



## Prospect Grants – Guidance Notes



Quaker Peace  
& Social Witness

Please read these notes before downloading and completing the application form

*The purpose of Prospect Grants is to enable individuals who are in membership of, or closely connected with, the Religious Society of Friends in Britain to create their own employment.*

These notes provide guidance to Applicants and Referees (Overseers and Advisers)

### Eligibility

Applicants for grants must be members of Britain Yearly Meeting, regular attenders at a Quaker Meeting, or otherwise well known to a Local Meeting within Britain Yearly Meeting.

Grants Group are looking to support enterprises leading to self-employment and would expect applicants normally to be under retirement age, but this is not an absolute barrier to application.

### Sums available

Grants will normally be made for specific items such as pieces of equipment, a training course, advertising costs or a short-term post rather than the day-to-day running costs of a project. Details of the full cost of the item should be given. Applications for the payment of debts will not be considered.

Applicants can apply for a grant of up to £2,000 using the form described below.

Successful applicants may apply for a second instalment of up to £2,000 six months after they have received the first grant. This requires simply a brief report on the use of the original grant and a budget showing how the next grant would be spent.

### Applications

Applications should be submitted by e-mail on the Adobe pdf application form that can be downloaded with these Guidance Notes. You must ensure that you have Adobe Reader installed on your computer **BEFORE** you download the form. A further document gives additional guidance on downloading and completing Adobe pdf forms for grants.

In completing and submitting the form and other documents you should be mindful that Grants Group is concerned to see evidence that applicants have thought through the financial aspects of their proposal. They are requested to submit a Business Plan including a three-year budget for development of the project. They should also submit details of market research undertaken to test the efficacy of the proposal (in so far as this is possible). Applicants should be able to show that they have taken advice from other appropriate sources such as the Small Business Adviser local to them. Grants Group welcomes evidence that the applicant has approached or will be approaching other sources of funding for the project, starting with statutory funding and funding schemes earmarked to the locality.

**Two** references are required, one from an Overseer (or equivalent) and one from someone with a relevant work or business background (this could be the local small business adviser or someone else and need not be a Quaker), both to accompany the application. It is helpful if these references include a note that these guidance notes have been read.

## Consideration of Applications

Please note that it might take up to three months for the application to be processed.

Once the Grants Officer, in consultation with Grants Group, is satisfied that the application is within the purposes of the Prospect Grants, a member of the Grants Group or the Grants Officer will contact the Overseer (or equivalent Quaker appointed by the Area Meeting with oversight responsibilities) who is supporting the application. It can be helpful if they are able to refer to wider evidence of support from the applicant's meeting where possible and appropriate. They will be asked to discuss the details and viability of the proposal, in confidence, and to make a recommendation about support for it, including a suggested amount of grant, if they wish. It is however the Grants Group who decide on the final amount.

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The funds for these grants come from endowments given to the Society for these specific purposes.

If, in the future when they are more financially secure, beneficiaries find themselves in a position to repay their grants in part or in whole, they are encouraged to do so. This would make it possible for additional grants to be made.

### **Enquiries should be made to:**

Grants Officer, Friends House, 173-177, Euston Road, London NW1 2BJ

**Email:** [grants@quaker.org.uk](mailto:grants@quaker.org.uk)