

# Sir Thomas White Loan Charity Business Grant Eligibility Criteria and Application Process

Please ensure you read these full guidelines before starting your application to ensure you meet the eligibility criteria and are clear regarding the application process, including deadlines for submission.

## Eligibility Criteria

To be eligible for a business grant from the Sir Thomas White Loan Charity, you and your business must meet the following criteria / provide the following information:

- The applicant (individual) must be between the ages of 18 – 44 years of age (relevant date for age will be the applicable Grant Committee meeting date). Proof of this will be required if you are not a current borrower (loan recipient) of the charity
- The applicant must currently live in Leicester/Leicestershire or Rutland and operate their business from this area. Proof of this will be required if you are not a current borrower (loan recipient) of the charity
- The business for which the grant is sought must have been running for at least 1+ year at the time of the application. There is no upper limit on business age or business size (e.g. turnover)
- An application form must be completed in full. We will not accept an application in any other format / where our application form has not been used
- To be considered you must be able to demonstrate a real need for the grant and the impact the grant will make on you / your business
- Management or trading accounts for the previous 12-month period should be submitted with the completed application form
- We are unable to accept applications from our borrowers who have had their loan recalled (casualty status) by the charity
- We regret we are unable to accept applications from registered charities or CICs

## Grant Request

- We can accept applications up to and including the maximum grant request of £5,000. You may apply for less than the maximum amount.
- You must specify what the grant will be used for and we can accept applications for most purposes. We are unable to accept grant applications where the grant is to be used for rent / mortgage or salary costs. Applications for costs associated with employing an additional employee will be considered
- Only one grant application per individual and /or business will be permitted per application round
- Unsuccessful grant applicants may reapply for a future round providing they are still eligible and grant funds remain to be distributed. Please note this cannot be guaranteed
- Successful grant recipients may reapply for a future round providing they are still eligible, and they have not already received the maximum grant amount of £5,000
- The grant application process is competitive, with limited funds available and we therefore cannot guarantee all eligible applicants will be successful
- Each grant awarded will be dealt with on a case by case basis, depending on requirements. As such there is no standard time scale / date by which a grant must be spent. We however expect successful grant recipients to confirm acceptance of the grant and provide any supplementary information as requested, so any grants no longer required can be reallocated accordingly
- Payment to successful grant recipients will be dealt with on a case by case basis, depending on requirements. There is the expectation all payments will be made electronically
- As part of the application process you will be required to advise if you can pay for the purpose the grant is being requested for up front, provide proof of payment, and then be reimbursed. If this is not possible then please detail this on the application form. In these circumstances the charity reserves the right to settle an invoice directly on behalf of the grant recipient, rather than paying the grant recipient direct. This will be discussed with you if a grant is awarded
- The Grant Committee reserves the right to offer a grant at less than the applied for amount

# Sir Thomas White Loan Charity Business Grant Eligibility Criteria and Application Process

## Application Process

- Please complete the application form in full, ensuring you have completed all sections including the consent section
- Please ensure you enclose with your application your most recent management or trading accounts for the previous 12-month period so your current trading activity can be reviewed
- If you are a current borrower (loan recipient) of the charity, please ensure you provide your bond number and all information with the charity is up to date e.g. Revision of Records, submission of annual accounts etc. If your payments are in arrears and you are not currently making repayments, please contact us before making an application
- If you are not a current borrower (loan recipient) of the charity, please ensure you attach with your application the following additional documentation as proof of your eligibility (age/location):
  - Copy of the ID page of your passport or driving licence
  - A recent (no more than 3 months old) utility bill or bank statement showing your name and address
- Once you have all your documents ready, please submit electronically (preferred) by email to Sarah Hope at [sarah.hope@stwcharity.co.uk](mailto:sarah.hope@stwcharity.co.uk) before the grant application deadline (see website for details). Postal applications can also be made to Sarah Hope, Sir Thomas White Loan Charity, Unit 5, Friars Mill, Bath Lane, Leicester, LE3 5BJ. Where posting, we recommend you post as registered or tracked documents, as we cannot accept responsibility for lost or delayed postal items
- Our grants are strictly limited and once all funds have been fully allocated grant application rounds may be closed until such time as further funds are available. Details of our current application round deadline and any future rounds can be found on our website at [www.stwcharity.co.uk/business-grants](http://www.stwcharity.co.uk/business-grants)
- Once an application has been received, we will acknowledge receipt. On reviewing, we may ask for additional / supplementary information to enable us to make a decision and you may therefore be contacted by the Clerk to Trustees and / or a member of the Grant Committee (Trustee) to discuss your application in more detail
- All grant applicants will be advised of the decision regarding their application, whether successful or not. All application decisions are final and at full discretion of the Grant Committee. The charity will not enter into correspondence with applicants regarding why a grant has not been awarded
- Successful grant recipients will be contacted as standard 3 – 12 months after the grant has been awarded to ascertain impact and any potential mutually beneficial publicity opportunities.

## Checklist for Applicant Use

|  | Yes | No | N/A |
|--|-----|----|-----|
| Do you / your business meet all eligibility criteria?            |     |    |     |
| Have you completed all sections of the application form?         |     |    |     |
| Have you provided your consent?                                  |     |    |     |
| Have you provided / attached your management / trading accounts? |     |    |     |
| If you are a current borrower:                                   |     |    |     |
| Have you provided your bond number?                              |     |    |     |
| Is all information up to date with us?                           |     |    |     |
| If you are not a current borrower:                               |     |    |     |
| Have you provided your copy ID (passport/driving licence)?       |     |    |     |
| Have you provided a recent utility bill / bank statement?        |     |    |     |

If you have any queries regarding the grant process and making an application please contact: Sarah Hope by email at [sarah.hope@stwcharity.co.uk](mailto:sarah.hope@stwcharity.co.uk), telephone 0116 2046620.