

## NOTES FOR INTENDING GRANT APPLICANTS

1. **Hymns Ancient and Modern has limited funds and the Trustees are only prepared to consider grant applications if they are satisfied that:**
  - A. *The project will be of real value and will make a difference to a substantial group of people and clearly provide a wider benefit. In general, we would not expect to fund salaries, fabric restoration projects, accommodation or travel costs. We do not usually give more than £10,000 for any one grant unless there are exceptional circumstances. Grants are usually paid to other registered charities (not individuals). We do not usually contribute to big appeals or applicants who have access to large charitable funds.*
  - B. *The applicant is capable of carrying out the project.*
  - C. *The applicant has carefully budgeted the project and has, and will, make full disclosure to the Trustees of the sources of other funding and, if fortunate enough to be given more than sufficient for the project, will immediately inform the Trustees to consider the surplus. The applicant should also supply a copy of their latest published financial statement and applicants will be required to send a report on the use of the funds within 12 months of any award.*
2. Hymns Ancient & Modern is a registered charity and will only make grants which are within the letter and spirit of the Charity's objectives. A copy of the objects appears at the foot of the reference form and should be studied before submitting an application.
3. Applications from institutions. The Trustees would not normally assist with cash deficits but may consider an application from an institution in deficit if they are satisfied that there is a positive need for the institution and that the policies or management have been carefully reviewed and that action has been taken to ensure that the institution is viable in future. Otherwise applications from institutions will be treated on merit.
4. Applications from competitive businesses owned by registered charities. The Company's main source of funds is from the business of Christian publishing and distribution. The Company would not normally consider assisting other competitive businesses unless the object of the project is completely separate from the commercial activities of the company in question.
5. The decision of the Trustees is final and feedback will not be provided.
6. In order to complete the successful grant process Trustees will expect a report on completion of short term projects or an annual progress report for long term projects.
7. Multiple year grants will not be considered. Applicants should apply each year with a note of how the previous year's grant has been spent if applicable. It will not be a requirement for a new form with references to be completed if it is simply a continuation of the previous year's funding, but a note of how the funding already awarded has been spent is required.

If you believe that your application will meet the Trustees' criteria, please email completed forms to [grants@hymnsam.co.uk](mailto:grants@hymnsam.co.uk) or send them to The Grant Administrator, Hymns Ancient & Modern Limited, 3<sup>rd</sup> Floor, Invicta House, 108–114 Golden Lane, London, EC1Y 0TG. Please remember that it is for your application to make the case. The Trustees will not normally seek further information from the applicant but will rely on the application and any relevant accompanying papers and references.

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