

# Guidelines

## County Grants Programme



The County Grants Programme supports the work of small organisations and charities in eight counties with which The Henry Smith Charity has a historic association.

The counties where the Programme operates are:

- Gloucestershire
- Hampshire
- Kent
- Leicestershire
- Suffolk
- Surrey
- East Sussex
- West Sussex

You must be a not-for-profit organisation or UK registered charity with an **annual income of under £250,000** to be eligible to apply, though exceptions may be made for those whose activities are county-wide and whose annual income is under £1 million.

Applications can be made for one year grants and multi-year grants. The minimum you can ask us for is £500.

**The maximum one year grant you can ask us for is £10,000.**

**The maximum multi-year grant you can request is £20,000. You can ask for this to be spread over either two or three years.**

Grants can be used towards running costs, salaries, project costs, or one-off capital expenditure such as building refurbishment or equipment.

**Capital grants must be used within six months of award.** Applications for small capital items can be made at any time. However, if you are applying to us for part-funding of capital works, equipment of high value or that forms part of a larger project, you should not apply until at least 75% of the funding needed has already been raised.

Only one grant per organisation can be supported at any one time.

There are no deadlines and applications can be submitted at any time, provided that:

- you do not have an active grant from us;
- we are not already assessing an application from your organisation to one of our other programmes;
- all reporting requirements on previous grants have been met, and
- if you applied previously and were unsuccessful, that more than 12 months has passed since you received your declination letter.

Please read these guidelines in full before completing your application form.

Application forms are available to download in Word format from our website.

It normally takes between three and six months for a decision to be made on applications to the County Grants Programme. Applications are initially considered by the relevant County Trustee, and the assessment process may involve a visit to your organisation. Decisions are made four times each year in March, June, September and December.

If your organisation applies and is unsuccessful you must wait at least 12 months from the date on the notification letter we send you before making another application.

## **What we fund**

Priority is given to work benefitting groups experiencing social and/or economic disadvantage (people with disabilities, for example) and to work that tackles problems in areas of high deprivation (by which we mean areas in the bottom third of the National Indices of Deprivation).

We make grants in the categories listed below, and have given some examples of the type of work that we prioritise for support through our grants.

### **Black, Asian and Minority Ethnic (BAME)**

Culturally appropriate services for Black, Asian and Minority Ethnic communities; including those that promote integration and access to mainstream services.

### **Carers**

Advice and support; including respite services for carers and those who are cared for, and educational opportunities for young carers.

### **Community Service**

Support services for communities in areas of high deprivation; including furniture recycling projects, debt advice services and community centres.

### **Disability**

Rehabilitation, support services, training and advocacy for people who are disabled; this includes people with learning disabilities as well as physical disabilities.

### **Domestic and Sexual Violence**

Advice, support and secure housing projects for families affected by domestic violence or sexual violence. Perpetrator programmes can be considered where organisations have secured, or are working towards, Respect accreditation. We are particularly interested in services which can demonstrate their outcomes measurement such as data collected through the Safer Lives Insights programme.

### **Drugs & Alcohol/Substance Misuse**

Rehabilitation and support services for people affected by, or at risk of, drug and/or alcohol dependency, and projects providing support to their families.

### **Ex-Service Men and Women**

Support and residential care services for ex-service men and women and their dependents.

### **Family Services**

Support services for families in areas of high deprivation.

### **Healthcare**

Residential, health and outreach services, such as home care support. NHS operated services will not normally be funded, nor will core medical staff. In the case of applications from Hospices, priority is given to requests for capital expenditure.

### **Homelessness**

Advice, support and housing services for homeless people and those at risk of homelessness.

### **Lesbian, Gay, Bisexual and Transgender**

Advice, support and counselling services for people who are Lesbian, Gay, Bisexual or Transgendered.

### **Mental Health**

Advice and support services for people experiencing mental health problems, and projects that promote positive mental health.

## **Older People**

Residential, health and emotional support services, such as befriending services and day care centres. Priority will be given to projects in areas of high deprivation and those where rural isolation can be demonstrated.

## **Prisoners and Ex-offenders**

Rehabilitation and resettlement services for prisoners and/or ex-offenders; including education and training projects that improve employability, and projects that provide support to prisoners' families.

## **Prostitution & Trafficking**

Advice and support services for sex industry workers; including advice on housing support and personal health, escaping exploitation and exiting prostitution.

## **Refugees & Asylum Seekers**

Advocacy, advice and support services for refugees and asylum seekers, and that help promote integration.

## **Young People**

Projects and services that help maximise the potential of young people who experience educational, social and economic disadvantage; including young people in, or leaving, care.

## **Not normally funded**

We do not make grants towards:

- General Appeals or letters requesting donations (full applications that follow our guidelines must be submitted).
- Local authorities, or work usually considered a statutory responsibility.
- Schools, colleges or universities, except for special schools exclusively for pupils with disabilities or special educational needs. We will not fund the education of pupils, but will consider funding additional services or facilities.
- We will not fund the following unless they are in an area of high deprivation (i.e. in the bottom third of the Indices of Deprivation):
  - Youth clubs
  - Uniformed groups such as Scouts and Guides
  - Community centres.
- Counselling projects, except those that have a clearly defined client group and are in areas of high deprivation.
- Pre-school projects, out of school play activities or holiday schemes, unless these are specifically for disabled children.
- Community transport organisations or services.
- Projects that promote religion (please see the Frequently Asked Questions page of our website for more information on this exclusion).
- Capital applications for places of worship.
- Organisations that do not provide direct service delivery to clients (such as umbrella, second tier or grant-making organisations).
- Organisations with liquid reserves (net current assets plus investments) covering more than 12 months' expenditure are extremely unlikely to receive a grant unless they can make an exceptionally convincing case that they are in financial need.
- Arts projects, unless able to evidence therapeutic or rehabilitative benefits to:
  - older people;
  - disabled people;
  - vulnerable groups;
  - prisoners, or

- young people experiencing educational, social and economic disadvantage (such as young people in, or leaving, care).
- Education projects, except those able to evidence practical and rehabilitative benefits to:
  - disabled people;
  - prisoners, or
  - young people experiencing educational, social and economic disadvantage.
- Leisure, recreation or play activities unless they:
  - are specifically for disabled people;
  - are able to demonstrate a significant rehabilitative benefit to people with mental health problems, or
  - significantly improve opportunities to maximise the potential of young people experiencing educational, social and economic disadvantage.
- One-off events (such as festivals, conferences, exhibitions and community events).
- Projects that solely provide legal advice.
- Running costs of Hospices.
- Feasibility studies.
- Professional associations, or training for professionals.
- Organisations that do not have charitable aims (such as companies limited by shares and commercial companies).
- Start up costs, organisations that do not yet have a track record of service delivery, or that have not yet produced accounts.
- Individuals, or organisations applying on their behalf.
- Projects taking place or benefiting people outside the UK.
- Overseas trips.
- Residential holidays (except those that qualify under our Holiday Grants scheme).
- Heritage or Environmental conservation projects.
- Social research.
- Campaigning or lobbying projects, or general awareness raising work.
- Projects where the main focus is website development or maintenance.
- IT equipment (unless related to a member of staff we are also being asked to fund).
- Capital projects that are solely to meet the requirements of the Disability Discrimination Act.
- Capital costs towards the purchase or adaptation of a vehicle.
- Organisations that have applied to us unsuccessfully within the previous 12 months.
- Pilot projects are not currently a high priority. If you are seeking funds for a pilot project, please be aware you must be able to provide strong evidence from other work that has already been delivered to support the case for funding. You must also provide clear evidence that there is a need to develop a pilot. Organisations that have received a grant from The Henry Smith Charity during the previous 18 months but have not provided a satisfactory report on the work undertaken.
- Work benefitting people who are not resident in the eight counties where this programme operates.

## How to Apply

- Applications must be made using the **County Grants application form**. This can be downloaded from the bottom of the County Grants Programme page of our website.
- Please **ensure that all sections of the application form are fully completed**; it is not sufficient to answer "see attached documents" to questions.

- You may enclose additional information, but this should not exceed two A4 pages. **Please do not send booklets, copies of your organisation's policies or electronic media such as DVDs.**
- Please keep your application as simple as possible and avoid the use of technical terms, acronyms and jargon.
- If an application is unsigned or incomplete it may be declined or returned to you unread. Please ensure you **enclose two copies of your application form and two copies of all the documents and information we ask you for.**
- Application forms must be accompanied by **two copies of your most recent audited or independently inspected accounts**, and
- **Two copies of detailed budget for the project.**

If you are requesting funding over more than one year your budget must reflect this. Please set out costings for each year of the project in separate columns.

If your request is partly or wholly for salary costs, please ensure that the salary element of your budget is broken down as follows:

- Salary
- National Insurance
- Pension (if applicable)

This is particularly important when requesting a two or three year grant. We are able to consider reasonable salary increases to account for inflation. If you would like us to consider annual salary increases, please make sure these are clearly identified in your budget, and state the % increase you are requesting.

Explain from where the balance of funds will be/has been raised if you are applying to us for part-funding.

- Describe your fundraising strategy for the project. This should include details of the funds you have secured and applications pending.
- Please also provide a **projected expenditure budget for your organisation as a whole for the coming 12 months** and tell us from where the balance of funds will be/has been raised.
- If your request is for a salary, you must include **two copies** of the **Job Description** for the post.

We reserve the right to share with other grant makers information received from applicants requesting funding and from those in receipt of funding from us, unless an organisation expressly requests otherwise. Knowingly providing false information will invalidate any application or grant.

## Monitoring and Evaluation

Organisations awarded multi-year grants will need to complete a progress report form six months after payment is made each year. This must be received and approved by us before the next year's grant can be released. The progress report form can be downloaded from the County Grants Programme page of our website.

In order to minimise the administrative burden of grantees, we do not require progress reports for one year County Grants, but we may contact funded organisations towards the end of a grant for confirmation that the grant has been spent in accordance with the original application.

**Please Note:** organisations that apply to us again within 18 months of the end of a previous grant **must** complete the 'Previous Funding' section towards the end of the application form. This applies to grants of all lengths, and regardless of whether the new application is for the same or different work.

**Send two copies of your completed application and all supporting documents to:**

Applications – County Grants Programme  
The Henry Smith Charity  
6<sup>th</sup> Floor  
65 Leadenhall Street  
London EC3A 2AD

These guidelines are available in large print or by email on request. Please tell us which font size you would like to receive them in, and whether you would like them posted or emailed to you.

The Henry Smith Charity

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[www.henrysmithcharity.org.uk](http://www.henrysmithcharity.org.uk)

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