



## Grant Guidelines

### The High Sheriff of Gloucestershire's Grants Programme

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#### 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 usually held in **February, June/July, 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
- Help to raise the confidence and self-esteem of young people at risk of becoming involved with criminal activities
- Provide informal learning and development opportunities for young people at risk
- Improve the health and wellbeing of young people at risk of becoming involved with or impacted by crime

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

Priority is given to groups that:

- Deliver activities to young people at risk of becoming involved with crime or anti-social behaviour
- 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**. Due to the demand for funding, we can only award grants up to a maximum total of £2,500 to any one organisation during a 12 month period. 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
- Organisations with less than three unrelated Trustees or Directors
- 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/trips are usually given a low priority.

Please see below for additional notes about the organisations we will support:

### Community Interest Companies (CICs)

We will consider applications from Community Interest Companies (CICs) that:

- Demonstrate they have clear charitable purposes and that their work has a defined social benefit.
- Are registered with Companies House
- Have three or more unrelated directors
- Have an appropriate 'asset lock' clause in the Articles of Association showing that your organisation's assets will be distributed to a named not-for-profit organisation with similar charitable aims in the event of closure
- Are Companies Limited by Guarantee, as opposed to Companies Limited by Shares
- The salaries and benefits of any paid directors are approved by a majority of non-executive directors and are reasonable and proportionate to the work they do and the financial position of the organisation
- In addition to the above, to be eligible, non-charity social enterprises must provide a plan explaining how the organisation is or aims to be financially resilient with trading as a core part of its income. If we agree the plan is appropriate for the social enterprise's age and size, we can consider applications for: reasonable direct costs of services that address a new or unmet community need, or which provide new ways of addressing issues; building the organisation's capacity to develop and run such services.



Here are links to some useful information from the Office of the Regulator of Community Interest Companies:

- [How to form a CIC](#)
- [Community Interest Companies: Guides](#)

### **Statutory Organisations**

We don't fund work that statutory bodies (such as schools, GPs, hospitals or local authorities) have a duty to provide. We do not fund work that duplicates or substitutes these activities. We can consider applications for additional services that are beyond the state's responsibility. In these cases, we would expect you to show clear evidence that this is an additional service and that it is for the benefit of the wider community.

### **Reserves**

There is no limit to the size of organisation that may apply to High Sheriff Grants Programme. However, applicants with more than nine months of annual expenditure in unrestricted reserves will be considered a low priority for funding. If your organisation is holding significant reserves you will need to make it clear why these reserves cannot be used to cover the cost of the intended project or activity.

### **How to apply**

We are making some changes at GCF to try to improve our application process and reduce the number of unsuccessful applications. We are trialling a two-stage process. If you have any questions or feedback please do get in touch with Sarah Sharma on [grantsmanager@gloucestershirecf.org.uk](mailto:grantsmanager@gloucestershirecf.org.uk)

Please complete an online Expression of Interest form on our website [www.gloucestershirecf.org.uk/grants](http://www.gloucestershirecf.org.uk/grants)

You can return to your online expression of interest form as many times as is needed and save it as you go along. The online form link can also be shared with colleagues, or other parties, if more than one person needs to contribute to the form.

Once received, our grants team will review the expression of interest form and contact you to let you know the next steps, either inviting you to complete a second stage application form and the application timelines or advising you of the reasons why your proposed funding request is unlikely to be eligible.

Each expression of interest will be reviewed against all of our open grants programmes so that we can advise you of any relevant funding available for your proposed project so there is no need to duplicate expression of interest forms across our different grant programmes.

As part of the full online application process you will be asked to attach the following supporting documents:

- A constitution/governing document/set of rules, that sets out the purpose of your organisation and how it is managed.
- A copy of your most recent annual accounts or financial records (if not already publicly available). If you do not have financial records that cover a full year then you will need to provide the records you currently have.
- A safeguarding policy if your organisation works directly with children or vulnerable adults.



If your application is successful, we will also request a copy of a bank statement or other evidence of a bank account in the name of your organisation. The bank account must have at least 2 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.

Please note, applications will be rejected if these 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](http://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.

### **Reapplying?**

Groups can reapply for funds from the Main Programme 12 months after their last award. Please note that if a group has received three consecutive High Sheriff Grants, then we expect that they try to seek funding elsewhere for at least one full calendar year before re-applying. If you are unsuccessful you may reapply at a time suitable to yourselves though we advise that you speak with the Grants Officer first.

### **Monitoring and evaluation**

At an appropriate time, usually six-12 months, after the grant has been paid or at the date when you have told us the funded work will be complete, 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, trustee or 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: Gill Carson, Grants Officer  
Phone: M: 07879 637658 (Tuesday and Thursday)  
Email: [grantsofficer@gloucestershirecf.org.uk](mailto:grantsofficer@gloucestershirecf.org.uk)