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**Application Guidelines**

**Introduction**

The Rayne Trust favours organisations whose services are equally accessible by all citizens.

We are interested in funding work which is untried, tests new approaches and has clear objectives. We favour new work which could change the way issues are tackled in our society and which could have lessons for others beyond the funded organisation. We do not fund programmes which are already up and running and which are seeking further funding to continue.

Our work is focused on:

* **The strengthening of relationships between Jews and Arabs**
* **The wellbeing of refugees and asylum seekers**
* **Improved mental health**

We receive many more applications than we can fund and for this reason have a two-stage application process to reduce the time and effort you spend making your application.

It may help to look at examples of recent grants before you apply.

**Characteristics of the organisations and projects that we fund**

We look for **all of** the following characteristics in the organisations and projects that we fund:

Wider than local application and awareness of the bigger picture

We favour organisations and projects which could change the way issues are tackled in our society and which could have lessons for others beyond the funded organisation. We look for good ideas that other people can learn from, creative ways of tackling entrenched or new problems, and ideas which have potential to be replicable. As a result, we are more likely to fund projects which are untried or in their early-to-mid stages of development than established, long-running services. The organisations we fund will demonstrate an awareness of what is going on in their field nationally and how their work complements what else is available. They will be able to tell us why they are best placed to deliver the proposed activity and demonstrate how their work has or will have a direct impact.

Real expertise and sector knowledge

The organisations we fund will be experts in their field. They will have a good understanding of the needs of their client groups and how to support people to bring about change. They will demonstrate capacity for listening and responsiveness to beneficiaries and partners. They will be thoughtful and creative in their thinking about how to meet those needs. We will assess whether plans to deliver the work are realistic and achievable. We will also look at the financial aspects and what might happen beyond the life of the grant.

Commitment to demonstrating results and sharing learning

The organisations we fund will be able to explain why they believe their activities will lead to positive change for users and how they will gather evidence to demonstrate this. We favour organisations which think carefully about how to evaluate their work and which plan to share their learning widely. If the work could be funded on an ongoing basis by government or municipalities, we want to understand if the evidence will be strong enough for the programme to be mainstreamed by these bodies.

Strong leadership, management and track record

We want to see that funded organisations are well governed and managed, that they have good finance and risk management systems, and that they have the necessary skills and expertise to deliver their objectives. We also believe in backing good people and will favour organisations led by capable and committed people who are ambitious for their organisations and their users. We want to see a track record.

**Practical aspects**

What sort of organisation can we fund?

We fund charitable and not-for-profit (NGO) organisations ( עמותות Amutot). We target our funding towards organisations which do not receive 75% or more public funding. Large, national organisations with a turnover of more than 10 million shekels are unlikely to receive a grant unless they are particularly well placed to tackle a specific need, and a grant from The Rayne Trust will make a difference.

What sort of grant can we make?

We will consider funding salaries and project costs (including a reasonable contribution to overheads or on-costs) for up to three years.

Typical grant size

Our grants typically fall in the range of £10,000 - £20,000 per annum for up to three years. We prefer to fund alongside others and we will not contribute more than 50% of the funding required. We will also consider the size of your request relative to your overall turnover. Please consider all of these factors when deciding how much to ask for.

Finances

All financial information in the application forms should be submitted in £ (sterling). The Hebrew Audited Accounts need to be included with the application.

We consider that organisations with high levels of unrestricted reserves are in less need of our funding. This means that organisations with more than nine months’ running costs in unrestricted reserves are less likely to receive support. At the same time, organisations with tiny reserves or an overall deficit will need to convince us that their organisation is viable and they are taking action to increase reserves. We use this as a measure of financial health.

**Safeguarding Guidance to Israeli amutot**

As part of best practice in assessment and monitoring, the Charity Commission in England and Wales asks that we receive confirmation from grantees in Israel that they have policies and procedures in place that demonstrate how they protect vulnerable populations. This is called ‘safeguarding’ in English law.

Vulnerable populations can include children, young people and adults at risk. It is your responsibility to ensure these people are protected from harm, abuse (physical, emotional and financial), and neglect.

There are many risks you need to be aware of, including abuse, neglect, exploitation and sexual harassment. Examples may include the physical or emotional abuse or harassment of users of your charity, or of its staff and volunteers by other users, staff or volunteers. It also covers where staff or volunteers observe that someone in their care shows signs of abuse, possibly from a relative, or their work place or school. In these cases, we expect you to have procedures in place to step in and protect that individual.

We take our responsibility to safeguarding seriously and this now forms part of our due diligence.

We believe these individuals should never experience abuse of any kind. We expect you to take that responsibility seriously as well, by promoting their welfare, keeping them safe and operating in a way that protects them. Members of staff, volunteers and all Trustees need to be aware of the signs of abuse and be able to act appropriately to protect the individual from harm in the first place but if an incident does occur, the procedures in place must ensure it is reported or referred upwards as necessary, both within your organisation but also to relevant external authorities.

In order to satisfy us that you are taking safeguarding seriously, there are key questions in our application form which you will also be requested to briefly report to us on an annual basis:

1. What policies do you have in place relevant to safeguarding?
2. Who in your charity is the person responsible for listening to a complaint or concern? What training do they have?
3. What training takes place for all staff, volunteers and Trustees and how often?
4. How do users, staff and volunteers of your charity know what to do if they are concerned about an individual’s welfare? How often are the policies and procedures reviewed and by whom?
5. What information is reported to the CEO and/or Trustees and possibly beyond? How does the CEO follow up, report or refer?
6. Have there been any incidents of concern the charity has dealt with in the last 12 months? How were these dealt with and what were the learning points and actions for the organisation?

**Exclusions and Glossary**

**We do not consider applications:**

* For work that has already taken place
* For repayment of debts
* For endowments
* For one-off events (including performances, festivals, conferences, holidays, respite breaks and trips)
* For feasibility studies or research
* For capital appeals
* For awareness raising campaigns and lobbying
* From organisations whose levels of free reserves are higher than 75% of annual expenditure.
* From individuals
* From those who have been rejected in the last 12 months
* From organisations already in receipt of an active grant
* General appeals

We reserve the right to make exceptions to our published guidance from time to time.

Free Reserves

Reserves are the unrestricted funds held as the general funds of the charity. To calculate free reserves:

* Take the total value of the charity’s assets
* minus Restricted funds
* minus Tangible fixed assets (property)
* minus any expendable endowment ,
* calculated as a percentage of the total annual expenditure

Outputs

Outputs are what you do and can include services offered, products sold or given away (for example, booklets), and facilities provided. People use outputs to achieve the changes they want.

Outcomes

Outcomes are the differences made by the work you do, the changes, benefits and learning or other effects that happen as a result of your outputs. They can be wanted or unwanted, expected or unexpected.

Impact

Impact is the broader or longer-term effects of a project or organisation’s outputs, outcomes and activities. Often, these are effects on people other than the direct service users of a project, or on a broader field such as government policy.

**The process**

We have a two-stage application process which we hope will reduce the time and effort you spend on making your request to us. You can apply at any time and can normally expect to receive a decision from us within 3-4 months although it is a good idea to allow six months for a decision.

Stage One

At Stage One we will ask you to provide a short outline application. We use the Stage One to make an initial assessment about a) the quality of your proposal and b) whether there is a good match between your objectives and those of The Rayne Foundation. Please bear these factors in mind when you answer the Stage One questions.

Please submit your application to israelapplications@raynetrust.org. The signed application can be scanned and sent in PDF format or as a word document. Please send all other attachments in Word or Excel format wherever possible. Once submitted, you should receive an automatic email acknowledgement (do check your junk mail folders).

Please understand that your proposal may be turned down even if your work is important and interesting. We receive many more applications than we can support and many do not make it beyond Stage One.

Stage Two

Stage Two provides an opportunity to offer a more fully developed and formal proposal. If you are invited to make a Stage Two application and answer additional questions we will give you one month to respond. We will also give you a date by which you can expect a final decision from us. If you need longer to complete your Stage Two, please contact ngordon@raynetrust.org. We can normally accommodate these requests but depending on the timing it may affect the final decision date.

Please submit your Stage Two in Word format by email to israelapplications@raynetrust.org.

Once we have received your Stage Two application, we look much more closely at your proposal and your organisation. If we are considering bringing this to Trustees, we might ask to come and visit your Chief Executive, a Trustee, other key staff and, if appropriate, one of your service users. We will also follow up references.

Trustees meet approximately every quarter and you will be informed of their decision as soon as possible.

We hope this will help you consider whether your work is a good fit with the objectives of The Rayne Trust. If you have further questions, please email Nurit Gordon, Manager of The Rayne Trust in Israel at ngordon@raynetrust.org.