks. If the application is successful, the Clerk will also confirm the appropriate means for the transfer of the funds (cheque or bank transfer). This may be to the LM, AM, to a recognised group with its own bank account, or on production of a receipt, to an individual who has been authorised by the group involved to make the expenditure;

m) The relevant information about payment will be passed to the QIY Treasurer who will make the necessary arrangements;

n) In the case of applications which are not straightforward, one or more Trustees may be approached to advise.

4. Outcomes and report back

o) Within three months of the completion of the activity, applicants in receipt of up to £300 will submit a short report to the Clerk on the activity which the OPC has funded. Reports are expected to be more comprehensive where a larger grant has been made, and should include a breakdown of expenditure for the project and possible suggestions that similar projects may find useful in the future. (A Report Form for project reports will be sent by the OPC Clerk to successful applicants).

p) In the event that the activity does not proceed as planned, the applicant must inform the Clerk of the OPC. A request may be made for the money to be returned to QIY.

5. Guidance on Types of Project and Amounts typically offered

Below are activities which have been funded in recent years.

<i>Type of project</i>	<i>Amount typically offered</i>
• Inviting a guest speaker (expenses)	£200
• Stall and leaflets at one-day event	£250
• A series of Quaker Quest evenings	£300
• A video or short film	£1-2000
• Publishing a book	£3000

Sums requested over £3,000 require the specific involvement of Trustees in the discernment process.