

Overview

The Step Change Grants fund has been established by the generosity of the Joseph Rowntree Charitable Trust to provide organisations based in the City of York with the opportunity to apply for funding which can contribute to the running costs of their organisation and within this also provide the necessary 'step change' needed to increase their capacity to respond to needs in their particular community and take their organisation towards sustainability and/or expansion. This fund forms part of the Two Ridings Community Foundation's Vital York programme which aims to make York a better and fairer place to live. Priority will be given to applicants that can clearly demonstrate how they are working to address the following themes identified in the Two Ridings Community Foundation's *Philanthropy in York* report

- Inequality & hidden poverty
- Health & wellbeing
- Loneliness & social isolation

The work/activity should reflect the concerns and priorities of the target beneficiaries and fit well with existing community services/activities.

Groups must be able to demonstrate how a grant for running costs will help to support the development of their organisation and enable them to make a 'step change', however small, to assist with moving their organisation towards sustainability and/or expand the provision of their services.

Funding is not available for capital costs except where small equipment purchases form part of a revenue bid for running costs and organisational development for example a lap top or computer to assist with administration.

The fund will distribute up to £50,000 per annum in grants of up to £10,000 to small voluntary and community groups, small charities and other types of not for profit organisations provided that they can clearly demonstrate that the purpose of the organisation is wholly charitable.

Who can apply?

Step Change Grants are targeted at small organisations with charitable aims where a small amount of money can make a significant difference. Applicants must be based and working in the area served by City of York Council.

Examples of the type of activity that could be supported:

Overheads

- Rental costs
- Heating, lighting, water rates
- Core staff costs
- Stationery, small capital items, internet
- Volunteer costs

Organisational development

- Staff training
- Trustee training
- Volunteer training and management
- Fundraising
- Business planning and development
- Developing monitoring and learning
- Marketing and communications

How much do we award?

Grants of between £5,000 and £10,000 are awarded from this programme. The amount approved can be used to cover up to two years activity.

When can you apply?

Please see the Step Change Grants Programme page on our website www.tworidingscf.org.uk for the current application submission deadline, or contact our office for details.

General Eligibility

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

Who cannot apply?

- Private Businesses
- Organisations based outside the area of benefit
- 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 as part of their statutory activities
- Work undertaken by/ on behalf of schools, colleges or universities as part of their statutory curricular activities
- Work for the advancement of religion (applications can be accepted from religious groups working in the community provided that the main focus of the project is not proselytising)
- Work where the main beneficiaries are animals
- Work which does not directly benefit people living in the area of benefit.
- Overseas holidays or trips
- Organisations that mainly give funds to other organisations or individuals
- Military charities

How to apply

1.

2. Applying

- Ensure you are eligible and that the fund is currently accepting applications.
- Complete the online application form. A link to this is found on the Step Change Grants page of the Two Ridings Community Foundation website. You will need the following supporting information:-
 - A constitution/governing document/set of rules that sets out the purpose of your organisation and how it is managed.
 - Contact details of your management committee/board of trustees/board of directors.
 - A copy of your most recent annual accounts or financial records 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 safeguarding policy if your organisation works directly with children or vulnerable adults.
- Attach your supporting documents to the online application or send these by post to Two Ridings Community Foundation, Pavilion 2000, Amy Johnson Way, York YO30 4XT.

Applications will only be processed when all documentation has been received

3. Assessment and Award

- 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.
- All Applications are considered by the Two Ridings Community Foundation Grants committee. The final decision cannot be changed and no discussion will be entered into although we will try to provide constructive feedback if we can. In certain circumstances applicants will be awarded a pledge. This is the promise of a grant if/when certain conditions are met.
- Following the panel meeting, we will contact you by email to let you know the outcome.

4. 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. You will not be eligible to apply for further grants from this scheme until we have received this form as it finalises your grant.

- 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.

If you require any assistance with the completion of your application please contact Two Ridings Community Foundation on 01904 929500.