



Grant Guidelines:

The High Sheriff of Gloucestershire's Grants Programme

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

The Programme aims to encourage groups, especially of young people, to be involved in challenging activities, which can be shown to serve a purpose in diverting and deterring 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.

Following a major commitment of funds by the Police and Crime Commissioner in 2013, the Fund is able to support a wide range of initiatives, many of which are likely to be referred by the Police or by organisations with objectives in line with those of The Fund.

The programme 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 two or three annual grants panel meetings throughout the year, typically in February, May and October.

What you can apply for

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

- Divert young people away from crime
- Help to raise the confidence and self-esteem of young people,
- 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)

**Examples of previous grants:**

- £2,500 towards a summer play scheme for children in a deprived area of South Gloucestershire
- £2,500 towards a music rehabilitation and education programme for young offenders in a secure prison unit
- £2,000 towards a programme of community-led drop in youth cafés in the Forest of Dean
- £800 to fund first aid training equipment for a Sea Cadet group

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 via our portal on our website at www.gloucestershirecf.org.uk. 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. You will usually be given a decision within a fortnight.

Each application will be fully assessed by Gloucestershire Community Foundation. We may contact you for further information. Those applications requesting above £500 will be considered by a grants panel including the High Sheriff of Gloucestershire.

You will be advised of the outcome of your application within two weeks 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 (DPA 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:

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