

## The Leander Trust

### Applying for a grant What type of projects does the Trust

#### support?

All Trust grants must fall under one or both of the following categories:

The Trust's preference is to make grants of up to £3,000, for up to 50 per cent. of the cost, usually to initiate projects when a club or other organisation can demonstrate its ability to complete a specific project- not as a contribution to general funds. Grants are made to support rowing in the Thames region, normally, to support junior rowing.

The Trust prefers to encourage participation in rowing by the young through the provision of equipment, such as boats, sculls, oars, training equipment (such as indoor rowing machines) and essential safety equipment or for specific coaching; any commitment requiring long term (i.e. over three years) support are rarely approved.

To comply with the Trust's charitable status, the Trustees must retain their absolute discretion when considering grant applications to ensure the purposes are charitable, and fall within its charitable purposes. That requirement, and the conditions of The Leander Trust's trust deed, means that our support must, in broad terms, fulfil the objects of the Trust:

-to advance the education of young people by helping with their physical education by the provision of facilities- including grant awards- to enable and encourage rowing and sculling; and

-to help with the provision of facilities for recreation for those who need such facilities because of their youth, social or economic circumstances;

focusing on rowing and sculling.

The Trust's restricted funds result from gifts from donors who have restricted the use of the funds to the charitable purposes of the Trust undertaken by Leander Club in the main; specifically, to support athletes rowing at Leander Club and those aiming for the GB Rowing Team. In this case, grants may be made towards development and other coaching costs, training camps and, where appropriate, assisting athletes with living and travelling expenses. In all cases, grants should only be made to meet costs that are clear, defined and easily auditable and unlikely to be subject to misuse.

#### What We Don't Fund – Exclusions

Grants are **not usually** made for the following:

- Running costs of established organisations or ongoing projects.
- Projects proposed indirectly through other 'umbrella' organisations.
- Projects from large well-funded organisations.

Grants are **never** made for the following:

- Directly to individuals (grants are normally awarded through UK charitable organisations for specific projects).
- Donations to general appeals of any kind.
- The purchase, erection or conversion of buildings, or other capital costs.

Please note the Trust does not provide retrospective funding, and if you are seeking continuation funding for an ongoing project then, unfortunately, we are not the funder for you.

### **Eligibility and Guidelines**

The Trust receives more applications than it can fund each year. Therefore, even if you meet all of our criteria, it is important to note there are no guarantees of receiving a grant.

If you would like to submit a grant application to the Trust, please read our criteria very carefully and only apply if you are confident you meet all of the relevant criteria.

To be eligible to apply to The Leander Trust, as a minimum you must:

- (i) Apply regarding a specific project for relating to rowing or sculling
- (ii) Normally apply via a UK charitable organisation
- (iii) Meet our criteria for making grants
- (iv) Ensure you are not applying for items we do not fund
- (v) Be the Lead Person Responsible for the project's delivery. Applications should be prepared by those who will be directly involved in the project rather than dedicated fundraisers or development officers.

The Trust requires your organisation to have a specific Safeguarding Policy that complies with your obligations and best practice regarding safeguarding. We will ask you to demonstrate within the application how your policy will be reflected within your project plan.

### **Applicant information required**

Please ensure that your application includes the following information:-

Your organisation name

Your organisation address

Your name and job title

Your e-mail address

Your contact telephone number

What is your organisation type?

Please enter your Registered Charity number (if applicable)

Please provide a copy of the published accounts of your organisation for the most recent financial year

Project title and description [to include: stage of development your project has reached; the start date of your project and its timetable; how long you anticipate the project running; the

overall cost of your project (together with a budget / financial breakdown for your project)]  
How much funding are you requesting from the Trust?

What are the overall aims and objectives of your project?

Why your project is needed at this time?

How will you monitor and evaluate your project?

What are the specific, measurable outcomes that you predict for your project?

Is there any additional information that you would like the Trust to consider when assessing your application?

Is your organisation affiliated to British Rowing, or to another governing body Does the Club fully comply with the British Rowing Safety Code?

Does the Club fully comply with the current Child Protection legislation?

Is membership open to all?

Numbers of members

Senior Men (over 18)

Senior Women (over 18)

Junior Men (under 18)

Junior Women (under 18)

How much does the organisation expect to raise itself, and how?

Has the Club applied for assistance, or is receiving funding for the project, from other grantaiding bodies? **Please confirm** that the project will not be receiving funding from other third parties, or explain how any grant from the Trust would relate to other external funding.

If so, what was the outcome?

How did you hear about The Leander Trust?

How will any grant from the Trust be given public recognition, and how will the Trust be credited by your organisation? **The Leander Trust contact information**

The Trust prefers all day-to-day correspondence to be via email, unless specifically requested via post.

Applications are only accepted via the Trust's primary contact.

**Primary contact:** Secretary Treasurer (Edward Bainbridge)

**Email address:** eb@leandertrust.org

**Telephone number:** 07773 901837

**Postal address:** Leander Trust, c/o Leander Club, Henley on Thames. RG9 2LP

## Privacy Notice

This notice provides you with details of how The Leander Trust (the “Trust”) collects and processes personal data in connection with the awarding of grants.

### How the Trust uses personal data

The Trust collects and processes the following types of personal data of grant applicants, grantees and other people connected with the application, award or the project which benefits from an award:

Name and contact details

CVs, references or letters of support

Details of individuals’ involvement in past or current projects or activities relevant to the application for a grant

The Trust requires applicants that provide the data of another person in their application to provide them with a copy of the Trust’s privacy notice and ensure they have a lawful basis to disclose the data to the Trust.

The Trust does not require applicants or grantees to provide special categories of personal data (listed below) but recognises that this type of data may, in limited circumstances, be provided to the Trust in connection with certain grant applications or awards. Applicants and grantees are prohibited from providing this type of personal data to the Trust without having obtained valid consent of the individual to the disclosure and use of that data by the Trust. An application will be rejected and deleted from our records if evidence of such consent is not provided to the Trust.

Special categories of personal data are data relating to a person’s:

Racial or ethnic origin

Political opinions

Religious or philosophical beliefs

Trade union membership

Genetic or biometric data

Health, sex life or sexual orientation

The Trust processes personal data to:

Manage the grant application, review and award process

Manage grants, including the use of funding and progress reporting

Conduct grant evaluations and maintain an archive of the Trust’s work for historical research purposes

Publicise the Trust’s grant-making activities

Raise awareness of funding opportunities with other potential applicants or possible co funders, or to facilitate knowledge-sharing between organisations with shared interests

Comply with legal charity reporting requirements and / or as part of external auditing requirements

Contact applicants or grantees about Trust events, new grants programmes or other relevant information (e.g. newsletters)

The Trust’s legal basis for processing this personal data is as follows:

Legitimate Interests of the Trust and Third Parties – the processing is necessary for the Trust’s legitimate interest in assessing grant applications, the management of grants awarded as a charitable grant-making organisation, including the maintenance of an historical archive.

Where we share limited personal data to raise awareness of funding opportunities or knowledge

sharing this is necessary for the legitimate interests of both the Trust and the recipients in facilitating project funding and collaboration opportunities.

Compliance with a Legal Obligation – to ensure the Trust complies with relevant laws such as its reporting obligations to the Charity Commission.

Consent – from applicants to receive email communications from the Trust.

Consent – obtained by an applicant or grantee where special categories of data are disclosed to the Trust.

#### Who the Trust discloses personal data to

The Trust discloses personal data to the following categories of recipients:

Current and former trustees of the Trust

Professional advisers

Service providers, such as data storage companies

Current and former Trustees are under obligations and duties of confidentiality and must comply with the Trust's data protection policy. Other recipients may receive and process personal data under appropriate instructions from the Trust and are, where necessary, required by contract to keep confidential and secure the information they process on behalf of the Trust and may not use it for any purpose other than to carry out the services they are performing for the Trust.

Except as described in this notice, the Trust will not share personal data with third parties without an individual's permission, unless to:

- (i) respond to duly authorised information requests of police and governmental authorities or
- (ii) comply with laws, regulations, or court orders;
- (iii) enforce/protect the rights and properties of the Trust, and in each case, in accordance with applicable law.

#### How long the Trust retains personal data

The Trust retains details of grant applications and awards permanently to maintain an historical archive of the Trust's work for research purposes. Limited personal data may be retained in those records and the Trust deletes CVs provided with an application after 6 years.

#### Data subject rights and how to exercise them

Individuals whose data we collect have rights in relation to personal data processed by the Trust under data protection law. These may include the right to: request access or copies of personal data;

rectify personal data, if inaccurate or incomplete;

delete personal data;

restrict the processing of personal data (in certain circumstances);

data portability (in certain circumstances); and

object to the processing of personal data and not to be subject to automated decision making including profiling (in certain circumstances)

These rights may be limited in some situations such as where the Trust can demonstrate that it has a legal requirement or legitimate interest to process the personal data.

If you consider that the processing of your personal data by the Trust infringes applicable data protection law, you have a right to lodge a complaint with the Information Commissioner (<https://ico.org.uk>).