The Henry Smith Charity

founded in 1628

Holiday Grants Programme Funding Guidelines

Introduction

The Henry Smith Charity is one of the largest independent grant making trusts in the UK, distributing over £30m each year.

These funding guidelines are for our **Holiday Grants programme only**; they outline the type of trip we are looking to fund and aim to help you decide whether you are eligible to apply for a grant.

If you have any queries about the guidelines or are unsure whether or not your project fits within them, please call us on 020 7264 4970 and speak to a member of the Grants Team.

The purpose of the Holiday Grants programme is to provide access to recreational trips or holidays for groups of children who experience disadvantage or who have disabilities. In particular we are interested in contributing to trips that would not take place without our funding.

Contents

1. Who can apply and what sort of trips do you fund?

Schools, youth groups, not for profit organisations and charities are all eligible to apply.

Applications can be made for grants towards a single trip, which could be a day trip or a longer residential of up to seven days in length. This could be to a countryside or city location but must be outside of the children's immediate locality. Examples include camping, trips to adventure activity centres or the seaside.

If you are planning a day trip please ensure it does not involve a disproportionate amount of time spent travelling.

Grants are only available to support children who are aged 13 and under. Grants are not available for individuals or families, whether this is a single family or a larger group of several families.

It is very important to us that our funds are targeted at children experiencing disadvantage. By this, we mean those who are located in an area of high deprivation, according to the National Indices of Deprivation. In particular we are interested in funding trips for children in geographical areas that fall within the bottom 20% of these indices. We are also interested in assisting those children who do not have any contributions towards the costs of the trip from their parent/s or carer/s. It is important to us that no child be excluded on financial grounds from a trip we are supporting and all grants are awarded on this condition.

Please note that sometimes we do consider applications for groups of children living in deprived circumstances within more affluent areas. In this case, it is essential that the need for support is clearly explained.

For groups of children with disabilities, we are able to be more flexible regarding the level of deprivation, although we still do take it into account as one factor in our overall assessment.

You may find it helpful to look at deprivation statistics for your area. There are different websites depending where you live. Links to these sites can be found in the Frequent Questions section of our website.

2. What you can apply for

We award grants of between £500 and £2,500 only.

We are able to fund a maximum of two-thirds of the total cost of a holiday or trip as we expect some of the funding to be raised elsewhere. Please note that if we are able to make a grant towards your organisation, we may not be able to award you the full amount requested.

When can we apply?

Applications will be considered based on the date of the trip as shown below:

Date/s of Trip	Date Period Applications Considered
1 February – 30 April 2020	Applications accepted 25 November 2019 - 29 February 2020
1 May – 30 June 2020	Applications accepted 1 March 2020 – 30 April 2020
1 July – 2 September 2020	Applications accepted 1 May 2020 - 30 June 2020
3 September – 31 December 2020	Applications accepted 1 July 2020 - 30 September 2020

We must receive your application at least 6 weeks before the date of the trip to make sure that we have enough time to assess it and made a decision before your trip takes place.

What we do not fund

- Trips outside of the UK
- Trips to theme parks or similar high cost attractions
- Trips for children over the age of 13
- Multiple trips
- Trips with a focus on education rather than fun
- Trips for families

- Trips for individual children
- Organisations that provide Children's Holidays
- The running costs of play or holiday schemes
- Trips that have already taken place
- Trips to pantomimes
- Trips to sports events
- Organisations with an income or expenditure of over £2m except schools

3. Application Process

Applications for the Holiday Grants Programme can be submitted via our online application process. We strongly recommend that you use Internet Explorer when completing the form.

To submit your application, please follow the steps below.

1. ## Read our Guidelines for the Holiday Grants Programme carefully to make sure you are eligible to apply

   – Once you are happy that your organisation and the project you are seeking funding for is eligible, follow the 'Make an Application' link on the 'How to Apply' page of our website.

2. ## Create an Account so you can apply

   – You will be asked to set up a new account or sign in to an existing account.
   – If you are setting up a new account, you will receive a welcome email, confirming your account details and providing your personalised link. We suggest that you retain a copy of this email for your records.
   – If you have any problems, please visit the <u>Frequent Questions</u> section of our website.

3. ## Eligibility quiz

   – In order to help applicants to identify whether they fit the criteria we have an eligibility quiz which you must answer before you can access the form. This is to help ensure that you do not waste your time applying if you are not eligible for support. Please answer all the questions and submit your response.
   – If your responses show that your proposal will not meet our guidelines, you will not be able to make an application.
   – If your responses show that your proposal will meet our guidelines, you will be able to access our Holiday Grants form to make an application.

4. ## Completing your application

   – Please provide all relevant information in your application. You must answer all the questions and provide the attachments requested.

- To prevent formatting problems, avoid using bullet points and always copy and paste text into Notepad (Windows) or TextEdit (Mac) before adding to the application form.
- You can save your incomplete application and return to it later, simply by clicking 'Save & Finish Later'. You will then receive an email confirming that your application has been saved, that includes your tracking number and a copy of your current application for your records.
- To return to your incomplete application, you can follow your personalised link that was provided in your welcome email. Otherwise, you can use the 'Return To Existing Application' link in the Holiday Grants section of our website.
- For your convenience, you can access a sample PDF version of the application form on our website. Please note that this is for guidance only, and you must submit your application via the online application process.
- If you are unable to use our online process, please contact us.

5. Submitting your application

- Once you have completed your application, please click 'Review & Submit', this allows you to read through the application in full and send it through to us. If you are happy with the contents of the application and are ready to send it to us, please click the 'Submit' button. Please note, once you have submitted your application, you will not be able to change it.
- Once you have submitted your application you will receive a confirmation email from us to let you know it is being processed.
- If you need to return to your application at any time, please log into your online grant profile. To see your submitted application, click the 'Show' dropdown box and choose 'Submitted Applications'.

4. Useful Information

– Each application is considered on its own merits, but demand for our grants is very high and always exceeds the budget available. We cannot guaranteethat every application will be successful. Decisions are made on a first come-first served basis (within the application periods stated) until funds are spent.
– We are able to provide funding for a maximum of two consecutive calendar years. After this, you will need to wait for a further two calendar yearsbefore being eligible to re-apply.
– If you already have a current grant through one of our other programmes you cannot apply to the Holiday Grants programme until it isfinished.
– Please also note that if your organisation applies for a holiday grant and is declined, you will need to wait until the next calendar year before being eligible to re-apply for a holiday grant, or wait six months to apply to any of our other grant programmes.
– You must be able to demonstrate that your organisation has a financial need for support.
– If a grant is awarded, you must submit a report at the end of your grant via your online account. If a report is not submitted or it fails to cover the questions asked, we will not be able to consider further requests forfunding.
– You must be able to provide a copy of your most recent audited or independently inspected accounts or, if you are applying from a school, your most recent Ofsted report.

Holiday Grants Online Reporting Process

If your organisation receives a Holiday Grant from us you will need to send us a brief progress report once your trip or holiday has taken place.

Progress reports are completed and submitted online, using the same log in account as the one you will have used to make your application.

After your grant is awarded we will send you an email to let you know that your Holiday Grants Progress Report from is available to be completed online, when you are ready. You will have up to three months from the date of the award letter to report to us.

You can log into your account via the Info for Grant Holders section of the website. Once you have logged in to your Henry Smith Online Account, Progress Report forms can be accessed by clicking on the 'Requirements' button on the left under the Henry Smith Logo.