



THE Joseph Rowntree  
REFORM TRUST LTD

## HOW TO APPLY FOR A GRANT FROM JOSEPH ROWNTREE REFORM TRUST LTD

### Getting started

The Joseph Rowntree Reform Trust Ltd is not a charitable trust and only provides grants for non-charitable, political and campaigning activities. The Trust does not fund work outside the United Kingdom

The Trust does not have defined grants programmes, but maintains a long-standing interest in promoting democratic reform and defending civil liberties. Details of recent grants made by Joseph Rowntree Reform Trust Ltd can be found on the Grants page of our website: [www.jrrt.org.uk](http://www.jrrt.org.uk).

The Trust does not make grants for:

- The personal support of individuals in need
- Educational bursaries
- Travel and adventure projects
- Building, buying or repairing properties
- Business development or job creation
- General appeals
- Academic research
- Work which we believe should be funded from statutory sources, or which has been in the recent past.

*Please email an outline of your proposal (no more than one side of A4) to [info@jrrt.org.uk](mailto:info@jrrt.org.uk) before making a formal application.*

### The application process for Joseph Rowntree Reform Trust Limited

We do not have a standard application form. Applicants are instead asked to submit:

- Up to four pages setting out the proposal
- A full budget for the project;
- Your most recent audited annual accounts (if appropriate) or CV (if applying as an individual);
- A completed Application Registration Form (see last page).

Trust staff make an initial assessment of applications and are authorised to reject those that are clearly outside our areas of interest. The Trust's Directors judge all remaining applications on their merits within the prevailing social, political and economic climate and taking into consideration the financial resources available to the Trust.

### When to apply

Applications for an amount over £5,000 are considered by Directors at their quarterly meetings and must be received by **12 noon** on the date given as the deadline, which is approximately four weeks prior to the meeting. *Directors may wish to meet with applicants in London to discuss the proposal.* (Please see the website for the date of a possible meeting in Central London.)

***Please notify us of your intention to apply by emailing [info@jrrt.org.uk](mailto:info@jrrt.org.uk) with a short synopsis of your application (no more than one side of A4).***

Applications for £5,000 or less can be submitted at any time and we aim to inform applicants of the decision within two weeks of receiving the proposal.

## Writing your application

When writing your application you should attempt to answer the following questions:

### a) What is the purpose of your application?

The application should begin with a brief summary (just a paragraph), explaining what you want to do and how much funding you require.

### b) Who are you?

You should state clearly and succinctly who you are. For an organisation, it is helpful to mention when the organisation was founded, its size, legal status, who is on the board or steering group and what its primary activities are. For an individual, please include a brief CV with details of your current employment and past experience.

In addition to assessing the merits of the proposal, we will also consider whether you are the right organisation/person to undertake the work.

### c) What do you want to do?

This is the main part of your application and should set out the work for which you are requesting a grant.

#### i. What?

It is important to clearly explain what you will be doing and what you hope to achieve.

#### ii. When?

Detail the timescale for the work that you are proposing – when will it begin and how long will it take?

#### iii. Why?

You should explain why you want to do this work and, in particular, why you feel it is worth doing now. It is also important to be sure that no one else is tackling the same issue, or, if they are, that extra work is needed.

#### iv. Impact

The application should explain what effect you expect this work to have and, if necessary, how you plan to ensure that the lessons learnt from your work will become known by others.

### d) Why JRRT?

It is important to make a case for coming to the Joseph Rowntree Reform Trust Ltd as opposed to any other source of funding. Remember, JRRT is not a charitable trust. It gives grants for political and campaigning purposes, and will normally only fund projects for which there are no alternative sources of funding.

### e) How much will it cost?

All applications should include a budget for the proposed project and a recent set of accounts where available. Ask for what you need, but be realistic. If the grant you are seeking from the Trust will not cover the whole cost of the project you must explain where the rest of the funding will come from.

Your application (including a full budget for the project, your most recent audited annual accounts or CV as appropriate and a completed Application Registration Form) should be sent by post or e-mail to:

Tina Walker, Trust Secretary  
The Joseph Rowntree Reform Trust Ltd  
The Garden House, Water End  
York YO30 6WQ  
e-mail: [info@jrirt.org.uk](mailto:info@jrirt.org.uk)

## Joseph Rowntree Reform Trust Ltd –Application Registration Form

Please complete this form to provide us with some basic information about your organisation and project. This form sets out the initial questions which you will need to answer in making an application to the Trust. Before making your application, please read the **How to Apply** and **Guidelines for Writing an Application** sections on our website. Please note that this Trust does not make grants to registered charities.

Please provide the following contact information:

Name of Primary Contact for this application

Name of Organisation

Position in the Organisation (if applicable)

Address

Post Code

Is the above address:  Yours or  Your organisation's?

Email (of Primary Contact)

Website URL

If you are applying on behalf of an organisation, what is its legal status (i.e. Company limited by guarantee, unincorporated association)?

Please give your Company Number (if applicable)

Please summarise your proposal in no more than 50 words

How much funding are you applying for

When do you hope to start your project?

Over what period of time is your application for?

Who is on your Board or Steering Group?

How did you hear about The Joseph Rowntree Reform Trust Ltd?

Please send this completed form by email to [info@jrrt.org.uk](mailto:info@jrrt.org.uk) or by post to Tina Walker, Trust Secretary, The Joseph Rowntree Reform Trust Ltd at the address below, together with:

- Written application (maximum four A4 pages) including a full budget
- Most recent published accounts (if applicable)
- CV (if applying as an individual).