

# **Marshall and Viggars Charitable Trust (formerly the Marjorie Viggars Charitable Trust) Registered Charity Number 1103358**

## **Guidance about making a grant application**

### **Objects of the charity**

The Marshall and Viggars Charitable Trust is a grant giving charity that was set up under the Will of Mrs Marjorie Viggars, who died on 8 November 2003.

The executors of the estate of Mrs Eileen Lucy Marshall decided in September 2017 to pay the whole of her residuary estate to the trustees of the Marjorie Viggars Charitable Trust. This greatly increased the size of the charity and in recognition of this, the trustees agreed to change the name of the charity to the Marshall and Viggars Charitable Trust in September 2017.

### **Who can apply for a grant?**

1. Individuals
2. Organisations

### **Is there a geographic restriction?**

Since February 2021 we have restricted grant applications to individuals or organisations that are based in (or operate in) Yorkshire & the Humber. This covers the following areas: Hull, East Yorkshire, North Yorkshire, West Yorkshire, South Yorkshire, North Lincolnshire & North East Lincolnshire. Applications from outside of these areas will not be considered.

### **What types of people or organisations does the charity help?**

This charity only awards a grant if it falls within one of the following categories:-

1. Human, physical or mental disability
2. Medical care, relief and welfare
3. Medical research
4. Care, relief or protection of animals

### **How do I apply for a grant?**

Write a letter of application that covers the following points:-

1. The background to you or your organisation
2. Why you are applying for a grant

3. How much you are applying for
4. Any special circumstances

If you are an organisation, you do not need to send us a copy of your accounts or annual report, but you are welcome to do so.

You might wish to attach additional documents in support of your application. This could include the following:-

1. Detailed costings, eg for equipment or a research project
2. Any letters in support of individual applications, eg from your health or social worker

When writing your letter of application, please bear the following points in mind:-

1. Try to ensure that your letter is no more than 2 pages of A4 paper
2. Your application can be typed or hand written
3. Include your address, a contact telephone number and an e-mail address
4. If you are a registered charity, please include your charity registration number
5. State to whom any grant cheque should be payable
6. Sign your letter

You can either post or e-mail your letter of application and any supporting documents to us.

We do not have an application form.

### **Are there any items that the charity does not fund?**

We do not fund the following:-

1. Overheads, eg rent, salaries
2. Living costs

### **How much is the typical grant?**

The typical grant is between £250 and £750.

### **When are applications considered?**

The trustees hold two meetings each year, usually in February and August.

You can apply for a grant at any time, but the deadline for applications is usually one week before the date of the meeting. If an application is received before the cut off date, then it will be considered at the following meeting.

### **How will I know if I have been successful?**

Due to the large number of grant applications received each year, we only reply to successful applicants. If you have not heard anything within one month of the trustees meeting, you can assume that your application has been unsuccessful.

### **How frequently can I apply for a grant?**

There is no limit on how frequently you can apply for a grant, but you are more likely to be successful if you make no more than one application every year.

### **Where should I send my grant application?**

You should send your grant application to:-

Mrs Cathy Giblin  
Marshall and Viggars Charitable Trust  
c/o Graham & Rosen  
8 Parliament Street  
Hull  
HU1 2BB

### **What if I have any queries?**

If you have any queries, you should contact Cathy Giblin. Her telephone number is 01482 314241 and her e-mail address is [lcg@graham-rosen.co.uk](mailto:lcg@graham-rosen.co.uk)