



Gloucestershire
Community Foundation

Grant Guidelines

The High Sheriff of Gloucestershire's Grants Programme

What is Gloucestershire Community Foundation?

Gloucestershire Community Foundation manages funding on behalf of individuals, companies, charitable trusts and statutory agencies. This enables us to make grants to charitable groups in the County of Gloucestershire. This programme is available to charitable organisations in South Gloucestershire. We have several grant programmes to which groups can apply, of which the High Sheriff Programme is one.

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

The High Sheriff of Gloucestershire's Grants Programme aims to encourage young people to be involved in challenging activities which can help to divert and deter them from anti-social behaviour and crime.

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. 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 be considered at three annual grants panel meetings to be held in **February, 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**.

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.

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. Please note that vehicles, conferences, exhibitions and other one-off events are usually given a low priority.

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.

How to apply:

We have a two-stage application process which aims to reduce the number of unsuccessful applications. Applications may be submitted at any time before the published deadlines. Please see <https://gloucestershirecf.org.uk/grant/high-sheriff-of-gloucestershire-grants-programme/> for deadlines for this grants programme.

Stage one: Expression of Interest

Please complete an online Expression of Interest form on our website:

<https://gloucestershirecf.org.uk/grant/high-sheriff-of-gloucestershire-grants-programme/>

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 if more than one person needs to contribute to the form.

Once you have submitted your expression of interest, our grants team will review your initial application. They will then contact you to either invite you to complete a full application form (usually within two weeks of the deadline for expressions of interest) or advise 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. There is no need to duplicate expression of interest forms across our different grant programmes.

Stage two: Full application

You will need to complete a full application form. The link to this will be sent to you by the Grants Team if your expression of interest is successful. Please carefully read the grant criteria and ensure that you fully describe how your project meets the grant priorities and criteria.

As well as the completed application form you will also need to provide the following:

1. 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.
2. 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. If these are publicly available, either at the Charity Commission or at Companies House, you do not need to provide these documents.
3. A copy of your organisation's safeguarding policy if you work directly with children or vulnerable adults.
4. 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.
5. Evidence of a bank account in the name of the organisation will be required if your application is successful. 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. You must provide written authorisation from the organisation that will do this.

What will happen next?

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 and other volunteers with an understanding of Gloucestershire's communities and young people. Panel meetings are usually held 6-8 weeks after the full application deadline.

You will usually be given a decision within a week of the panel meeting.

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 High Sheriff of Gloucestershire Programme 12 months after their last award. Please note that if a group has received 3 consecutive High Sheriff Grants, then we expect that group to try and seek funding elsewhere for at least one full calendar year before re-applying.

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 asks for details of how the grant was spent and what was achieved. 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, please contact:

Name: Helen Wolfson, Grants Officer

Phone: M: 07879 637658 (Tuesday, Wednesday, and Thursday)

Email: grantsofficer@gloucestershirecf.org.uk