

THE OLYMPIA CHARITABLE TRUST
(the “Trust”)



GRANT APPLICATION PACK

OUR STORY:

Olympia first opened its doors for events in 1886 and is now undergoing a phenomenal transformation. In 2025, the Olympia estate will relaunch with a new performing arts school, theatre, music venue, a wide range of food and drink outlets, state of art office space and great public spaces. Olympia remains at the heart of all the new elements and continues to be open to host inspiring events while the estate is developed in the build-up to 2025.

As Olympia grows into one of London's biggest and brightest visitor destinations for culture, creativity and entertainment, The Trust's ambitions are also growing.

ABOUT THE TRUST:

The Trust was set up in 2002 and now operates as the charitable arm of Olympia. The Trust is run by a board of Trustees, currently made up of representatives from Olympia, local councillors from the local boroughs, LBHF and RBKC and local residents.

Practical relief is provided in the form of grants made to charities and not-for profit institutions whose needs fall within the Trust's objects.

The objects of the Trust is the promotion of charitable purposes, including:

- the relief of persons in need, hardship, sickness or distress;
- the furtherance of education;
- the provision in the interests of social welfare of recreational facilities;
- the promotion for the public benefit of urban or rural regeneration in areas of social and economic deprivation;
- the relief of unemployment for the public benefit and provision of training, especially among unemployed people; and
- the protection or conservation for the public benefit of the environment;

in any area but in particular in the London boroughs of Hammersmith & Fulham and Kensington & Chelsea.

APPLICATIONS:

Grant applications are invited by submission in writing to the Company Secretary of the Trust using the current Grant Application Form.

WHO WE FUND:

The Trust welcomes applications from the following organisations:

- Registered charities
- Non-profit organisations
- Community Interest companies (CICs)
- Schools
- Community Centre Groups
- Residents' Associations

The Trust prioritises applications where the beneficiaries of the grant are based in the London Borough of Hammersmith & Fulham and the Royal Borough of Kensington & Chelsea in line with its objects.

WHAT WE FUND:

- **Financial Limit:** The Trust can fund grants up to £5,000 in line with the objects. Grants in excess of £5,000 may be considered in exceptional circumstances.
- **Approved Funding Categories:** The Trust supports applications relating to:
 - Capital Projects, being building works or repairs, or equipment that are necessary to the applicant's organisation.
 - Projects / specific activities, being specific projects or areas of the applicant's work with a defined scope of work and timescale.
- **Maximising the resources of the Trust:** The Trust prioritises applications that will maximise the impact of any funding granted with reference to considerations such as the reach of any award, the number of individuals benefiting, the longevity of benefit.
- **IT Equipment Requests:** Where funding is sought for IT equipment such as laptops, tablets and software, applicants should:
 - conduct thorough research and due diligence in relation to the equipment sought;
 - provide supporting evidence of the equipment options under consideration;
 - provide a justification of the selection based on cost and capability in relation to the applicant's needs.

WHAT WE DO NOT FUND:

The Trust does not (generally) support applications for funding falling outside of approved categories. Unapproved categories include:

- Salaries / staffing costs including costs for freelancers, facilitators and temporary workers
- sponsorship
- work that has already taken place or finished
- activities that take place overseas including trips and overseas emergency appeals
- one-off events such as festivals and galas, or short-term activities that only run for a few weeks.

APPLICATION TIMELINE:

- **Applications are open throughout the year:** The Trust invites applicants to submit applications at least 6 months ahead of the funding requirement deadline to allow time for the Trust to convene for review. We will notify any impacted applicants if our funding pot is used up before the end of the year.
- **Previous Successful Applications / Grant Payments:** The Trust can grant funding for one project to each applicant (or for the benefit of the same applicant) per year. This means that if an application is successful, the applicant (and the benefiting organisation) will have to wait until a year has passed from the date of our email / letter confirming that your successful application before they will be eligible to apply again.

SAFEGUARDING

The Charity Commission guidance provides that a charity's policies and procedures relating to safeguarding should be available to the public ([Safeguarding and protecting people for charities and trustees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/safeguarding-and-protecting-people-for-charities-and-trustees)). A copy of the Trust's Safeguarding Policy is available at <https://www.olympia.london/community/olympia-charitable-trust> By signing this Grant Application Form, the applicant confirms that they have read and understood the Trust's Safeguarding Policy.

SUCCESSFUL APPLICANTS:

POST GRANT ENGAGEMENT

Successful applicants / benefitting organisations will be required, with necessary permissions and consents

in place and within three months of the award or on completion of the project (if this is later), to provide a short case study with pictures or video format sharing outcomes and impact of the funded project and / or inform us of any engagement opportunities in connection with the grant (such as a grand opening). These case studies and / or activities may be shared to promote and publicise the Trust including on the Olympia website, social media and local communications.

CONSENT:

Successful applicants / benefitting organisations will be required to consent to the use and share of personal data and content relating to a successful grant application and this should be recorded on the Grant Application Form.

GRANT APPLICATION FORM

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Applications will be assessed by reference to the type of organisation, location, Trust Objects and project type – please refer to the information and guidance above:

SECTION 1 – APPLICANT'S DETAILS

NAME OF ORGANISATION:

ADDRESS:

TEL NO:

EMAIL:

CHARITY REG NO. (if applicable):

EVIDENCE THAT THE BENEFICIARIES OF THE GRANT ARE BASED IN EITHER THE LONDON BOROUGH OF HAMMERSMITH & FULHAM OR THE ROYAL BOROUGH OF KENSINGTON & CHELSEA:

CONTACT NAME:

CONTACT ADDRESS If different from above:

CONTACT PHONE NUMBER:

EMAIL:

A brief summary of the aims and objectives of your organisation including the geographical areas you support

SECTION 2 – DETAILS OF GRANT

AMOUNT REQUESTED: £

BREAKDOWN OF COSTS:

(Please be specific as to the exact costs that will be utilised by the grant, as this will speed up the application process and **refer to WHAT WE FUND and WHAT WE DO NOT FUND sections above**)

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Is this the total amount required? (please tick the appropriate box) Yes

No

If not, please indicate how you are intending to raise the remaining balance and from what sources:

If applicable, please give details of other sources of income raised or committed so far:

DETAILS OF HOW THE GRANT YOU ARE SEEKING WILL BE UTILISED AND THE BENEFITS IT WILL BRING:

FOR IT EQUIPMENT RELATED APPLICATIONS PLEASE PROVIDE:

DETAILS OF THE EQUIPMENT OPTIONS FOR WHICH FUNDS ARE SOUGHT

DETAILS TO JUSTIFY THE SELECTION BASED ON COST AND CAPABILITY IN RELATION TO THE APPLICANT'S NEEDS

ADDITIONAL INFORMATION

If applicable, please attach your most recent annual report and accounts as well as any additional documents and background information which you feel may support this application.

IF YOUR APPLICATION IS SUCCESSFUL:

Bank Details

We will ask you to provide for bank transfer verification purposes, either:

The Bank Account Details for payment on letterheaded paper and signed by a senior authorised person; or a copy of a recent bank account statement (dated within the last 3 months).

Post Grant Engagement

You will be required, within three months of the award or on completion of the project (if this is later), to provide a short case study with pictures or video format sharing outcomes and impact of the funded project and / or inform us of any engagement opportunities in connection with the grant (such as a grand opening). These case studies and / or activities may be shared to promote and publicise the Trust including on the Olympia website, social media and local communications.

Consent

We will require permission from you to use and share personal data and content relating to successful grant applications to promote and publicise the Trust as referenced above. Please ensure you provide all necessary notices and / or consents to enable us to share the personal data and content in this way. This personal information will be processed in accordance with the Olympia Privacy Policy - <https://events.olympia.london/privacy-cookies>.

By signing below, you hereby confirm: that you hold the necessary permissions for the Trust to use and share personal data and content in connection with a successful grant application; and that you have read and understood the Trust's Safeguarding Policy.

Signed.....Name in Print.....

Position..... Date.....

Signatory must be a Trustee or a representative of senior management.

Thank you. Please return this form to:

Andrea Georgeou

Company Secretary

The Olympia Charitable Trust
Olympia, Hammersmith Road, Kensington, London W14 8UX
Tel: 020 7598 2730
Email: andrea.georgeou@olympia.london

CHARITY REGISTRATION NUMBER: 1091254