



Grant Guidelines

The High Sheriff of Gloucestershire's Grants Programme

What is the High Sheriff of Gloucestershire's Grants Programme?

The High Sheriff of Gloucestershire's Grants Programme aims to encourage groups, especially of young people, to be involved in challenging activities, which can help to divert and deter them from anti-social behaviour and crime. The programme offers young people a great chance to show how constructive they can be in their communities and what they can do to help themselves and others in their neighbourhood.

Grants will support activities organised for and by young people that aim to combat anti-social and criminal behaviour, promote healthy living, stimulate personal development and encourage inclusion.

Grants will be considered at three annual grants panel meetings to be held in **February**, **June**, and **October**. Small grants of up to **£500** may be fast-tracked and considered within two weeks of receipt.

What you can apply for

This grants programme aims to support activities for young people that will:

- Divert young people away from crime and/or anti-social behaviour
- Prevent and deter young people from crime and/or anti- social behaviour
- Help to raise the confidence and self-esteem of young people, particularly those at risk of becoming involved with criminal activities
- Provide informal learning and development opportunities
- Improve the health and wellbeing of young people

Applications must demonstrate how their proposed project will deliver one or more of the above.

Priority is given to groups that:

- Deliver a project/activity that reflects the concerns and priorities of the target beneficiaries and fits well with existing community activities/services
- Demonstrate they are well connected within the local community and their project involves working in partnership with local organisations and groups
- Have secured some level of match funding from their own fundraising activities (excluding any grants from other community foundation programmes)

Size of Grants

Grants are available for up to **£2,500**. Small grants of up to **£500** may be fast-tracked and considered within two weeks of receipt.

Examples of previous grants:

- £2,500 towards a summer play scheme for children in a deprived area of South Gloucestershire which experiences high levels of crime
- £2,000 towards a programme of community-led drop in youth cafés in the Forest of Dean
- £2,500 towards a music rehabilitation and education programme for young offenders in a secure prison unit
- £2,000 towards an early intervention programme of animal therapy for young people excluded from school
- £750 towards multi-generational community-led work to support community cohesion in an area of Gloucester where young people are at risk of becoming involved in crime.

What we do not fund

- Individuals – although in exceptional circumstances they may be considered
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups promoting religious beliefs.
- Arts projects with no community or charitable element.
- Sports projects with no community or charitable element.
- Projects that take place before an application can be processed.
- Activities that are intended to raise funds for other organisations.

As a general rule this grants programme will not fund groups that already have an established social responsibility. This includes local authorities and town councils, housing associations and schools. Also, please note that vehicles, conferences, exhibitions and other one-off events are usually given a low priority.

How to apply

You will need to complete an application form. You can apply online on the Gloucestershire Community Foundation's website at www.gloucestershirecf.org.uk. As well as the completed application form you will also need to provide the following:

- A copy of your organisation's governing document/constitution/set of rules that set out the purpose of your organisation and how it is managed.
- A list of the names and addresses of your group's management committee. This should be at least three unrelated people.
- Evidence of a bank account in the name of the organisation. The bank account must have at least two signatories. Alternatively, if you belong to a small organisation that does not have a bank account, another charitable organisation can look after the funds for you. But, you must provide written authorisation from the organisation that will do this.
- A copy of your organisation's most recent accounts or financial information that show your organisation's balance of funds, income and expenditure. If you do not have financial records that cover a full year, then you will need to provide the records you currently have.
- A copy of your organisation's safeguarding policy if you work directly with children or vulnerable adults.
- The contact details of a referee. The referee should know the work of the applicant organisation in a professional capacity but not be directly involved in their work.

Please note, applications cannot be assessed if the above supporting documents are not provided.

What will happen next?

Applications may be submitted at any time before the published deadlines. Please see www.gloucestershirecf.org.uk for deadlines for this grants programme. Fast track applications may be made for funding less than £500. You will usually be given a decision within a fortnight.

Each application will be fully assessed by the Community Foundation. They may contact you for further information. Those applications requesting above £500 will be considered by a grants panel including the High Sheriff of Gloucestershire. There are generally three grants panel meetings throughout the year.

You will be advised of the outcome of your application within a week of the panel meeting, and a Conditions of Grant Offer letter and acceptance form will be forwarded for you to sign and return. This will explain both general and any project-specific conditions that the Trustees are applying. Sometimes a final decision may be subject to a member of the grants panel visiting you to discuss your application. On receipt of the acceptance form, the funds will be released.

Monitoring and evaluation

At an appropriate time, usually six months, after the grant has been paid we will send you a grant monitoring report form. This form asks for details of how the grant was spent and what was achieved. In addition, a member of staff or a member of the grants panel may contact you to arrange a visit to find out more.

How we collect and hold your data

The personal information collected via the application form is collected to solicit and process applications for grants from Gloucestershire Community Foundation. All information is collected in accordance with the Data Protection Act 1998 (DPA), and the General Data Protection Regulations 2018 (GDPR). By completing an application form, you are giving consent for the information to be collected and for the Community Foundation to communicate with you/your organisation. We hold all personal information on our secure Customer Relationship Management database; grant related information is disclosed to grant panel members and to donors. We publish lists of grants awarded, and we use data in our publicity, but we anonymise details of any individual grantees. If you feel that any other information about your application or project should not be made publicly available, please contact us to discuss this.

Please refer to our Privacy Policy at <https://www.gloucestershirecf.org.uk/privacy-policy>

Need more information?

If you need more information about the High Sheriff of Gloucestershire's Grant Programme please contact:

Name: Sarah Sharma, Grants Manager
Phone: T: 01242 851357 M: 07444124390 (Wednesday-Friday)
Email: grants@gloucestershirecf.org.uk
Post: The Manor, Boddington, Cheltenham, Gloucestershire GL51 0TJ

Registered Charity Number: 900239