



QPSW Simmons Grants 2016



Quaker Peace
& Social Witness

Introduction

This document describes the purpose of, and outlines the application procedure for, QPSW Simmons Grants. In order to make an application it will be necessary to download the PDF application form and the guidance notes for its completion. In order to use the electronic application form you will need the free **Adobe Reader**. If you do not have this PDF reader installed please read the additional guidance document *Setting up to download Grants Group Application Forms* **BEFORE** downloading the form.

The purpose of Simmons Grants

Simmons Grants are made from the income of a bequest by Dorothea Simmons. All projects requesting support should be to **enable rural young people to become self-sufficient or for other similar educational purpose**.

Geographical limitations

Although projects may be administered from, or based in, the UK it is expected that the beneficiaries will be overseas.

Quaker connection

All grant requests must come from the organisation that is managing the project for which funds are sought. It is not necessary for the organisation to be Quaker or Quaker-run but it is expected that any project supported will be operating within appropriate principles including financial and environmental sustainability.

All applications for Simmons funds must be accompanied by evidence of Quaker support. This may be a letter from an individual Quaker with close knowledge of, or involvement in, the project. It may be a formal minute of support from a local or area meeting of Quakers or another suitable Quaker grouping.

It is important that these letters or minutes clearly describe active and knowledgeable support. 'Rubber stamp' minutes of endorsement are not always helpful.

Reporting and accountability

Clear and appropriate reporting is required for each project to which funds are granted.

The 'project manager' will usually be required to produce, within a year, a report for which management accounts of grant spending will be a minimum requirement. Copies of bank statements may also be required for financial reporting.

For larger projects, or projects managed by larger organisations, full audited accounts may be requested.

Where funds from elsewhere have been promised that are necessary to the project implementation, evidence may be required that they have been received before payment is made.

Scale of grants

A small number of grants are made annually from a very limited fund and in 2016 will usually be for £1000 to £1500 per project with a maximum of £2,000.

This level of funding might be only part of the funding necessary for the project and applicants will need to give consideration to the prospects of other sources of funding in assessing the viability of a project.

Repeat applications

Decisions on applications are made one year at a time and possible further grants are not guaranteed and subject to fresh application. However, in any period of years one or two particularly successful projects **may** be supported by several successive grants.

Critical dates

Application forms are available from November 2015.

Forms may be downloaded from the Britain Yearly Meeting website.

If necessary, an electronic form may be requested by e-mail. Such requests must be made by 31 January 2016.

The closing date for fully completed application forms is 26 February 2016.

Decisions will be notified during May 2016.

Application and decision procedures

Decisions are made by the **Grants Group** overseen by QPSW Central Committee with professional advice as necessary.

- All applications must be made on a fully completed application form with further supporting material appended.
- Applications should be made electronically using the PDF form provided unless there is good reason for difficulty.
- Applications are considered once a year only.

Publicity

Successful beneficiaries may be featured in *Quaker News*.

Contact details

Application form requests, queries, and forms completed following the available guidelines should be submitted to:

grants@quaker.org.uk

Grants Officer
Quaker Communication and Services
Friends House
173 Euston Road
London NW1 2BJ

020 7663 1117