

Guidance notes

Overview

The Anna Maria Fund has been established by Charities Aid Foundation. The fund will distribute up to £129,500 per annum for 5 years to small voluntary and community groups, small charities and other types of not for profit organisations provided that the purpose of the funded activity is wholly charitable.

The Anna Maria Fund is designed to help voluntary organisations, community groups and small charities that operate in Kingston Upon Hull and/or East Riding of Yorkshire.

The fund will provide grants for charitable activities that:

- Provide transport and recreational opportunities to assist people in overcoming depression, isolation or mobility issues
- Support adults 40 years of age and over who are suffering from physical or mental health problems

Priority will be given to projects that can demonstrate that they will make a real difference to people's lives.

Funding Available

Grants are available of up to £30,000. Multi-year funding (i.e. up to £10,000 per annum over 3 years) will also be available where it can be clearly demonstrated that this will provide maximum benefit to the client group. We aim to make around 5 large grant awards each year.

Generally grants should be sufficient in size to make a significant difference to your organisation and client group however if you need a smaller grant in the first instance as seedcorn funding in order to develop your larger project then please outline this in your expression of interest and detail how it will help you to work up to a larger project.

Impacts

The Anna Maria Charitable Trust aims to achieve the following long terms impacts

- An increase in inclusive activities for people to engage in
- People feel increased confidence to engage in local activities for pleasure
- People have better access to mainstream and inclusive leisure/support activities
- People feel increased confidence to play a greater role in their community
- Communities are more inclusive, welcoming and supportive
- People are more able to manage their own long term health conditions
- People are more able to 'live better' into older age remaining active and feeling well

Examples of the type of activity that might be supported:

- Projects aimed at supporting people to access mainstream or sustainable transport
- Accessible luncheon clubs including transport to remove barriers to access
- Creative or performing arts projects

- Counselling services for people living with mental health conditions
- Support groups to help people manage long term health issues
- Projects aimed at increasing access to exercise for vulnerable or disadvantaged groups
- Inclusive and accessible education and training opportunities for people with mental health issues
- Supported volunteering or employment opportunities

This list is not exhaustive and provides just a selection of possible examples of projects that can help to achieve the long term impact ambitions of the fund.

Eligibility

Groups must:

- Be a voluntary organisation, community group, small charity or other type of not for profit organisation with charitable aims
- Have a constitution or governing document
- Have been in existence for at least 6 months
- Have a bank account in the name of the group
- Be operating in Kingston Upon Hull or East Riding of Yorkshire (within the boundary of the area served by Hull City Council and East Riding of Yorkshire Council)

Two Ridings Community Foundation welcomes applications from charitable and voluntary groups with very few exceptions however some types of work cannot be funded.

Who can apply?	Who cannot apply / what work will not be supported?
<ul style="list-style-type: none"> • Registered charities • Smaller groups that may not be registered as a charity <u>provided</u> that the purpose of the grant is wholly charitable • Other types of not for profit organisation for work which is wholly charitable. <p>Priority will be given to work which:</p> <ul style="list-style-type: none"> • Addresses needs identified by local people • Fulfils needs not already being met • Supports community involvement • Demonstrates a commitment to equal opportunities through activity • Projects where the grant covers a significant proportion of the costs 	<ul style="list-style-type: none"> • Private Businesses • General appeals or sponsorship • National organisations and their affiliates • Work which has already started or taken place • Work normally funded from statutory sources • Work undertaken by or on behalf of statutory bodies • Work undertaken by/ on behalf of schools, colleges or universities as part of their statutory curricular activities • Work for the advancement of religion • Work where the main beneficiaries are animals • Work which does not directly benefit people living in the area of benefit • Overseas holidays or trips

The Process

- In the first instance we are inviting expressions of interest where potential applicants can outline their project idea.
- The expression of interest form is available for download on the Anna Maria Charitable Trust page on the TRCF website www.tworidingscf.org.uk
- Full applications will be by invitation only and projects will be selected based on those that in the opinion of TRCF have the most potential to achieve the long term impacts of the fund. In addition, we will be looking for a good geographical spread and diversity of projects across Hull & East Yorkshire. This may mean that even though you have a strong project it may not be selected because funds are limited and other areas may be prioritised depending on the type and spread of projects proposed or already undertaken.
- As funds are limited, an invitation to apply may not be offered straight away but your details may be stored for future reference. In addition to the open expressions of interest process, we will also be soliciting applications throughout the year from projects that can further the aims of the fund.
- Groups that have submitted a successful expression of interest will be sent a link to the full online application process and a deadline date for submission will be agreed with the group.
- Supporting documents will be required and an application will only be considered complete when all supporting information has been received either attached to the online application or by post.
- All eligible applications will be assessed. An assessor may contact you to obtain further information or to arrange an evaluation. This may be over the telephone or in person.

Decisions will be made by Charities Aid Foundation and following receipt of a full application we would expect to be able to communicate a decision to the applicant within 8 weeks.

Following the panel meeting, we will contact you by email to let you know the outcome.

Monitoring and Evaluation

When your project is complete, you must fill in an End of Grant Monitoring Form. This is available as an online form very similar to the online application form and should your application for funding be successful the link to your end of grant report will be sent to you when your grant payment is made.

We aim to undertake monitoring visits on a proportion of funded applications and we will contact you to arrange a visit if this is required.

Successful applicants **must** ensure that the Foundation is included in any publicity and our logos will be provided for this purpose. Any funding should be referred to as the Anna Maria Charitable Trust (CAF) administered by Two Ridings Community Foundation.

For full applications, supporting documents if not attached to the online application form should be emailed to grants@tworidingscf.org.uk. If this is not possible, paper copies can be sent to Two Ridings Community Foundation, Pavilion 2000, Amy Johnson Way, York YO30 4XT.

If you require any assistance with the development of your project idea or completion of your expression of interest or full application please contact Two Ridings Community Foundation on 01904 929500.