

THE
JULIA AND HANS RAUSING
—— TRUST ——

CHARITY SURVIVAL FUND

GUIDANCE FOR APPLICANTS

July 2020

INTRODUCTION

Julia and Hans Rausing responded to the health and social emergency created by Covid-19, by giving £16.5m to charities helping people most severely affected by the crisis.

They are also concerned about the economic impact the crisis is having, as emergency support is withdrawn from the economy: many charities are facing a precipitous drop in income at the same time as demand for their services increases. The second phase of their Covid-19 response is therefore about providing support to charities themselves, through the **Charity Survival Fund**.

A total of £10million is available to UK charities, to provide core funding to offset lost income and help support them through the impact of Covid-19. There is a particular interest in supporting small and medium sized charities, especially those not previously funded by the Trust. So for the first time, the Trust will be open to applications that meet the criteria set out below.

HOW TO APPLY

Applications should be submitted via the Trust's website. You should follow these three steps:

1. Read the guidance in this document in full and view the [FAQs](#) on the Trust's website.
2. Prepare all the required information in advance before beginning the online application.
3. Visit the Trust's website and complete the [Online Application](#).

Information to prepare

You should prepare all information offline before starting the application as the online submission process does not allow you save and return to it. This includes documents that you will be prompted to attach, as well as general and financial information to be entered in an online form (see below).

Charities will need to submit the following:

- i. Cover Letter** (max. 2 pages; PDF or DOC files)
This should be from the head of the organisation (e.g. chair, CEO) and is your opportunity to make your case for support. It may reference other information provided (e.g. in the case study) but should not repeat this word for word. We would like your letter to cover:
 - Charitable aims and how these are delivered;
 - The charity's management and governance structures;
 - The impact of Covid-19 on the charity's finances;
 - Plans for future sustainability.
- ii. Case Study** (max. 2 pages; PDF or DOC files)
This is a chance to show your charity's work and effectiveness. This may be written by the charity or take the form of a testimony or reference from someone who knows the charity or who has benefited from the charity's work. You may include embedded photos (i.e. not separate to this document) to illustrate the work.
- iii. Supporting Information**
General and financial information, to be provided through the online application form. Questions asked in the form are set out in the [Appendix](#) to this guidance, to allow you to prepare your answers in advance.

iv. Budget and Cashflow Forecast (max. 2 pages; PDF, DOC or XLS files)

A simple budget for your current financial year and a month by month cashflow forecast covering October 2020 – March 2021. By cashflow we mean a document showing the flow of income and expenditure you anticipate. List the sources of income for the current financial year (2020/21), indicating where these are confirmed or predicted and explain assumptions regarding reasonably anticipated income from other emergency funding sources.

If accounts are not available via the relevant regulator website, then the two most recent sets of accounts should also be provided.

No other supporting documents may be submitted.

In the event of technical problems or difficulties when completing or submitting your application, contact admin@jhrtrust.com outlining the issue and including a contact number. We are unable to answer any other queries. Answers to [Frequently Asked Questions](#) are on the Trust's website.

Applications received after the **deadline of 5pm Monday 27 July** will not be considered.

ELIGIBILITY

Applications must satisfy the following criteria:

- The organisation must be a charity registered in the UK;
- The beneficial area of the charity must be within the UK;
- There must be appropriate governance and management structures in place, with a minimum of three unrelated board members;
- Charities must be able to produce accounts on request (audited where required) for the previous two financial years;
- Charities should not have been in unplanned deficit in either of the previous two financial years that predated the outbreak of Covid-19 in the UK;
- Charities must have experienced income loss (actual or predicted) in the current financial year (2020-2021) due to Covid-19;
- Funding sought must be to support core costs of the charity in its usual work (though this may include revised ways of working due to Covid-19 and innovations/ learnings gained during lockdown, where the charity plans to continue these new ways of working). Funds should not be used for expansionary work, new initiatives, or capital projects.
- Funding sought must be for use in the current financial year (2020-2021). Funds should not be put into reserves or set aside for longer term expenditure.
- Charities must not have received other Covid-19 related funding from the Trust.
- Charities must not hold a current unpaid (in full or in part) grant from the Trust.
- Annual income must not be above £5,000,000 (calculated as average total income over the previous three financial years, excluding any year with reduced income due to Covid-19).
- Schools, higher and further education institutions and local authority managed facilities (e.g. libraries, museums) are not eligible to apply.

DECISION-MAKING

The funds for this initiative are donated through private philanthropy and all funding decisions are at the discretion of Mr and Mrs Rausing. Their decision is final and there is no right of appeal.

Support is likely to be given to charities working within the Trust's three areas of interest, as follows:

Health and Wellbeing

This includes charities working within the areas of disease and patient care; mental health and addiction recovery; disability, aged and palliative care.

Welfare and Education

This includes charities addressing poverty and disadvantage, especially in relation to young people; and also those working in areas such as food insecurity and criminal justice.

Arts and Culture

This includes charities working in the performing arts; independent (i.e. not local authority controlled) museums and galleries; heritage sites and historic buildings.

In addition to the above, priority will be given to charities that deliver frontline services and activities, rather than umbrella bodies, grant-giving bodies, conduit organisations or those where the main focus is on research.

GRANT AMOUNTS

Charities may apply for grants up to the maximum indicated below, depending on charity size (measured by income). The level of grant awarded, if any, is at the discretion of Mr and Mrs Rausing. The minimum amount that may be applied for is £1,000.

ANNUAL INCOME	MAXIMUM GRANT
Up to £20,000	£5,000
£20,001 - £100,000	£10,000
£100,001 - £250,000	£50,000
£250,001 - £500,000	£100,000
£500,001 - £5,000,000	£250,000

OUTCOME

We will contact successful applicants in September, followed by a public announcement listing the charities supported through the Fund. We will then send formal grant documentation: a grant agreement to sign and return, reporting requirements, and details of grant payment procedures. We shall require evidence of your charity's bank account (e.g. copy of a pre-printed paying in slip). Grant payment will follow receipt of this information and is likely to be in September/ October.

We aim for reporting to be relatively light touch. You will need to provide a formal report at the end of the grant period (at the latest, April 2021) explaining what you have done over the period and how the funds have been used. We may also ask for interim updates in the case of larger grants.

Due to the number of applications expected, we cannot notify unsuccessful applicants. Those who have not heard from us by the end of September should assume they have been unsuccessful.

TIMETABLE

6 July	Application submission window opens
27 July	Deadline for submission of applications (5pm)
July/ August	Assessment of applications
From early September	Successful applicants contacted and public announcement
September/ October	Formal letters issued and grant payments made

APPENDIX: SUPPORTING INFORMATION

Supporting information about your charity is submitted via an online form. It is not possible to save and return to the form, so you will need to complete it in one go. We suggest you complete your answers offline using the questions below and save a copy for your reference.

You will also need to prepare in advance your other documents (letter, case study, budget) ready to attach at the end of the form, before submitting your application.

We cannot accept further information once you have submitted your application, so please check that you are happy with your responses before you press submit.

Online Application Form Questions

All fields marked * are required

Your organisation

- Charity Name*
- Charity Address* *This should be for the main site/head office.*
- Registered Charity Number*
- Registered Company Number (if applicable)
- What year was your charity established?*
- Please provide your website address
- Please select the geographic area(s) covered by the charity's work*:
 - UK Wide
 - England
 - North East
 - North West
 - Yorkshire and the Humber
 - East Midlands
 - West Midlands
 - East of England
 - South East
 - South West
 - London
 - Northern Ireland
 - Scotland
 - Wales

Your details

- Main contact details*
This should be the key contact for correspondence and a person who will be able to answer any questions we may have
 - Name
 - Role
 - Telephone number
 - Email Address
- Alternative contact details*
The alternative contact is required in the case that the main contact is not available
 - Name
 - Role
 - Telephone number
 - Email Address

Julia and Hans Rausing Trust areas of interest

- Which of the Trust's key areas do you sit within?*

Choose the area that aligns most closely to your charity's work

- Arts and Culture
- Health and Wellbeing
- Welfare and Education
- Which of the Trust's sub-areas do you sit within?*

Choose the area that aligns most closely to your charity's work

- Arts education
 - Children and young people
 - Criminal justice
 - Disability and aged
 - Heritage
 - Medical
 - Mental health and addiction
 - Museums and Galleries
 - Performing Arts
 - Poverty and disadvantage
 - Other (please describe)
 - Who does your organisation help?*
- Do you focus on particular age groups, gender groups, Black, Asian or other ethnic groups, D/deaf and disabled people, LGBTQI, NEETs, veterans etc?*
(100 word limit)
- Does your organisation work with audiences residing in Gloucestershire or Kensington and Chelsea?*
- Gloucestershire
 - Kensington and Chelsea
 - No
 - Have you received previous funding from The Julia and Hans Rausing Trust (or any of Hans Rausing's previous Trusts?)*
- If yes, please give amounts and dates

Funding Request

- How much are you applying for through the Charity Survival Fund?*
- Refer to the table for permissible levels. The minimum amount is £1,000 :*

ANNUAL INCOME	MAXIMUM GRANT
Up to £20,000	£5,000
£20,001 - £100,000	£10,000
£100,001 - £250,000	£50,000
£250,001 - £500,000	£100,000
£500,001 - £5,000,000	£250,000

- List the costs that would be covered by the amount you are applying for*
- Provide a breakdown of the costs and a description of what they will be going towards. The costs listed should add up to the amount you are applying for*
(200 word limit)

Financial Information

- What is your average annual income?*
- This should be calculated as your average income over the past 3 years before Covid-19*
- What percentage of your income is spent of fundraising?*
 - What are your current free reserves?*
- Tell us about reserves that are not restricted or designated*
- How many months of operation do your current free reserves cover?*

This is for information. We wish to know how long your current reserves could sustain your organisation

- **What percentage of core costs will the grant you are requesting cover, and for how long?***
We want to know how long funding would sustain you and the period over which you will use the grant (this should not be beyond April 2021).
- **How much income have you lost / will you lose this financial year due to Covid-19?***
List the areas of income loss e.g. retail, planned fundraising events etc. and show where it is actual or predicted against your budget forecast / previous years' income (200 word limit)
- **Are your accounts for the previous 2 years available on the regulator website (e.g. Charity Commission)?***
 - If no, there is file upload box for you to attach them

Sustainability

- **What do you need to do to stop your organisation being at risk?***
Explain what you have already done and what more you need to do. If you are expecting to end the year in deficit explain how you will manage this (e.g. reserves, reducing activity, cutting costs). If you currently have staff on furlough, explain your plans for when this scheme ends (300 word limit)
- **Have you applied, or are you planning to apply for any other Covid-19 funding schemes?***
 - If yes, please name the scheme, the amount sought and when you will know the outcome
- **How did you hear about the Charity Survival Fund?***
Tick all that apply
 - Media Publication
 - Word of Mouth
 - Via another charity
 - Julia and Hans Rausing Trust website
 - Julia and Hans Rausing Trust Video
 - Twitter
 - Other (please describe)

Documents to attach

- 1. Cover letter from the head of the organisation*** (max. 2 pages; PDF or DOC files)
- 2. Case study*** (max. 2 pages; PDF or DOC files)
- 3. Budget and Cashflow forecast*** (max. 2 pages; PDF, DOC or XLS files)