



THE PARGITER TRUST FUND 2025

GUIDANCE DOCUMENT

Please read this document carefully before you start work on your application for funding and ensure:

- your organisation is eligible to apply
- your activity is in line with the aims of the fund
- you understand what is required from each question
- you send in all of the required documents with your application

Aims of the Fund

In partnership with The Pargiter Trust, V4CE is pleased to offer grants of up to £5,000 to organisations working with people aged 60+ in Black and Minoritised Ethnic (BME) communities in England.

Grants will be awarded in line with the priorities of The Pargiter Trust 'to support disadvantaged older people, to be independent, healthy and socially included' and will support projects that meet the following theme:

Improving health & well-being – examples include reducing isolation, providing hot meals and refreshments and helping older people to stay active through sports, art, recreation, social clubs, and volunteering.

Eligible organisations may choose to run a new or pilot project or continue an existing activity, with a focus on providing support to both existing and any potential new beneficiaries.

Key Dates

The deadline for applications is Monday 26th May at 11pm.

You can expect to hear back regarding the outcome of your application in late June 2025.

Grant awards will commence from the **14th July 2025 and must end by the 14th July 2026.**

How to Apply

Applications can be submitted through [our grants portal](#).

Who Can Apply?

- ✓ Eligible organisations are those that are BME-led with 80% of beneficiaries from one or more BME groups.
- ✓ Organisations must be based and operating in the North East of England, or in the following London boroughs only: Barnet, Greenwich and Lambeth.
- ✓ Organisations must have an annual income of £100,000 or less.

If you have previously received Pargiter Trust funding from V4CE, then you are NOT eligible to apply for this fund.

In addition, the organisational structure must be one of the following:

- a. Registered, exempt, and excepted charities
- b. Constituted organisations including non-registered charities such as:
 - o Unincorporated community groups with charitable aims
 - o Community Interest Companies (CICs)
 - o Companies Limited by Guarantee (as long as they can prove ethical, non-profit mission]
 - o Social Enterprises
 - o Co-Operatives
 - o Community Benefit Societies (formerly Industrial and Provident Societies)
- c. Faith community organisations (if the project activity is not deemed to be proselytising)
- d. Non-constituted or recently established organisations that can be endorsed by an appropriately established organisation e.g., statutory body such as a local authority or school, established charity, parochial church council or parish/town council

Partnerships or organisations working collaboratively can apply. The lead applicant would need to be one of the above.

Please note grants can only be awarded to non-profit organisations, i.e., where a positive balance at year end is not used to make payments to individuals, such as salary bonuses or dividends.

Eligible Costs

The fund will pay for:

- ✓ Running costs for organisations, including volunteer expenses and staff costs, providing the organisation focuses their attention on providing support to both existing and any potential new beneficiaries.
- ✓ Small capital costs are eligible, providing the capital item will address the priorities of the fund
- ✓ Costs of activities that contribute to health and wellbeing

Ineligible Costs

The fund will NOT pay for:

- × Church or faith groups using the grant to promote religious activity
- × The purchase of second-hand vehicles

Guidance for Application Questions

Our statement on the use of Artificial Intelligence tools in funding applications

We understand that the communities we serve will be keen to find ways to use Artificial Intelligence (AI) tools in their work and we recognise there are potential benefits to applicants. AI tools can support you if English is not your first language, help with efficiency and it can provide a useful starting point if you are new to grant writing.

We will not reject an application just because AI was used, however, please note that AI supported applications do not tell the unique story of your community and how you support them. AI tools often provide generic content and sometimes produce incorrect or misleading information which may disadvantage your application. We encourage you to use your authentic voice, insights and perspectives to convey what is distinctive and valuable about your work.

If you choose to use AI, please do so with caution. AI tools, especially free ones, may store data you input. We advise that you do not share personal or confidential data with any generative AI tools, unless you have explicit permission to do so.

Section 1 Organisation and Contacts

Organisation name

Please insert the legal name of the organisation and any other name that it is more commonly known by in brackets.

Organisation website

Please provide a link to your organisation's website if you have one.

Organisation address including postcode

Give the full address including the postcode.

If applicable, please include your charity and/or company number.

If you are a registered organisation, this number should correspond with a regulator such as the Charity Commission or Companies House.

Please select the location your organisation is based in.

Eligible locations are the North East of England and the following London boroughs: Barnet, Greenwich and Lambeth.

Any social media details

Please provide links to any social media you have, or the name of your social media handles and the platforms you use e.g. Facebook, X.

Main Contact Details

You must provide contact information for the main individual we will speak with if the proposal is successful in funding.

Senior Contact Details

You must provide the details of a senior contact who will be legally responsible for the funding for example the Chair or a member of the Board. Please state their role on the Board, for example, Trustee or Chair.

What date was your organisation established?

Please confirm the date your organisation was established. We only require the month and the year.

Annual income

Please specify your annual income for 2024/2025. To be eligible, this must be £100,000 or less.

Please enter the amount you have in unrestricted reserves

Unrestricted reserves refer to unspent funds with no conditions on how to spend

Please tell us how many months your organisation can cover from the reserves

Please provide us with how many months of reserves and the amount of the reserves

What is the structure of your organisation?

Please select the structure of your organisation from the list provided.

What proportion of staff, board, and volunteers are from BME groups?

We need to confirm that your organisation is led by BME individuals, i.e., more than 50% of your management committee or trustees or directors are from BME communities.

To get the percentage multiply the number of BME people by 100 and divide by the total number of staff, board or volunteers.

Will you be working in partnership with another organisation to deliver this proposal?

Please indicate 'Yes' or 'No'.

Please list all partner organisations, their structure and their role.

You only need to answer this question if you have selected 'Yes' to the previous question.

Section 2 Organisation Work

Describe your organisation's aims and main activities

Briefly describe your organisation's overall goals and what it hopes to accomplish in the long term. Think about your mission and the impact you want to make. Detail the primary actions, programmes, services, or projects your organisation undertakes to achieve its aims. Be specific about what you do on a regular basis.

What is your organisation's track record of working with Black and Minoritised people?

Please tell us what about organisation's track record working with BME people. For example, you may wish to include information on projects, services, or initiatives specifically designed for or significantly involving BME people, or information about collaborations with BME-led organisations or community groups. You can also insert any statistics you have from surveys you have carried out or from other reports. If you do not have statistics, information from your users will do.

Section 3 Service Users

What percentage of your service users are Black and Minoritised?

Please give us an estimate of the number of service users, the number of BME service users and the percentage. Please note that at least 80% of your users must be from BME communities to be eligible for this fund.

To get the percentage, multiply the number of BME service users by 100 and divide by the total number of service users.

Briefly describe your typical service users. (E.g., ethnic origin, nationality, gender, age, socio-economic profile, disability etc.).

This is a key question that helps us understand your users and your work. Please tell us the main community or communities that your users come from. You may work mainly with one BME community or across BME communities. Give us any information that you feel is relevant e.g., gender ratio of users or barriers that your users face such as poverty, health issues, unemployment etc.

In which location(s) will your activities be available?

Please tell us the main location(s) of your work, whether it is one particular area e.g., a ward, town or city, or across areas e.g., wards or boroughs in a city.

Please note that this fund is restricted to activity in North East England and London only. For London, only organisations based and operating in the following boroughs may apply: Barnet, Greenwich and Lambeth.

Section 4 – Benchmarks

Does your organisation have the following? Please choose ‘Yes’ or ‘No.’

Please use the checkboxes to answer ‘Yes’ or ‘No’.

It is expected that you have an Adult Safeguarding Policy in place, which is in the name of the organisation, includes details of lead safeguarding staff and is regularly updated.

If you do not have a sufficient Adult Safeguarding Policy, your application will be considered ineligible.

Section 5 Grant Proposal

Please enter your proposed project start and end dates

Please tell us your proposed project dates.

Projects may run for up to 1 year, with the earliest start date the 14th July 2025 and the latest end date 14th July 2026.

What is your project title?

Please provide a title for your project.

Tell us what you intend to do with this grant and outline the expected outcomes of your proposed project.

You will need to provide information on:

- What you intend to do with the grant
- Whether this is a new initiative or a continuation of an existing activity
- The needs of your beneficiaries, how you identified these, and how your proposed project addresses them
- How your proposed project meets the theme of 'improving health and wellbeing'
- How your proposed project will be delivered e.g. in person
- The key outcomes as a result of your project

Please list the activities that will be delivered in your project, how many sessions, how many times per week/month and how many participants.

Please provide details of the activities you will deliver to meet your project purpose e.g., what the activity is, number of sessions, dates, times, days, duration, locations, content of the sessions etc.

It is important we know exactly what you want to do with the funding you are applying for, what will be done and how and when will it be done.

How many beneficiaries do you expect to engage in total?

Please insert the number of beneficiaries you expect to engage in your project. Please note that for this fund beneficiaries are expected to be aged 60+.

Please include a detailed timeline of activities per month

Please include a monthly breakdown and a description of activities that you will deliver in that period.

Will the project require any equipment?

Please list any equipment you need to help your project to run. Please note The Pargiter Trust may refuse to fund large items of equipment if it is felt that this is not proportionate to the project.

Please make sure that any equipment is detailed in a separate line in your budget.

How will this project be monitored and how will the outcomes or changes be measured?

Please let us know:

- What methods you will use to measure the impact of your project
- What data you will collect in relation to your project outcomes, and at what period(s)

Section 6 Proposed Project Budget

Please list all your costs with each category on a separate line.

Make sure that you have, as far as possible, detailed how you arrived at the total cost. Please note, the majority of the budget should be on activities that bring the desired outcomes or changes. Other support such as overheads (e.g., heat and light) should be a lower cost, supporting the provision of the activity.

The maximum amount available to request is £5,000. The Pargiter Trust will NOT fund the following:

- Church or faith groups using the grant to promote religious activity
- The purchase of second-hand vehicles

Does the requested budget cover the project in full? If no, please specify where the remaining funds will come from

Please outline whether your budget covers the full cost of the project, if no specify where the outstanding funds will be coming from, e.g., self-funded, another grant.

Section 7 Supporting Documentation

Please ensure you provide all of the supporting documentation outlined below and include these when you submit your application. If there is any difficulty, please contact us via enquiries@voice4change-england.co.uk

- Your organisation's set of rules / terms of reference / governing document / constitution
- Your organisation's Adult safeguarding policy
- Your most recent set of annual accounts or detailed budget for new organisations
- A bank statement dated within three months of your application submission date.

Section 8 Declaration

Please complete the declaration of the application form, also note the requirements in the declaration that you will be required to keep to, if your organisation is awarded a grant.