



Adobe Community Investment Grants - 2009

General Guidelines for Applicants

About the Adobe Community Investment Fund

Adobe Systems is keen to support charitable activity that will help to make the communities around its London, Heathrow Corporate Headquarters better, stronger, and more vibrant places to live, work and do business.

As part of Adobe's Commitment to Community the company has set up a grant making fund with Thames Community Foundation which is aimed at supporting community and voluntary organisations that address community-specific needs and which meet one of or more of the following themes:

- Focus on the creation, promotion and exhibition of visual arts, multimedia or video
- Providing services to reduce hunger and homelessness and provide affordable housing
- Protecting the natural environment and improving public spaces for the enjoyment of the community
- Improving access to electronic information for people with disabilities

Grants programme

The Adobe Community Investment Grants programme will provide cash grants for general operating and programme support costs through a competitive grant application process.

Grant amounts will range from £3500-£5000 and are for one year only.

About your organisation

You must

- Be either a registered charity or be able to show that you are an organisation with a charitable purpose.
- Demonstrate that your organisation is well managed and the finances are well controlled. (You will need to let us see a copy of your most recent annual accounts as well as a budget for the year in question).
- Show that your organisation understands the need to make sure that any funds are used only for the purpose stated in your application and that the management team understands the need for monitoring any restricted funds that you are granted
- Show that you have clear plans for the long term viability of your organisation.

When completing your application.....

Please show

- That the project for which you are seeking funding will genuinely help you provide a better service for your beneficiaries
- That where volunteers are involved they are well supported and, if appropriate, trained.
- That you have a commitment to equal opportunities for the users of your service and for volunteers and employees involved in its delivery.
- That wherever possible users of your service are consulted about the project that you provide or are planning to provide.

The Application Process

If you meet the criteria described for the Adobe Community Investment Fund and would like to apply for a grant, an application form and guidelines are available either from Thames Community Foundation's website:

<http://www.thamescommunityfoundation.org.uk/funds.htm>

or by e-mailing grantstcf@btconnect.com

or by calling 020 8943 6030.

When you send us the completed and signed Adobe application form, please send also:

A COPY OF EACH OF THE FOLLOWING: -

1. Your constitution, memorandum and articles of association (for company's limited by guarantee) or your statement of Aims and Objectives if you do not yet have a constitution
2. Your most recent Annual Accounts (Budget sufficient for a new group without an annual report) and a budget for the current financial year.
3. A budget for your proposed project including a copy of any estimates or catalogue pages if you are seeking funding to purchase equipment
4. Financial breakdown for the project for which the funding is sought
5. A list of your Trustees or Management Committee or Company Directors
6. A copy of your Equal Opportunities Statement
7. A copy of your safeguarding policies (Child Protection or Vulnerable Adult Protection Policy) if applicable
8. A Health and Safety Assessment where there may be risks involved in the project for which you are seeking funding
9. Any additional information requested on the specific Fund application form

Please also include any printed literature or description of your work, i.e. an annual report or brochure or a newspaper article that you may have.

Completed applications must be submitted to Thames Community Foundation by 12 noon on Tuesday 30th June 2009 and it is expected that grant decisions will be advised to applicants by 30th September 2009.

Charitable purpose

The Charities Act 2006 defines 12 specific and one general class of charitable purpose:

1. the prevention or relief of poverty;
2. the advancement of education;
3. the advancement of religion;
4. the advancement of health or the saving of lives;
5. the advancement of citizenship or community development;
6. the advancement of the arts, culture, heritage or science;
7. the advancement of amateur sport;
8. the advancement of human rights, conflict resolution or reconciliation, or the promotion of religious or racial harmony or equality and diversity;
9. the advancement of environmental protection or improvement;
10. the relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
11. the advancement of animal welfare;
12. the promotion of the efficiency of the armed forces of the Crown, or of the efficiency of the police, fire and rescue services or ambulance services;
13. other purposes that are currently recognised as charitable or are in the spirit of any purposes currently recognized as charitable