



Guidance notes for applicants

These notes are designed to help you to apply for funds from Press Relief using one of two applications forms:-

- 1) For an individual
- 2) For organisations

General Information

Who we are:

- Press Relief - A News Community Fund founded by Cambridge Newspapers Ltd in 2003 (registered charity no 1099122)
- Press Relief will help people of Cambridgeshire and people living in the wider area of our weekly publications by giving grants to individuals, charities and organisations which meet our criteria
- Our funds come from donations and sponsorship for the general public in our area and local companies, for which we are enormously grateful for the support we receive
- Press Relief does not receive Government Funding
- Press Relief has volunteer trustees who decide policies and award grants without bias and according to our criteria

What we do:

- Press Relief awards grants of £100 up to £5,000 from a limited amount of funds each year
- Press Relief Trustees prefer to award a number of small-medium grants rather than fewer larger ones
- The maximum amount will only be awarded in special circumstances and if absolutely necessary
- The Trustees meet quarterly, so it may take up to four months for a decision to be made on your application

Our Criteria:

- If your application is successful, you may not re-apply for two years
- If your application is unsuccessful, you may re-apply after one year
- Individuals are entitled to apply for funding. However, applicants must include a reference from a healthcare or social service professional or a statutory or voluntary body to support their application. In such a case, a letter from a sponsor stating their association with the individual and why they feel that the individual is worthy of consideration.
- Groups applying must enclose their annual report including their audited annual accounts.
- Press Relief reserve the right to request documentary evidence that the grant money has been used to purchase goods or services specified in the application

Your application/checking the criteria:

- Only one application may be received at any one time per individual or organisation
- Amount applied for is within £100 - £5,000 limit
- You are within the geographical area of the Cambridge News or the Weekly News titles
- Ensure the application form is completed correctly and that either a copy of the organisations accounts or references for an individual are included

Generally we DO:

- Provide funds for essential items e.g. equipment (inc. medical, play, social etc)
- Provide funds for project set up (inc. set up costs, running costs, office equipment, part-funding of salaries etc)

Generally we DO NOT (although this is not an exhaustive list)

- Give retrospective payments
- Sponsor individual fundraising
- Give grants to national charities (unless the money is to be used solely for a local project or branch office)
- Support activities which central government or other organisations are responsible for
- Support activities which collect funds to give to other charities or individuals
- Provide corporate subscription or membership of a charity
- Give to endowment funds
- Support expeditions or overseas travel, fundraising events or activities
- Provide loans or business finance
- Promote religion
- Support overseas activities or those outside our specified area
- Pay ongoing running costs if further funding is questionable.

All information will be treated strictly confidential and will not be passed on to any other body however we do like to encourage publicity surrounding grants that are awarded with the spotlight being on the project or initiative that the money supports.

For further information please contact the Press Relief Administrator:

E-mail: info@pressrelief.org

Telephone: 01223 434378. The office is usually open 9.15am – 2.45pm Monday, Tuesday and Wednesday. An answer phone is available at other times.