

The Hibbert Trust

Grant Application Form

Registered Charity No. 233121

This form must be accompanied by any additional information indicated on the form or in the notes

A Brief and Specific Statement of the Nature of the Application:

→ Append *full* details of your proposal on separate sheet(s) if necessary

Name of Applicant:

If the application is on behalf of an organisation, please give details:

Contact Details of Applicant:

Residential Address

Daytime Telephone Number

e-mail address

Grant Purpose:

- For Study/Research for a Higher Degree
(Is this under the Hibbert Scholarship scheme, i.e. a PhD? Yes/No)
- For a single event (e.g. workshop, seminar, lecture)
- For a series of events (e.g. workshops, seminars, lectures)
- For the start-up or continuation of a long-lasting project
- For specific project-work undertaken by an organisation
- For the support of a publication or journal
- For a Unitarian Ministry Student Travel Grant
- For any other purpose

Who will benefit from your proposal?

How do you propose to disseminate the outcome of your project?

Have you *discussed* this proposal with other relevant people? Please give details:
(These details will be confidential)

Has anyone offered *support* for your proposal? Please give details:
(These details may be used to seek a verbal or written reference)

→ Append copies of any letters of support you have received

For Organisational Applicants only:

→ Append any of the following that you think will assist the Trustees to consider your application fully:
copies of programmes of activity, annual reports and accounts, lists of sponsors, mission statements, etc.

Financial Details:

The amount of the grant you are seeking from The Hibbert Trust

→ (Every application *must* be accompanied by a detailed budget;
Applications from *organisations* must also include the latest accounts)

Will the grant need to be phased? Yes/No

If Yes, give details

Other sources of funding:

Agreed/Promised (details)

Application pending (details)

Suggested (details)

Signed

Date

(By signing this form you are affirming that the information given is correct to the best of your knowledge at the time of the application: any changes/updates should be notified to the Hibbert Trust Secretary as soon as possible.)

Notes for Applicants

1.0 The Trustees can only consider applications that relate to their charitable aims and objectives.

1.1 The Hibbert Trustees are responsible for the administration of both the Hibbert Trust and the Case Fund, whose objects are set out in a Deed of Robert Hibbert and the Will of George Case respectively as follows:

- (a) The application of funds in ways conducive to the spread of Christianity in its most simple and intelligible form; and the unfettered exercise of private judgement in matters of religion.
- (b) The promotion of free thought and the search after truth and of unfettered learning and utterance on religious matters or the development of culture.

The Trustees will consider applications which in their opinion come within the above objects. The funds available to the Trustees are limited and especially so in relation to the Case Fund. The Trustees will not consider applications for grants from individuals who cannot demonstrate active commitment to the unfettered exercise of private judgement in matters of religion.

2.0 The Trustees work to a regularly revised (25-yearly) Charity Scheme, agreed with the Charities Commission. The present scheme means that:

2.1 In considering applications the Trustees will have particular regard to:

- (a) The nature of the proposal. (Consideration will be given to any of the following: the design of a seminar/workshop or course; attendance at a seminar, workshop, or short course; a higher degree; continuing professional development for Unitarian Ministers; the purchase of written and audio-visual material for libraries; or any other means considered to be of special relevance to the aims and objectives of the Trust.)
- (b) The quality and value of work being carried out and/or proposed to be carried out;
- (c) Its contemporary relevance, and its relevance to the aims of the Trust;
- (d) The effectiveness of the means proposed for progressing and disseminating the ideas;
- (e) Its originality, or its position in relation to other work being done in the same field.

2.2 The following points should be observed:

- (a) Where an application is for a grant towards the cost of postgraduate study, full details of the proposed course of study including fees, travel costs etc. should be given. In the case of research, an outline of the project, expected length of time, and a statement of related costs should accompany the application. In either case, a list of bodies to whom application may have been made or is being made for financial assistance should also be submitted. The Trustees will only consider applications from individuals equipped to bring the project to fruition under the supervision of an institution of higher education of proven reputation.
- (b) The Trustees may, at their discretion, grant the title of Fellow or Scholar to the recipient of a grant made under the provisions for supporting post-graduate study who satisfies the criteria of the Hibbert Scholarship scheme for research at doctoral level.
- (c) Where an application is for a grant towards the costs of a publication, an outline of the contents together with an estimate of the cost must be submitted *prior* to publication. The publication *must* be related to a Hibbert Trust project. The Trustees may make arrangements for the copyright on the published edition of any work for which they have made a substantial contribution towards publication. The Trust does *not* publish sermons, hymns, or chapel booklets/histories.
- (d) Where an application is for a grant in support of a Journal, it should be accompanied by two copies of recent issues together with a copy of the latest Accounts and any Report thereon, along with the Budget for the current year and a statement as to future hopes and aspirations.
- (e) Where an application is for a grant towards the costs of running a seminar, course, workshop, or creating audio-visual material, full details of the same should be submitted along with a statement of costs and how it is hoped to defray these. In the event of a grant

- being given for such a purpose, a written evaluation of the work done and any outcome deriving from it will also be required.
- (f) Where the application is for books for library use, a list of the books, their publishers, and itemised cost should accompany the application.
 - (g) Where the application is from an organisation, national or international, it should be accompanied by a detailed report of the organisation's work together with a copy of the last audited accounts and budget statement for the current year. Applications from such organisations must be for a particular project to be undertaken by them and should give details of the nature and costs of the project.
 - (h) Where the application is from a Unitarian Ministry Student for a travel grant, which has an agreed set of parameters, full details should be obtained from the student's College or the Secretary of the Trust.

3.0 The Trustees meet twice each year, in June and November, to consider applications submitted to the Secretary. This requires a carefully timetabled process and substantial administrative preparation.

3.1 The following rules regarding submission must be followed:

- (a) The deadline for submissions to the June meeting is 1 May; the deadline for submissions to the November meeting is 1 October. Applications received after these dates may be submitted to the Trustees at the discretion of the Secretary. Applications received more than 21 days after the due date will *not* be considered, but may be presented to the next meeting of the Trustees.
- (b) All applications *must* be made on the required form, with accompanying documentation as appropriate.
- (c) Application forms must be typewritten.
- (d) Applications may be submitted electronically (preferred) in which case a scanned copy of a signature and date will be required to accompany the application.
- (e) All applications will be submitted to two Trustees for refereeing before the relevant Trustees' meeting. External referees may be consulted if necessary.

4.0 The Secretary will advise the applicant of the outcome of the application as soon as possible after the meeting of the Trustees. Outcomes may be expressed as acceptance, rejection, or acceptance with negotiated modifications and/or on receipt of further information.

4.1 The following points should be noted:

- (a) In the case of an application being refused by the Trustees, no explanation as to the reasons for its refusal need be given.
- (b) Grants will lapse if not taken up within three years of notification of their award. At the discretion of the Trustees, a renewed application may be considered.
- (c) Grants may be withdrawn or partially withheld if reports on the outcome of the project are not received by the Secretary. In the case of phased long-term grants, this refers to annual progress reports. In extreme cases the Trust may require a full refund of the grant.

All Enquiries and Submissions should be addressed to the Secretary

Kay Millard

1 The Maltings, 63 Westbury Leigh, Westbury, Wiltshire, BA13 3SF

Phone 01373 827856

e-mail kay.millard@btinternet.com

The Secretary will be happy to assist and advise you on your application