

**SEEKING GRANTS**

**FROM**

**HAMPTON FUEL ALLOTMENT CHARITY**

Charity number 211756

15 High Street  
Hampton  
Middlesex  
TW12 2SA  
Telephone 020 8941 7866  
Fax 020 8979 5555  
Web site :- [www.hfac.co.uk](http://www.hfac.co.uk)

# HAMPTON FUEL ALLOTMENT CHARITY

## GUIDANCE NOTES FOR APPLICANTS

(Organisations)

### HISTORY

The Charity was created following the 1811 Enclosure Act by the granting of 10.14 acres of land for producing a supply of fuel for the poor of the Ancient Parish of Hampton. Subsequently the land was rented out for nurseries. In 1988 the land was sold for development and the sale proceeds formed the financial base for the current work of the Charity. The Charity Commissioners approved revisions to the scheme on 26 August 1981, 27 July 1989 and 4 December 1991, 21 April 2004 and 19 August 2004 which widened the powers of the Trustees and the area of benefit.

### AREA OF BENEFIT

Historically, the Charity's area of benefit was the ancient town of Hampton, now the area covered by the parishes of St Mary's Hampton, All Saints Hampton and St James's Hampton Hill. In 1989 the deeds of the Charity were changed so that, where the Charity's income was not required in the ancient town of Hampton, help could be provided elsewhere in London Borough of Richmond upon Thames ("LBRuT"). The Trustees have decided that, after the ancient town of Hampton, their order of priority is the remainder of the former Borough of Twickenham and then the remainder of the present LBRuT. Grants to individuals are restricted to the first two areas.

### ASSETS

The assets of the Charity consist of approximately £40 million of investments. The income from the investments is used to meet the charitable objectives of the scheme. A copy of the annual Report and Accounts can be obtained on request to the Clerk to the Trustees.

### OBJECTIVES

- a. The relief of need, hardship or distress of those within the area of benefit;
- b. Support for those who are sick, convalescent, disabled, handicapped or infirm;
- c. Promoting the education of children and young persons;
- d. Provision and support for recreation and other leisure-time occupations in order to improve the conditions of life in the interests of social welfare.

### POLICIES

Under the Charity Commission Scheme the Trustees have considerable discretion regarding grant making policies.

The Trustees' current guidelines are as follows:

- a. To meet a proportion of the fuel bills of individuals in need;
- b. To provide essential equipment for individuals in need or distress;
- c. To support organisations which deliver services for those in need in the area of benefit;
- d. To allocate the Charity's income within the broad headings of:
  1. General medical support which will benefit those in the area of benefit;
  2. Organisations assisting those suffering from disability;
  3. Organisations which support social or medical welfare needs;
  4. Organisations engaged in social welfare including the elderly, youth, recreation and leisure;
  5. Organisations providing housing for those in need;
  6. Organisations providing additional educational support;
  7. Organisations engaged in community activities.

When the Trustees support major capital projects on a 'once and for all' basis these grants are paid in instalments as work progresses. Applicants may like to discuss their project with the Clerk to the Trustees prior to completion of an application form.

The amount of money applicants as a whole seek from the Charity exceeds the available resources of the Charity. It is not always possible to make grants even if the application conforms with the criteria of the Trustees.

## **WHAT THE CHARITY IS UNLIKELY TO SUPPORT**

The Charity is unlikely to support any of the following:

- a. Grants to individuals for private and post compulsory education;
- b. Adaptions or building alterations for individuals;
- c. Holidays except in cases of severe medical need;
- d. Decoration, carpeting or central heating;
- e. Anything which is the responsibility of a statutory body;
- f. National general charitable appeals;
- g. Animal welfare;
- h. Advancement of religion and religious groups, unless they offer a non-religious service to the community;
- i. Commercial and business activities;
- j. Endowment appeals;
- k. Projects of a political nature;
- l. Retrospective capital grants.

Trustees have decided for the present, to limit grants towards major 'one off' projects generally to £30,000. Applicants are advised to contact the Clerk prior to formally submitting such applications.

The Trustees are also reluctant to support on-going revenue costs of organisations unless they can show clearly that within the area of benefit a substantial number of people are being charitably assisted. They also expect organisations to show that other support will be forthcoming and that the organisation will become self reliant over an identified period of years.

## **COMPLETION OF THE APPLICATION FORM**

The application form is designed to obtain, in as clear a way as possible, full relevant details about your organisation, the project or activity for which a grant is being sought and other sources of funding which support the scheme.

In addition to the application form, you are asked to supply further documents and information. It may be that your annual accounts and report contains most of this information. If this is the case please identify, on the form, the appropriate pages.

Applicants are advised to provide as much relevant information as possible with the application form.

## **HOW THE CHARITY WILL DEAL WITH YOUR APPLICATION.**

On receipt of your application form the Clerk to the Trustees will review it and may wish to ask further questions before submitting it to the Trustees for consideration. All eligible applications will be put before the Trustees.

All Trustees have extensive local knowledge. The local authority nominates three and the three Parochial Church Councils one each, while four others are co-opted for their specialist knowledge. The vicar of St Mary's is ex officio a Trustee.

The General Grants Panel meets every two months and considers all project grants and for grants over £25,000, makes a recommendation to a meeting of all the Trustees. There is a meeting of the full Trustees every three months. The Clerk to the Trustees will be pleased to inform organisations about the dates of meetings when their application is to be considered. Organisations are advised to put in their applications well in advance of meeting dates.

In the case of major capital or other large projects it may be that, on occasions, a small group of Trustees are asked to discuss the scheme with your organisation and its advisors. It may also involve a site visit or an independent evaluation by an assessor appointed by the Trustees.

Trustees may attach conditions to any grant and may request that they be kept regularly informed as to the progress and effectiveness of a project. In certain cases, where conditions have been attached to the grant, written confirmation of acceptance of these by the organisation will be required prior to the grant being paid.

The Trustees accept no liability for any commitment by an applicant to expenditure for which a grant is requested until the applicant has been informed in writing that the Trustees have approved a grant.

A version of the application form is available in electronic form. Copies can be obtained from the Charity's web site [www.hfac.co.uk](http://www.hfac.co.uk). All applications must be submitted in written form. Details of latest closing dates for submission can be obtained by telephoning the office.

Large print copies of these notes are available

Michael J. Ryder M.Phil. F.C.A.  
Clerk to the Trustees