

Guidelines

Small Grants Programme



The Small Grants Programme is divided into two strands:

- **County List** for work in the counties with which we have a traditional association, i.e. Gloucestershire, Hampshire, Kent, Leicestershire, Suffolk, Surrey, East Sussex and West Sussex; and
- **Small Grants** for work in other areas of the UK, including the Isle of Man and the Channel Islands.

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 ask us for is £20,000 spread over a maximum of three years.**

Grants can be used towards running costs (including core costs and salaries), project costs, or for one-off capital expenditure such as building refurbishment or equipment.

Grants for capital items or projects must be used within six months of award.

Applications for small capital items can be made at any time. However, **applications for larger capital items or projects should only be made once 75% of the funding needed has been secured.** If you are applying for capital works such as building refurbishment, for capital items that form part of a larger project, or for high value items where the amount you are seeking does not cover the whole purchase price or complete the funding needed, we will not consider making a grant to your charity or organisation **unless** 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 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.

Please read these guidelines carefully and in full before making your application.

Each fund has its own application form, which can be downloaded in Word or PDF format from our website. Please ensure you complete the correct application form.

County List

Applications for work in **Gloucestershire, Hampshire, Kent, Leicestershire, Suffolk, Surrey, East Sussex and West Sussex** can be made to the County List.

You must be an organisation or UK Registered Charities 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.

It normally takes between three and six months for a decision to be made on County List applications. Applications are initially considered by the relevant County Trustee, and the assessment process may involve a visit to your organisation. His or her

recommendations must then be agreed by the Trustees. Trustee meetings take place in March, June, September and December.

Small Grants

Small grants are available to **UK* Registered Charities** only, for work in areas outside of the traditional counties.

*By “UK” we mean England, Wales, Scotland, Northern Ireland, Isle of Man and the Channel Islands.

Charities must have an **annual income of under £150,000** and have been **registered with the Charity Commission for a minimum of two years** to be eligible to apply.

Small Grant applications are considered by the Small Grants Committee. We may visit your organisation during the assessment process. Applicants can normally expect to hear the outcome of their application within eight to twelve weeks of us receiving it.

In addition to the exclusions outlined in the Not Normally Funded section below, the following additional exclusions apply to Small Grants:

- Organisations that are not registered as a charity.
- Charities that have been registered for less than two years.
- Charities with an annual income of more than £150,000.
- Pre-school groups.
- Out of school playschemes including pre-school and holiday schemes, unless these are specifically for the disabled.
- Scouts and Guides groups, unless in an area of high deprivation.
- Salary costs for new posts (only salaries for existing staff can be considered).

What we Fund

The Henry Smith Charity makes grants for work throughout the UK. 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.
- 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.
- Overseas trips.
- Projects taking place or benefiting people outside the UK.
- 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 six months.

Please see the additional exclusions listed above that that are specific to County List or Small Grants.

How to Apply

- There are different application forms for County and Small Grants. Applications for work in Gloucestershire, Hampshire, Kent, Leicestershire, Suffolk, Surrey, East Sussex and West Sussex should be made on a **County List application form**.
- Applications for work in all other areas should complete a **Small Grant application form**.
- 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 sheets. **Please do not send DVDs, videos or CD Roms.**
- Please keep your application as simple as possible and avoid the use of technical terms, acronyms and jargon.
- We will not process your application if it is incomplete. Please ensure you **enclose all the documents and information we ask you for or it may be returned to you unread.**
- All application forms should be accompanied by **a copy of your most recent audited or independently inspected accounts**, and
- **a 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. 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.

- Describe your fundraising strategy for the project. This should include details of the funds you have secured and applications pending. Please note we will expect you to have approached local and regional sources of funding prior to applying to us. If it is not appropriate to do so in this instance, please tell us why.
- 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 you are applying for salary costs, you must include a copy of the **Job Description** for the post.
- Small Grant applicants should also include the contact details of **two independent referees.**

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.

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

Monitoring and Evaluation

Grantees that are 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.

Grantees that receive a one year grant are not required to submit progress reports, unless they are applying to us again (whether it be for the same or a different project/service) within 18 months of the end of the previous grant. A completed progress report form (i.e. about the previous grant) should be sent to us at the same time as the new application.

The progress report form can be downloaded from the Small and County Grants page of our website.

Send your completed application and supporting documents to:

Applications – Small Grants Programme
The Henry Smith Charity
6th 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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Charity No. 230102