

Main Grants Programme

Revenue Grants



Applications for Revenue grants of £10,000 or more per year can be made through our Main Grants Programme.

The maximum length of funding that can be requested is three years.

Revenue grants are grants to fund core running costs, salaries and/or project costs.

Each of our grant programmes has separate guidelines. For information about applying for a Capital grant through the Main Grants Programme, a Small or County grant, or for any of our other grants, please refer to the guidelines for those programmes.

How to apply for a Revenue grant

Applications for Revenue grants can be submitted at any time, provided that

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

There are no deadlines and we do not have an application form, though we do ask you to complete an Application Cover Sheet. This can be downloaded from our website.

Please note that mail shots and general requests for donations **will not** be considered.

The **Application Cover Sheet** should be completed and submitted as part of your application. This provides us with key information; your organisation name, full contact details, the name and email address of your main contact, and gives us an idea of the project or work you want us to fund and the amount of the grant you are requesting. It also asks for confirmation that your organisation has a Child Protection Policy (if applicable to your work) and that CRB Disclosure checks are carried out on all staff and volunteers working with children or vulnerable people.

Your application should be **no longer than four sides of A4** and in font size no smaller than 11 point.

Begin your application with a **half page summary**. This should primarily focus on the project or work that you are asking us to fund, though you may also wish to include a sentence or two about your organisation. The summary is important as it forms the basis of the information we send to Trustees at stage two of our assessment process.

Your application should clearly and concisely describe the project or activities you are seeking funding for, and include all the following information:

- Details of your organisation's status (e.g. registered charity, company limited by guarantee, not for profit organisation or community interest company).
- State clearly what your organisation does, who you are, where you operate and who your organisation helps.

- If you are a branch of, or related to, a larger organisation, please clarify the nature of the relationship with specific reference to potential and existing financial support.
- Project details:
 - Describe why the project you are seeking funding for is needed. If your project is based on the outcomes of a pilot, please provide details of the pilot, its outcomes, and tell us why the project should continue/develop.
 - What activities will the project deliver i.e. what will you do?
 - How many people will benefit from it?
 - Describe what the aims of the project are and the outcomes (practical results, changes and/or improvements) you hope to achieve. If you are requesting a grant to continue an existing project or activity, provide information about the outcomes that have been achieved to date.
 - Describe how the aims, progress and outcomes of your project will be monitored and evaluated and how, where appropriate, you will disseminate good practice to others.
 - Describe how the project will be managed and name the people who will be in charge of it, their experience and qualifications for the job.
 - How will you ensure that it is cost-effective?
 - Describe your fundraising strategy for this project. This should include details of funds you have secured and applications pending. Please note we will expect you to have approached local and regional sources of funding before applying to us. If it is not appropriate to do so in this instance, please tell us why.
 - Show that your organisation has an appropriate track record.
- Provide the names and addresses of two independent referees (i.e. someone who does not currently benefit from your services or that will benefit from you gaining a grant i.e. not a Trustee, employee or volunteer).

Please keep your application as simple as possible and avoid the use of technical jargon. Please do not include electronic media (e.g. DVDs) with your application.

Your application must be signed and should either be printed on your organisation's headed paper or accompanied by a covering letter on headed paper.

Attachments

Budget

Please enclose a **detailed budget** for your 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. Trustees will consider annual salary increments, but will not consider increases to salaries of more

than 2% p.a. If the increases in your budget are larger than this, for instance because of a salary scale you have for your staff, the balance will need to be raised elsewhere.

If your request is for part funding of a salary or project, please explain from where the balance of funds will be/has been raised.

Job Description

If the request is for a salary, enclose a job description.

Accounts

Please enclose **your most recent full audited or independently inspected accounts**, which must be no more than 10 months old. If the accounts show a significant surplus or deficit of income, or high reserves, please explain how this has arisen. **If your accounts are more than 10 months old, please send up-to-date management accounts as well as your audited accounts.**

Your budget, accounts and any job descriptions are additional to your four page application.

What will happen to my application?

Before we begin to assess your application an initial check is undertaken to ensure that all the required information has been included. If, for example, an application is not signed or is received with no accounts or budget, it will be returned unread. Please make sure that you read our guidelines carefully before submitting your application.

Our assessment process has four key stages; additional information may be requested at any point, for instance, during Stage One we may ask you for recent financial information such as management accounts that are no more than three months old, an income and expenditure budget, or a detailed summary of your fundraising position.

Stage One

Applications are initially reviewed by the Grants Team. If your application is eligible, we will write to you to acknowledge its receipt and to confirm that it is progressing to the next stage. Your acknowledgement letter should be sent to you within six weeks. Ineligible applications will be sent a letter of rejection.

Stage Two

If your application fits our guidelines a summary of your application will be sent to our Trustees for their comments. Completion of this stage can take up to eight weeks from the date we acknowledge your application. If there is sufficient support for your application a visit will then be arranged so that we can assess your project in more detail. Applications that do not progress beyond this stage will be sent a letter of rejection.

Stage Three

If your application reaches this stage, one of our team of Volunteer Visitors, or a member of staff will be in touch to arrange to come and discuss your project and organisation. The visit can take up to three hours and will include an assessment of your request for funding, your organisation's governance and management, financial stability and fundraising strategy. During a visit we would expect to meet with staff and a Board Member or Trustee.

Once a visit has taken place, a report will be written for consideration by our Trustees.

Stage Four

Our Trustees meet quarterly in March, June, September and December. Decisions about whether or not to award grants are made by Trustees at these meetings.. We will write to you to let you know the outcome of your application within two weeks of the meeting taking place.

It can take up to six months for you to receive a decision from the date we receive your application. We cannot guarantee that your application will go to a particular meeting as this is dependent on the number of applications we receive.

Applicants who are unsuccessful are required to wait a minimum of 12 months from the date of notification before re-applying.

Please note that whilst your application may fit our guidelines, a significant number of applications will be unsuccessful due to the high numbers we receive.

We reserve the right to share with other grant makers information received from applicants requesting funding and from those in receipt of a grant from us, unless an organisation expressly requests otherwise.

What we fund

The Henry Smith Charity makes grants for work throughout the UK, the Isle of Man and the Channel Islands. Applications can be made for revenue and capital activity. Priority is given to work with groups experiencing social and/or economic disadvantage, for example, people with disabilities; and work that tackles problems in areas of high deprivation, by which we mean those that fall within the bottom third of the National Indices of Deprivation.

We make grants in the following categories and have given some examples of the type of work we will fund under these categories below:

Black, Asian and Minority Ethnic (BAME)

Projects providing culturally appropriate services to Black, Asian and Minority Ethnic communities; including those that promote integration and access to mainstream services.

Carers

Projects providing advice and support; including respite services for carers and those cared for. Work can include educational opportunities for young carers.

Community Service

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

Disability

Projects providing rehabilitation, training or advocacy support to people who are disabled; this includes learning disabilities as well as physical disabilities.

Domestic and Sexual Violence

Projects providing advice, support and secure housing for families affected by domestic violence or sexual violence. Perpetrator programmes can be considered where organisations have secured, or are working towards, Respect accreditation.

Drugs & Alcohol/Substance Misuse

Projects supporting the rehabilitation of people affected by, or at risk of, drug and/or alcohol dependency, and projects supporting their families.

Ex-Service Men and Women

Projects providing services or residential care to ex-service men and women and their dependents.

Family Services

Projects providing support to families in areas of high deprivation.

Healthcare

Projects providing residential care, health care or outreach services, such as home care support. Services operated by the NHS will not normally be funded. In the case of applications from Hospices, priority is given to requests for capital expenditure.

Homelessness

Projects providing housing and services for homeless people and those at risk of homelessness.

Lesbian, Gay, Bisexual and Transgender

Projects providing advice, support and counselling for people who are Lesbian, Gay, Bisexual or Transgendered.

Mental Health

Projects promoting positive mental health or providing advice and support to people experiencing mental health problems.

Older People

Projects providing residential care, health care or emotional support, 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

Projects that help the rehabilitation and resettlement of prisoners and/or ex-offenders; including education and training that improve employability, and projects that support prisoners' families.

Prostitution & Trafficking

Projects that provide advice and support to sex industry workers; including advice on housing support and personal health, escaping exploitation and exiting prostitution.

Refugees & Asylum Seekers

Projects providing advocacy, advice and support to refugees and asylum seekers, and those promoting integration.

Young People

Projects maximising 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 the following:

- Local authorities and areas of work usually considered a statutory responsibility.
- State maintained schools, colleges, universities and friend/parent teacher associations, or independent schools not exclusively for students with special educational needs.
- Organisations not providing direct services to clients such as umbrella, second tier or grant-making organisations.
- Youth clubs, except those in areas of high deprivation.
- Uniformed groups such as Scouts and Guides, except those in areas of high deprivation.
- Community centres, except those in areas of high deprivation.
- Community transport organisations or services.
- Professional associations or projects for the training of professionals.
- Organisations that do not have charitable aims (e.g. companies limited by shares and commercial organisations are not eligible to apply).
- Start up costs or organisations unable to demonstrate a track record.
- Individuals, or organisations and charities applying on their behalf.
- Projects that promote a particular religion, or capital appeals for places of worship.
- Arts projects, except those which can clearly demonstrate a therapeutic or rehabilitative benefit to disabled people, prisoners or young people who experience educational, social and economic disadvantage, including young people in, or leaving, care.
- Education projects except those which can clearly demonstrate a rehabilitative benefit to disabled people, prisoners or young people who experience educational, social and economic disadvantage, including young people in, or leaving, care.
- Leisure, recreation or play activities, except those exclusively for disabled people or those which can clearly demonstrate a significant rehabilitative benefit to people with mental health problems or that significantly improve opportunities and maximise the potential of young people who experience educational, social and economic disadvantage.
- Projects taking place or benefiting people outside the UK.
- Overseas trips.
- Residential holidays for young people (except those that qualify under our Holiday Grants scheme).
- Counselling projects, except those in areas of high deprivation and with a clearly defined client group.
- Environmental projects where the primary purpose is conservation of the environment.
- Citizens Advice Bureau or projects solely providing legal advice.
- Core running costs of Hospices.
- Feasibility studies.
- Social research.
- Campaigning or lobbying projects.
- Projects where website development or maintenance is the focus of the bid.
- IT equipment (unless as direct support costs for a funded staff member).
- Capital projects to meet the requirements of the Disability Discrimination Act.
- Applicants declined within the previous 12 months.

Please post your application to:

Applications
The Henry Smith Charity
6th Floor
65 Leadenhall Street
London EC3A 2AD

Checklist

Please ensure that :

- your application is signed
- it is either printed on your organisation's headed paper, or accompanied by a covering letter on headed paper

and that you have included :

- application cover sheet
- your application
- a budget
- full audited or independently inspected accounts
- and, if relevant, a job description.

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

Tel: 020 7264 4970

Charity No. 230102