



JOHN LYON'S CHARITY

Writing a Proposal Letter for the Refurbishment Fund Main Grant

Before beginning a proposal letter, please check that you meet the following criteria:

- Your organisation has previously received a grant from John Lyon's Charity
- You are the freeholder of the venue of the refurbishment project or have a lease for a minimum of 5 years.
- The Charity does not award grants retrospectively so refurbishments should not be in progress when applying.
- The Venue of the Refurbishment project must be primarily used for the delivery of children and young people's activities.

Your proposal does not have to be long, glossy or professionally produced; two sides of A4 is usually the right length.

The fund is for very specific Refurbishment projects and not aimed at making a small contribution to larger renovation or the complete rebuild of facilities. With that in mind refurbishment projects should be as specific as possible and include the following information:

- **What** you intend to do (e.g. what in the venue are you refurbishing)
- **Why** the project needs to take place (and what you expect the outcomes to be)
- **Who** will benefit
- **When** will the project commence and how long will it run. The Charity is expecting Refurbishment projects to last for 12 months at the most.
- **Where** the project will take place – the venue and the space you are refurbishing. John Lyon's Charity operates within a very specific area. Venues should be in the Charity's Beneficial Area and all beneficiaries should live in one of the nine London boroughs listed on our website.
- **How much** the project will cost in total and the overall amount you are requesting from the Charity.

Financial Information

At this preliminary stage we do not need detailed financial information but the information about your project should be supported by a budget. Your budget should also indicate how you intend to make up any shortfall. The Refurbishment Fund Main Grant request can be up to £25,000 with the average grant size anticipated to be between £10,000 and £15,000. The maximum total project cost, the contribution from John Lyon's Charity and any other sources of funding should not exceed £75,000.

All applications to John Lyon's Charity are submitted via the Online Grants Portal. To apply, you will first need to create a login. Please [click here](#). You will be able to use your login to apply to any of the Charity's Grant Funds.

Once you have created your login, you can upload an initial proposal letter. There are detailed user guides for the Grants Portal by [clicking here](#).