

## OVERVIEW

The Two Ridings Community Foundation Small Grants Fund is aimed at helping small voluntary & community groups, small charities and other types of not for profit organisation with grants of between £200 and £2000 for projects which can help with either direct project costs or costs relating to the ongoing development needs of the organisation which will allow them to better meet the needs of their beneficiaries.

Priority will be given to organisations that support those that are most disadvantaged either because they are based in an area of disadvantage or because they work with a community disadvantaged for some other reason. Priority will also be given to work which addresses needs identified by local people.

Funding can be used for either project or core running and development costs. If you are applying for core running costs, please tell us how this will help to support your organisational development to meet the needs of your beneficiaries.

If you are applying for funding for a specific project, the scheme can fund 100% of project costs or can be part of a combination of funding to meet the full amount needed however it is unlikely that priority will be given to projects where the grant award would represent less than 20% of the total project cost.

It is unlikely that we will be able to offer any individual group more than one small grant in a 12 month period.

## ELIGIBILITY

### Who can apply?

#### Applicants must:-

- Be a small voluntary organisation, community group, small charity or other type of not for profit organisation provided that the purpose of the grant is wholly charitable
- Be based in North Yorkshire, East Yorkshire, York or Hull
- Have a constitution or governing document
- Have an annual income of under £100k per annum

#### Examples of the type of project that might be funded include:-

Volunteer recruitment

Volunteer training

Organisational running costs (overheads)

Purchase of equipment to extend activities to increase participation

Activity costs for young people in an area of disadvantage

Infrastructure support/ training to increase the capacity of the organisation

Building improvement projects to make venues more attractive and comfortable for users

## Publicity materials

This list is not exhaustive but gives an overview of the types of projects which may be a good fit with the current aims of the fund.

### **Who cannot apply/What work will not be supported?**

- 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
- 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

### **EQUAL OPPORTUNITIES**

The Foundation is committed to equal opportunities for all and expects groups and organisations applying for grants to show that they are aware of equal opportunities and can demonstrate commitment to them. (A copy of the Foundation's equal opportunities policy is available on request.)

### **THE PROCESS**

#### **1. APPLYING**

- a. Ensure you are eligible and that the fund is currently accepting applications.
- b. Complete the online application form. A link to this is found on the Small Grants Fund page of the Two Ridings Community Foundation website.
- c. Attach your supporting documents to the online application or send by email to [grants@tworidingscf.org.uk](mailto:grants@tworidingscf.org.uk)

#### **2. ASSESSMENT AND AWARD**

- a. All eligible applications will be assessed. An assessor may contact you by telephone to obtain further information.
- b. All Applications are considered by a panel. 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.
- c. Following the panel meeting, we will contact you by email to let you know the outcome, we aim to give you a decision within 4 weeks of receiving your application.

#### **3. MONITORING AND COMPLETION**

- a. When your project is complete, you must fill in an End of Grant Monitoring Form. This will be an online process similar to the application and a link to this form will be sent with your offer of funding if your application is successful. You will not be eligible to apply for further grants from this scheme until we have received this form as it finalises your grant.
- b. We aim to visit a proportion of funded applications and we will contact you to arrange a visit if this is required.
- c. Successful applicants **must** ensure that the Foundation is included in any publicity and our logo's will be provided for this purpose.

Supporting documents if not attached to the online application form should be sent by email to [grants@tworidingscf.org.uk](mailto:grants@tworidingscf.org.uk)

**If the supporting documentation is not received within 4 weeks of the date of submission of the online application, or by the advertised closing date where applicable, the application will be withdrawn.**

If you require any assistance with the completion of your application please contact the Grants team at Two Ridings Community Foundation on 01904 929500, we shall be happy to help.