



Cordwainers Charitable Trust 750 Anniversary Fund Application Pack

Contents

Introduction	2
The Cordwainers Company:.....	2
Who and what we fund:.....	2
Application process	3
Funding criteria:.....	3
Anticipated application process timings:.....	3
Making an application:.....	4
How we assess applications:.....	4
Data protection and GDPR:.....	4
Equality and diversity:	4
Receiving a grant	5
Terms of grant:.....	5
Acknowledgement:	5
Images:.....	5
Grant payment:.....	6
Evaluation:.....	6
Rejection information request procedure:.....	6



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Introduction

The Cordwainers Company:

The Worshipful Company of Cordwainers is one of the oldest livery companies in the City of London.

Cordwainers are shoemakers, highly skilled craftsmen who originally used the finest goatskin leather from Cordoba in Spain. The Company's roots date back to 1272, and the first Charter in 1439 licensed Cordwainers to control the shoe trade within the City of London. Today, the Cordwainers have a strong charitable ethos, and our primary focus is to nurture talent in the shoemaking and fashion industries.

To mark the Cordwainers Company's 750th Anniversary in 2022, the Company established the 750 Anniversary Fund. The 750 Anniversary Fund forms part of the Cordwainers Charitable Trust (registered charity number 266073).

Who and what we fund:

1. Grants are available for recent graduates or individuals starting their footwear/leatherwork career to participate in work placements or internships. Grants can be used to cover necessary attendance costs for the work placement or internship, which can include travel costs, accommodation costs, etc.
2. Grants are available for footwear/leatherwork entrepreneurs to participate in training courses which will develop their professional skills and assist with the growth of their new business. Training courses can be skill-specific (e.g. last making, leather buying, etc.), or can be business related (e.g. accounting, marketing, etc). Grants cannot cover core business costs.

The examples given above are not exhaustive. If you have another educational opportunity or training course which you would like to discuss before applying, please contact the Cordwainers' Charity Manager: charity@cordwainers.org.

Currently three grants each year are available, up to a maximum of **£1,500** per grant, including one Stuart Weitzman Grant for a footwear designer.

All successful applicants will be expected to demonstrate a long-term commitment to the British footwear/leatherwork industry.



Cordwainers Charitable Trust 750 Anniversary Fund Application Pack

Application process

Funding criteria:

- Applicants must be aged 18 years or over.
- Applicants must be based in the UK.
- Applicants must be recent graduates or individuals starting their footwear/leatherwork career, or entrepreneurs developing their business in the footwear/leatherwork industry.
- Grants can only be used to support an educational opportunity or training course, not core business costs.
- Applicants must demonstrate the benefits of their chosen educational opportunity or training course.
- Applicants must demonstrate that their chosen educational opportunity or training course is well planned and represents good value-for-money.
- Applicants must demonstrate a long-term commitment to the British footwear/leatherwork industry.
- Applicants can only submit one application each year.
- Grant awardees must start the educational opportunity or training course within two years from the date of the grant offer and complete the educational opportunity or training course within five years from the date of the grant offer.
- Grant awardees cannot apply for another grant until five years have elapsed since their previous grant.

Anticipated application process timings:

- Applications are assessed once a year.
- The annual application deadline is **1st March** each year.
- The application assessment period is from 1st March and 31st March.
- Applicants will be informed of the outcome of applications between 1st April and 30th April.



Cordwainers Charitable Trust 750 Anniversary Fund Application Pack

Making an application:

Applicants will need to provide the information requested in the accompanying application form by **1st March**. Incomplete or late applications will not be considered.

Applicants are required to include in their application the contact details of a personal/professional referee. A reference will only be requested from the referee once the assessment panel has identified an applicant as a grant awardee.

Contact the Cordwainers' Charity Manager for assistance completing the application form: charity@cordwainers.org.

How we assess applications:

The Cordwainers' Charity Manager will carry out an initial assessment of applications to see how well they match the funding criteria. Applicants may be asked to provide further information at this stage.

Once this initial assessment is completed, the 750 Anniversary Fund assessment panel will consider the applications. Applicants may be asked to provide further information and may be invited to attend an interview.

Once the assessment panel consideration of the applications has been completed and any interviews taken place, the assessment panel will make their grant recommendations.

All applicants will be informed of the outcome of their applications between 1st April and 30th April.

Data protection and GDPR:

Information submitted to the Cordwainers Charitable Trust in relation to the 750 Anniversary Fund will be processed and stored in line with the Cordwainers' data protection policy. A copy of this policy is available on request from the Cordwainers' Charity Manager: charity@cordwainers.org.

Equality and diversity:

The Cordwainers Company is committed to treating all people equally and with respect and to encouraging, supporting and celebrating diversity in all its forms. The Cordwainers Company is committed to creating a safe and inclusive environment for our staff, members, guests, and for the organisations and individuals that we support and with whom we work. We value the benefits that diversity can bring and believe that attracting a wider pool of talent to engage with our livery company will assist in building both a company and City of London fit for the future.

The Cordwainers Charitable Trust welcomes applications to the 750 Anniversary Fund from people of all backgrounds.



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Receiving a grant

Terms of grant:

Grant awardees need to comply with the terms of grant which will be outlined in the grant offer email/letter, and which are also outlined below:

- Grant awardees must confirm in writing acceptance of the grant offer, the terms of the grant and the acknowledgment and evaluation requirements outlined in the grant offer email/letter.
- Grant awardees must spend the grant on the educational opportunity or training course specified in their application unless an alteration has been formally agreed with the Cordwainers Charitable Trust.
- Grant awardees must provide evidence (receipts, invoices, etc) that the grant has been spent on the educational opportunity or training course outlined in their application.

The Cordwainers Charitable Trust may withdraw/recall the grant if grant awardees are unable to provide evidence that the grant has been spent on the educational opportunity or training course specified in their application.

- Grant awardees must start the educational opportunity or training course within two years from the date of the grant offer and complete the educational opportunity or training course within five years from the date of the grant offer.

The Cordwainers Charitable Trust may withdraw/recall the grant if the educational opportunity or training course has not started within two years from the date of the grant offer and/or has not been completed within five years from the date of the grant offer, unless an extension has been formally agreed with the Cordwainers Charitable Trust.

Acknowledgement:

Grant awardees must acknowledge the 750 Anniversary Fund funding by using the Fund logo (e.g. on social media outlets, websites, etc), both during the educational opportunity or training course and after completion. The Cordwainers will provide guidance on this and a digital version of the logo.

Images:

The Cordwainers Charitable Trust would like to publicise grant awardees, including details of their educational opportunity or training course and their work. Grant awardees will need to submit relevant images and give the Cordwainers Charitable Trust the right to use any images provided. These images will be credited to the relevant individual/organisation.



Cordwainers Charitable Trust 750 Anniversary Fund Application Pack

Grant payment:

The grant payment will be made in one instalment via bank transfer once written acceptance of the grant offer has been received and at least one month before the educational opportunity or training course is due to begin.

Grant awardees will need to confirm in writing that the grant has been received and provide evidence (receipts, invoices, etc) that the grant has been spent on the educational opportunity or training course specified in their application.

Evaluation:

The Cordwainers Charitable Trust expects grant awardees to provide:

- Ongoing brief update reports during their educational opportunity or training course.
- A completion report at the end of the educational opportunity or training course.
- A follow-up report one year on from completion.

Grant awardees may also be asked to participate in interviews and meetings with the 750 Anniversary Fund assessment panel, publicity for the 750 Anniversary Fund, the Cordwainers Company and the Cordwainers Charitable Trust, and attendance at Cordwainers Company footwear/leatherwork-related events.

The Cordwainers Charitable Trust evaluates grants to measure their impact, identify best practice and assess the value of grants to grant awardees.

Rejection information request procedure:

If your application is rejected by the 750 Anniversary Fund assessment panel, then you can request further information about why it has been rejected and feedback on your application.

Please contact the Cordwainers' Charity Manager: charity@cordwainers.org. The Cordwainers' Charity Manager will respond to your enquiry within one calendar month of your request.