

# The Henry Smith Charity

founded in 1628

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## **Christian Projects Funding Guidelines**

# Introduction

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

The majority of our funding is distributed through the Improving Lives and Strengthening Communities programmes but we do have a number of other grant programmes, including our Kindred, Holiday, Christian and County Grants. Guidelines outlining what we fund under each of these programmes and how to apply can be found in the What we fund section of our website.

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

When our founder Henry Smith died in 1628 he left a detailed Will. It established our charity and expressed a range of charitable objectives. These included funds set aside for the relief and maintenance of Godly Preachers and for the better furtherance or promotion of knowledge and religion. The Christian Projects Grants programme addresses this objective and provides grants to support projects that explicitly promote the Christian faith in the UK.

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.

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# 1. Who can apply for a grant

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Please read these Guidelines in full before completing your application.

Under our Christian Projects Grant programme, we accept applications from churches, small charities and not-for-profit organisations. We only support work that comes from churches within the Anglican Communion in the UK, or that is fully ecumenical. The Anglican Communion in the UK consists of the Church of England, the Church in Wales, the Scottish Episcopal Church and the Church of Ireland. If your organisation is not formally part of any of these churches you must demonstrate that your project has the full support of whichever church is geographically applicable.

We fund established organisations (by this we mean at least 18 months old and have published their first set of annual accounts) that have a track record. We are looking for applicants that have the necessary expertise and experience and are well placed to deliver the work for which funding is sought.

We prioritise smaller organisations and are unlikely to make a grant to organisations with an income of over £1 million.

Grants are typically awarded for 1-2 years, but applications can be made for funding of up to three years. **The minimum grant you can ask for is £10,000 for one year.** There is no maximum, but limited funds mean we do not award very large grants.

There are no deadlines and applications can be submitted at any time during the year 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.

Applications for this programme are submitted online using our application form.

Trustees meet three times a year to consider grant applications so it may take **up to five months** to hear the outcome of your application.

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.

## 2. What you can apply for

Under the Christian Projects Grants programme, we value projects that explicitly set out to nurture and grow people's journey in Christian faith and to grow churches.

There are three priority areas for this programme, which are detailed below.

Priority 1	Meeting the spiritual needs of older people, including those with dementia
Priority 2	Reaching out to the unchurched - especially young people and young families - by nurturing their spiritual interest and well-being
Priority 3	Projects which support and care for Anglican clergy at times of acute need

The priorities all have equal weighting, no one is more important than another. If you are considering applying, check that your project strongly fits one of these priorities. If your project fits more than one priority that's OK too.

If you are applying under **Priority 2** - reaching out to the unchurched:

- **We are looking for projects** which are primarily and explicitly about promoting the Christian faith, that lead to tangible progress and growth in people's faith journeys and that lead directly to church growth
- We are **not looking for** projects that, whilst motivated by Christian faith, are primarily delivering social action, such as: general community outreach work, work focussed on reducing poverty and inequality or enhancing community cohesion
- For work with young people in schools we will consider projects which enhance the provision of Collective Worship and which engage with young people outside the context of the curriculum, such as assemblies, lunch clubs and prayer spaces.

### 3. What we do not fund

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It is important to read this page carefully before applying to us.

#### **We do not make grants to applicant organisations which have:**

- Reserves (net current assets plus investments) covering more than 12 months' expenditure
- An annual income above £1 million (in exceptional circumstances we are willing to consider applications from organisations with an income over £1 million subject to discussion with a member of staff)
- Applied to us unsuccessfully within the previous 12 months
- Another application under consideration in any of our grant programmes
- An active grant from us under any of our grant programmes

#### **We will not support:**

- Applications for less than £10,000 per annum
- Work that will take place overseas
- Grants to individuals, or to other causes, that will benefit only one person, including student grants or bursaries
- Capital grants of any sort. This includes repairs or works on church buildings. Small capital costs needed to support the work of a revenue grant may be approved.
- Work whose sole focus is heritage or conservation
- Social action projects. This programme does not fund projects motivated by Christian faith that are delivering social action, such as: general community outreach work, work focussed on reducing poverty and inequality, or enhancing community cohesion
- Residentials or holidays

## 4. Application process

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Applications for the Christian Projects Grants programme must 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 Christian Projects 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

- When you click on the 'Make an Application' link to begin your application, you will be asked to set up a new account or sign in to your existing account.
- If you are setting up a new account you will receive a welcome email, confirming your account details and providing a personalised link. We suggest that you retain a copy of this email for your records.
- If you have any problems, please visit the Frequent Questions 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 Christian Projects Grants form to make an application. You must take our eligibility quiz before you can access the application form.

### 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.
- 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.
- 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 Christian Projects Grants section of our website.
- Once you have completed your application, click on 'Review and Submit'. You will then be able to review your application in full. 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. 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'.
- If you are unable to use our online process, please contact us.

## **5. Acknowledgement email**

- Once you have submitted your application you will receive a confirmation email from us to let you know it is being processed.

## **What happens when we receive your application**

### **Assessment – up to 5 months**

- All applications are reviewed by our Grants Team.
- During this time you may be contacted for some additional information.

### **Decision**

- Decisions are made three times a year by our Trustees.
- We cannot guarantee which Trustee meeting your application will go to, as this depends on the number of applications we receive.
- Within three weeks of the Trustee meeting we will send you a letter notifying you of the outcome.

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. All personal data will be dealt with in line with current Data Protection Policies.

Knowingly providing false information will invalidate any application or grant.

## **5. Once a decision has been made**

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### **What happens if your application is successful?**

- If your application is successful we will write to you with an offer letter outlining the terms and conditions of your grant and the next steps. We will do this within three weeks of a decision being made.

### **What happens if your application is unsuccessful?**

- If your application is not successful we will write to you within three weeks of a decision being made.
- We offer verbal feedback to unsuccessful applicants. If you would like feedback please call our office.
- If you have had an application for funding declined by us you cannot make another application until at least one year after the date you were notified of the decision.
- All decisions are final and we cannot revisit any decision.