

**The Charitable work of the Worshipful
Company of Stationers and Newspaper Makers**

Guidance notes for applicants

January 2008

Education
Welfare
Other grants

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The Worshipful Company of Stationers and Newspaper Makers

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1. General information

1.1. The Stationers' Company was established in 1403 and amalgamated with the Company of Newspaper Makers in 1933. Today, more than 90% of its 440 Liverymen and 294 Freemen are connected with the trades and industries from which the Company was formed.

The trades of the Company

1.2. In the twenty-first century 'the trades of the Company' include printing, papermaking, publishing and distribution, journalism in all media, librarianship, typography, book and graphic design, photography, conservation of books and manuscripts, packaging, advertising, website creation and all relevant electronic communication and publishing.

Company activity

1.3. Membership of the Company provides opportunities for men and women of 'the trades of the Company' to meet, network, visit places of business interest, promote awareness of the trades and of the Company's activities, participate in seminars, conferences and debate, both internally and publicly, on matters of common industry, contribute to and serve the City of London's civic work and activities, and enjoy, with their guests, the Company's social activities.

Charitable activity

1.4. An important feature of all City of London Livery Companies is their support for charity. The Stationers' Company is no exception. Throughout its history, its Liverymen and Freemen have recognised and embraced a duty to support those in need and other charitable causes, originally through the establishment and work of the Company's own educational and welfare charities and, in recent times, by wider grant-making support for educational and charitable institutions and individuals in need. The Company's Liverymen provide financial support to their Company's charities and give of their time and expertise when called upon to do so.

1.5. The twenty-first century focus of the Company's charitable work continues to be on education and welfare. A very small number of grants to other charitable activities may be made each year, subject to available income.

1.6. In 2005 the Company embarked on a programme to merge its four then existing charities, retaining all of their collective charitable activities within one new charitable foundation. The object of the proposed merger was simplification – to provide greater transparency to the public; to encourage a larger number of eligible applications; to reduce administration, statutory reporting and running costs.

1.7. This work was completed with the creation, on 1 October 2007, of **The Stationers' Foundation**, which incorporated three of the Company's four former charities. The fourth charity, known as **The Charity Fund 1961**, was created by Act of Parliament, which precluded it, for legal reasons, from being merged with the other three charities. However, this distinction has no significance for grant applicants and beneficiaries, whose requests and awards are all considered under one common set of procedures, described in the following pages.

Charitable Objectives

1.8. The objectives of The Stationers' Foundation, as set out in its Scheme Deed, are the expenditure of the income of the charity on (a) the promotion of education with a preference for persons under the age of 25 years engaged in or intending to enter the trades of the Company; (b) the relief of need, hardship or distress by the provision of annual grants for those engaged or formerly engaged in the trades of the Company, and (c) the provision and administration by the Company of a library for persons undertaking historical study or research in connection with the trades of the Company.

1.9. The objectives of The Charity Fund 1961, defined by Act of Parliament dated 18 July 1961, are more widely drawn and include the payment of the income of the charity fund for such charitable purposes, including in particular the poor of the Company, as the Court of Assistants shall think fit. The wide discretion that this provision allows is used by the trustees to set priorities for grant making, and to review those priorities from time to time, making adjustments in the light of social changes and developments within the trades and industries of the Company.

1.10. Fuller details of the current priorities set by the trustees of both Charities are given within the respective sections of these Guidance Notes for Educational, Welfare, The Stationers' Company Library and Other Grants. Details of how to apply for a grant are on page 6 starting at paragraph 3, and the Charities' grant awarding procedures are described on page 8 starting at paragraph 4.

2. The charitable work of the Stationers' Company

2.1. Education

2.1.1. In a typical year, some 30–35 educational scholarships, awards or grants are made or approved for payment by the trustees, including around 20 to individuals. The education fund is the largest of the Company's charitable funds.

Support for schools and other educational institutions

2.1.2. The Foundation enjoys close links with about 20 schools in the UK, to whom it provides pre-press and desktop publishing hard- and software as well as graphic design and other printing, publishing and media related industry software. A Company Liveryman serves as a schools' liaison contact with each school. His or her duties include encouraging pupils to enter the Company's trades and providing advice on how to proceed. Careers days are held at Stationers' Hall annually, attended by pupils from many of the schools supported by the Foundation as well as by pupils from other schools in the London area.

2.1.3. Other educational projects and institutions supported in recent times include the PrintIT!! educational project; the provision of equipment for the Newspaper Education Trust; support for the British Library Front Page project and competition; and a contribution to the revitalisation of the St Bride Institute and its library of an internationally renowned collection of books on printing and the book trade which is open to the public.

Support for individuals

2.1.4. The Foundation provides a wide range of support for individuals who are in financial need and engaged in, or intending to enter, one of the trades in the UK with which with the Company is associated, described on page 1.

2.1.5. Support usually takes the form of bursaries for living expenses or contributions towards fees for first degree or postgraduate students aged under 25 at UK universities or attending special courses at other institutions.

2.1.6. Recent examples of awards from the Company's Prize and Scholarship Fund included recognition of achievements in journalism, conservation, radio and other media.

2.1.7. Recipients of Major awards and scholarships are put in touch with a Liveryman mentor who provides encouragement and, if needed, advice, and monitors a student's progress through to the completion of his or her studies. Financial assistance is also available towards school fees for the children of Liverymen of the Company who are in financial need.

2.1.8. Further details of the criteria of the various education funds available for individual students, and how to apply, and are given on pages 7–8, at paragraph 3.5.

2.2. Welfare

2.2.1. Grants are paid to individuals in financial need and, in a typical year, welfare grants may be awarded to around 10–15 institutions or organisations with charitable purposes.

Support for individuals

2.2.2. The Company's principal welfare activity is the provision of annual grants, or the award of grants of money or payment for items, services or facilities to persons who are in need, hardship or distress. Those eligible for consideration include those who are or have been engaged in the printing and allied trades, Freemen of the Company, their spouses or partners, and other individuals at the trustees' discretion. Elderly or infirm recipients of annual grants are supported in their own homes by Liverymen or Freemen visitors.

2.2.3. The Honorary Almoner – a Liveryman or Freeman of the Company – is an ancient office whose retention in the modern world is firmly endorsed by the Company. The Honorary Almoner's role is to oversee and organise support for recipients of the Company's annual grants and other welfare beneficiaries and to promote other pastoral activities by channelling requests for help from members of the trades and their families to the trustees.

Support for welfare charities

2.2.4. The second welfare priority is for charities of the trades of the Company and other charitable institutions associated with the Company. These include people being looked after in residential accommodation by trade charities such as, for example, The Book Trade Benevolent Society and The Printers' Charitable Corporation (Butlin House). Other welfare charities related to the trades of the Company are also supported. Recent examples are the Bookbinders' Charitable Society, the Journalists' Charity and Talking Newspapers.

2.2.5. Other areas for welfare support identified by the trustees are:

The Welfare Fund of the Royal Marines, with whom the Company enjoys a long-established supportive association.

A charity selected by the Master of the Company in his year of office.

Civic and City of London special appeals may include, for example, the Lord Mayor's charity, the Lady Mayoress's Appeal, the Sheriffs' and Recorders' Fund, and the City of London Police Widows' and Orphans' Fund.

Subject to available funds, Inner London Boroughs and welfare charities for the relief of sickness, poverty and distress in other areas are also supported. Recent welfare grants in this category have been awarded to Hackney Quest, the Star and Garter Home, the Gurkha Trust and Children's Country Hospice.

2.3. The Stationers' Company Library

No grants are available in connection with the operation of the Stationers' Company Library referred to on page 2 at paragraph 1.8. The Library is normally open on Mondays from 11am to 3pm, and at other times by appointment. A telephone call to the Honorary Librarian to arrange an intended visit may help to avoid disappointment in case the Library is closed for any reason. Telephone number 020 8570 4264.

2.4. Other Grants

Grants awarded outside the fields of education and welfare reflect the Company's priorities for its church and its local hospital, as well as modest support for the arts and sport in London. Recent examples include St Bride's Church; St Bartholomew's Hospital; the Guildhall School of Music and Drama; and Sailability for London.

2.5. Funding exclusions

2.5.1. Applications that fall outside the Charities' objects and the trustees' declared priority areas, fully described above, are able to be considered only very exceptionally. The Company's Charities do not generally support major national charities, umbrella organisations, research projects other than within its own trades, individuals (except as part of the schemes described on pages 3 and 4 at paragraphs 2.1.4. and 2.2.2. or otherwise established by the Company's Charities), gap-year schemes for students, or charities concerned with animals, birds, the environment, climate change, gardens, historic buildings and the like.

2.5.2. The Company's Charities do not consider applications for retrospective funding or from organisations that do not have charitable purposes.

3. Making a grant application

Educational, welfare and other institutions with charitable purposes

3.1. An exploratory 'phone call to the Secretary to the Trustees (details on page 8) to give brief details of your organisation or project is welcome, to establish probable eligibility and availability of funds. If appropriate, an application form will be provided to you.

3.2. Registered charities

If you are a registered charity (other than a school, see 3.3. below), your application should be accompanied by a copy of your most recent Trustees' Report and Financial Statements and (to the extent that the information is not to be found in those documents) should include, briefly, as much of the following as possible:

about your organisation:

- what sort of organisation you are and how your day-to-day work is funded.
- what are your charitable objects and general aims.
- brief details of your staffing and management including trustees.

about the project, if any, for which you are applying for funding:

- what are the general aims of the project and its specific objectives.
- how it is to be done and by whom.
- whom it is intended to benefit and how many people.
- when it will start and how long it will take.
- how much money you need and for what purposes.
- how you will know whether or not it has met your objectives.
- how you will assess its impact.
- which other funders you have approached and with what success.
- how your funders and other interested parties will be informed of the outcome and impact.

3.3. Schools

3.3.1. The procedure for the consideration of an application for a grant for computer hardware to a school is likely to take up to six months, and should begin with a telephone enquiry to the Secretary to the Trustees (page 8) to confirm eligibility and the possibly availability of funds. This may be followed by a preliminary visit to the school by the Chairman of the Company's Schools' Liaison Committee to determine suitability, followed by meetings to discuss the equipment required.

3.3.2. A detailed application is required covering the matters referred to under paragraph 3.2. above, together with three quotations for the equipment that you would like the Company to consider funding. After consideration by the trustees you will be informed by the Secretary of the outcome. Schools helped in this way are expected to maintain ongoing contact with the

Company and the Foundation and to attend the company's annual Careers Day.

3.3.3. The trustees are looking for schools with an active interest in developing high quality courses in design, graphics and/or publishing using electronic media. They are usually schools located within 100 miles of the City of London and preference is given for schools in deprived areas. Grants are made only for hardware and associated software and not for construction, furniture, or consumables or associated products.

3.4. Welfare grants for individuals other than students

Applicants **seeking an annual grant** who fulfil the criteria on page 4 at paragraph 2.2.2. and other individuals seeking financial help (other than students and scholarship candidates), should write in the first instance to the Secretary to Trustees of the Stationers' Foundation (whose address is on page 8) outlining their circumstances.

3.5. Educational grants to students and young people working in the Company's trades

3.5.1. Students seeking support for their studies or living costs should ensure that they meet one or more of the following criteria before applying:

- be the son or daughter of a Liveryman or Freeman of the Stationers' Company;
- be engaged in or studying a relevant course at a UK university or other institution (unless otherwise indicated below for a particular Fund), intended to lead to employment in one of the Company's trades as described on page 1;
 - must be aged under 25 on the date of the start of the course for which you are applying for assistance (unless otherwise indicated for specific awards below); resident in the UK and in need of financial assistance.

3.5.2. Awards for which eligible students or employees are invited to apply are:

1. General awards of bursaries for living expenses and/or contributions to course fees.
2. Major awards for a course of study or project of particular merit in one of the trades of the Company.
3. The Francis Mathew Stationers' Company Scholarship, awarded annually, as a travelling scholarship for management trainees or young executives in one of the trades of the Company in the UK, aged under 35, of British nationality and involved in studies relating to the printing, publishing and paper industries in the UK or elsewhere.
4. The James Wilkes Scholarship. An award made from time to time for those under 25 and engaged in the printing industry who need financial assistance to further their careers.

5. The Prize and Scholarship Fund awards scholarships to students studying or carrying out research in a subject related to the trades of the Company at a University or College of Higher Education in the UK or overseas. There is no age limit. Payment may be staged, at the trustees' discretion.
6. Peter Rippon Award. A bursary awarded annually to any student musician (singer, instrumentalist or conductor) intending to pursue a course at a principal school of music. The recipient may be invited to give a recital to the Company during the year of study should a suitable occasion be identified.

In cases of doubt, students may telephone the Secretary to the Trustees (below) to seek clarification.

Eligible students are invited to obtain an application form from the Secretary to the Trustees and return it to him after completion and with originals of the requisite references.

3.5.3. Awards may be available, but only to the children of Liverymen and Freemen of the Stationers' Company, for:

7. Assistance with school fees. Parents or guardians of candidates should apply to the Secretary to the Trustees for further information.
6. Awards from the Prize and Scholarship Fund, to students studying for a degree, or carrying out further education or research in any subject at a University or College of Higher Education in the UK or overseas. Students should apply to the Secretary to the Trustees.

Address for enquiries and applications:

All enquiries relating to awards, which will be treated in the strictest confidence, should be addressed to:

*Mr Ian Larkham, The Printers' Charitable Corporation, First Floor,
Underwood House, 235 Three Bridges Road, Crawley, West Sussex, RH10 1LS
Tel: 01293 542820 Fax: 01293 524826.*

4. Grant making procedures

4.1. Schools

The procedure for consideration of grants for schools for computer hardware is described in paragraphs 3.3.1. to 3.3.3.

4.2. Other Grants

4.2.1. Eligible applications from institutions and individuals (except those for Major awards to students and The Francis Mathew Stationers' Company Scholarship, described above at paragraph 3.5.2) are considered quarterly in

January, April, July and October by the trustees. When your application has been considered the Secretary to the Trustees will let you know of their decision and, if successful, will send you a cheque.

4.2.2. Applications for Major awards and Francis Matthew Stationers' Company Scholarships are invited during the period from 1 September to 31 December each year. From the applications received, a short list of candidates is drawn up for interview. The selectors will be looking for applications that show originality and relevance to their future careers in the industries and who have demonstrated financial need. Interviews are usually held in Stationers' Hall in February each year. Successful applicants are notified within two weeks of their interview.

4.3. Reporting by beneficiaries

4.3.1. The Company's Charities request and receive regular updates and reports from institutions and from individuals benefiting from the receipt of their charitable support.

4.3.2. The Company may ask institutions to provide a report about the outcome of the project or activity for which your grant was awarded and your evaluation of its impact. Similarly, we may ask students to report to us on the course of study or other project for which they have received support from the Company's charity. In such cases, we will tell you when the grant is awarded that a report will be required. Ten per cent of the value of the grant may be retained by the Charity and paid to you upon receipt of a satisfactory report.

4.4. General

4.4.1. Unspent grants (for example, if a project or course of study fails to be started or is abandoned) should be returned to the Charity.

4.4.2. If your application is ineligible or if no funds are currently available and we are unable to consider it, we will tell you when we receive it if you enclosed a stamped addressed envelope with your application or provided an e-mail address. Otherwise, unsolicited applications will not be acknowledged.

4.4.3. The majority of grants are made for one year only and applications in consecutive years from the same organisation or individual will not usually be accepted.

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Trustees of The Stationers' Foundation

January 2008

Mr K.H. Dewey (Chairman)
Mr A.S. Brode
Mr P.D. Richards
Mr D.I. Allan
Mr N. Steidl
Mr C.H. McKane

*Trustees are appointed by the Court of Assistants of the Company.
and serve for a term of three years. Trustees may be reappointed by the Court.*

Registered charity number [1120963]

Trustees of The Charity Fund 1961

The Court of Assistants for the time being of
The Worshipful Company Of Stationers and Newspapers

Registered charity number [233251]
