

NOVUM TRUST

GRANT APPLICATION GUIDANCE NOTES

About the Novum Trust

'Novum' literally means 'a new thing'. Isaiah records in Chapter 43 the Lord doing 'a new thing' and the Novum Trustees are guided to support new work with the provision of small short-term grants to initiate projects in Christian action and research which cannot readily be financed from other sources. Sometimes this is due to the project and its backers not being well known, or because there is a degree of risk attached to the project, or because of other reasons.

The funds at the disposal of the Trustees are limited. In order to be able to help as many projects as possible, the Trustees are unwilling to give continuing support to any one project, and all awards should be considered as one-offs. For general guidance, grants are typically between £500 and £2,500.

Trustees

The Trustees are drawn from backgrounds in youth work, communication, finance, the law and a wide spectrum of the life of the church.

Who we help

Primarily, it is intended that the Trust should provide funding for projects where they are:

- Essentially Scottish.
- Distinctively new ('Novum').
- Not readily able to be financed from other sources.
- Short term to get the project started – normally one year. The Novum Trust aims to 'prime the pump' and allow a new enterprise the chance to prove itself.
- Focussed on the welfare of young people, the training of lay people or new ways of communicating the Christian faith.

Examples of past support

The examples which follow are intended to be for guidance only.

- A Christian Festival at the Edinburgh Fringe.
- A field officer sharing the Gospel with young offenders.
- Organising and training Street Pastors.
- A creative approach to a weekly youth café.
- A fresh approach to Christian ministry generally, or for younger people or using new technology.
- An innovative new project aiming to reach a new demographic of the community.
- A creative initiative to communicating Christian belief.

Who we do not help

- Projects for which supplementary funds are already available from Church, State or other sources.
- Large building projects, especially where the size of funding required is disproportionate to the sums available to this Trust. Occasionally, where applicants identify particular items of equipment (not of a building nature) within a larger project, support may be considered.
- Individuals applying for maintenance during courses of training.
- Funding of staff salaries.
- Continuation projects after an initial year of Novum Trust support. Supplementary funding is expected to be obtained elsewhere.

General Notes and related to specific sections of the Application Form

The Application Form is the only document circulated to the Trustees in advance of meetings, so it is important that all pertinent information is included therein. Moreover, answers given should be both as precise and concise as possible. (It is common for the Trustees to be left trying to work out for themselves the real essence of a project, because of a sketchy application.) It is recommended that you ask someone with experience for a critical assessment of your form before submitting it.

Please provide sufficient details to enable the Trustees to know clearly what you are planning and what help will be required. Please put this support in context so Trustees can see how the Novum Trust fits into the bigger picture. Specific items requiring assistance are to be preferred.

Section 1: Applicants

The Applicant should be someone who suitably represents the organisation applying. A postal address must be provided for delivery of award letters.

Section 2: The Project

Please provide a name for the project to be referred to in correspondence, where it is to take place and the specific aims of the project rather than an overarching aim of your organisation. *The most common downfall of applications is the failure to indicate clearly what makes the project 'new'!* In describing your project, please also indicate clearly the following elements: the target audience identified and explained; what stage of your planning and implementation process the project is at; which partners you are working with; what your desired outcomes are; and how you propose to monitor progress.

Section 3: Budget

It is important to demonstrate the amount of planning that has been undertaken before applying for assistance. It should show that there has been research to make best use of money coming in and that cost-effective solutions are being applied to the expenditure, which are relative to the size of the project and period for which it will run. Please indicate clearly the different expenditure items under 3.2. Your budget figures need only be for the project in question, rather than the whole organisation. In sections 3.3 to 3.5, it is helpful to Trustees to see how the application for assistance fits into the wider picture and to know how much help will come from other sources, especially from fundraising by your organisation. Please state the sources and amounts of other funding.

Section 4: Accounts

Figures here help to inform the Trustees about the potential backing from the project once initial funding is used up.

Section 5: References

Please confirm with the referee that he or she is willing to act as such before supplying their name. The referee should not be immediately involved with your project, although it will help if he or she is aware of it.

Dates

Applications will be considered by the Trustees at their next meeting, in either May or November. Only in exceptional circumstances will consideration be given to applications in the intervening periods. Applications must therefore be received by the following notified dates to be considered: **15 April for May** or **15 October for November**. Referees are contacted in the month prior to the Trustees' meeting. The Applications Secretary will inform you of the decision soon after the meeting.

Contact

The Novum Trust Applications Secretary, Mrs Susan Masterton.

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Tel: 0131 555 5800