

# The Henry Smith Charity

founded in 1628

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## County Grants

## 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 County 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.

The County Grants programme supports the work of small organisations and charities working with disadvantaged communities in three counties with which The Henry Smith Charity has a historic association.

The counties where the programme operates are:

|      |                |
|------|----------------|
| Kent | Leicestershire |
|------|----------------|

If you have any queries about the guidelines or are unsure whether or not your project fits within them, please request a call back (<https://www.henrysmithcharity.org.uk/contact-us/>) to 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.

We make grants to fund charitable work. 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.

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

It normally takes between three and six months for a decision to be made on applications to the County Grant programme. All 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.

## 2. What you can apply for

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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 Abuse**

Advice, support and secure housing projects for families affected by domestic abuse or sexual abuse. 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.

**Sex Work & Trafficking**

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

**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.

### 3. What we do not fund

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#### **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 visit the [Frequent Questions](#) section 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
  - 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
  - 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)
- Startup 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 three counties where this programme operates
- Organisations which do not have an up to date safeguarding policy

## 4. Application process

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Applications for the County Grants programme can be submitted via our online application process.

To submit your application, please follow the steps below.

### 1. Read our guidelines for the County 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 County 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 County 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 – 3 to 6 months**

- All applications are reviewed by our Grants Team.
- Applications are then passed to the Trustees for review. During this time you may be contacted for some additional information, or for an assessment visit.

## **Decision**

- Decisions are made quarterly by the Trustees.
- We cannot guarantee which Trustee meeting your application will go to, as this depends on the number of applications we receive.
- Within two weeks of the Trustee meeting we will send you an email 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. Knowingly providing false information will invalidate any application or grant

## 5. Useful Information

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- 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. This applies to grants of all lengths, and regardless of whether the new application is for the same or different work.
- Under the County Grants programme, we can only make payments to registered charities. If your organisation is not a charity, you must nominate a local registered charity to accept payment on your behalf.

### Monitoring & Evaluation

Organisations awarded multi-year grants will need to complete a progress report form each year. This must be received and approved by us before the next year's grant can be released. When your report is due, we will send you an email with a link to access your online report via your account **one month** before the date your report is due.

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.