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| Step Change Grants | **Guidance Notes** | **A logo with colorful dots and circles  Description automatically generated** |

**What is funding for?**

Funding is available for groups to make a necessary ‘Step Change’ needed to increase their capacity or support them towards sustainability, and as part of that, to contribute towards running costs.

You must also be able to demonstrate a ‘Step Change’. This means that this grant will support your organisation to become more stable and resilient. For example, maybe you need your rental costs covering for six months whilst you work on establishing new income to cover future rent. Perhaps you would like to train your staff or volunteers so that they are better equipped. Or, you recognise the need for increasing your administration hours to review policies and procedures. In summary, you should be able to demonstrate how your organisation would be better off after receiving funding.

As part of your Step Change, the grant scheme also funds core overhead costs (rent/ heating/ lighting etc).

Organisations should be working towards at least one of the following priorities:

* No poverty
* Good health and wellbeing
* Reduced inequalities
* Decent work and economic growth

Some examples of what the fund can support are below (this list is not exhaustive):

Organisational development

* Staff training
* Trustee training
* Volunteer training and management
* Fundraising
* Business planning and development
* Developing monitoring and learning
* Marketing and communications
* Purchasing software to support your organisation

Overheads

* Rental costs
* Heating, lighting, water rates
* Core staff costs (administration / finance / management / volunteer coordinator)
* Stationery, small capital items, internet
* Volunteer costs

**The fund will NOT support the following:**

* Project / activity costs – we understand that staff and project delivery are important to organisations but that is not the focus of this fund. By project we mean activities such as lunch clubs, youth sessions, educational classes etc.
* Capital costs – small capital items can form part of the budget but should not make up more than 20% of the amount applied for.

**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. You can apply if you are based in, or serving the people of:

* **Rural** North and East Yorkshire
* Hull
* York

You are unlikely to be successful if you are based in urban north and east Yorkshire.

**How much do we award?**

You can apply for up to £10,000.

**Overview**

The Step Change Grants fund was initially established by the generosity of the Joseph Rowntree Charitable Trust – grants were distributed 2018-2020 to support groups based in York. The programme has had a positive impact on those groups funded – some were able to change their finance software saving them time, others applied for funding for a dedicated fundraiser to support their diversification of income streams and others looked at training of staff and trustees (you can see everything that has been funded on the Step Change webpage). Thanks to other other generous funders, this round also covers Hull and rural north and east Yorkshire.

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 laptop or computer to assist with administration.

**The deadline for applications is the 9th January 2024.**

**General Eligibility**

Your organisation or group does not have to be a charity registered with the Charity Commission but all groups applying to Two Ridings CF for funding do need to:

* Work primarily for the benefit of people in **rural** North and East Yorkshire, York and Hull
* Be ‘not for profit’ (we have additional requirements when considering a request from a Community Interest Company and [further information can be found by clicking here](https://www.tworidingscf.org.uk/wp-content/uploads/2019/01/Community-Interest-Companies.pdf))
* Have a governing document (also known as a constitution, rules, memorandum, or articles of association) outlining charitable objectives and with a charitable dissolution clause
* Have a bank account in your group/ organisation’s name with at least two signatories, who are not related to one another
* Be locally led and run (including locally constituted and managed branches of national charities)
* Have at least three unrelated trustees, directors or management committee members

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| **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 |

**How to apply**

1. **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, Clifton Moor, York YO30 4XT
* **Applications will only be processed when all documentation has been received**

1. **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.

1. **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 logo’s will be provided for this purpose.

Supporting documents if not attached to the online application form should be sent to:

Two Ridings Community Foundation, Pavilion 2000, Amy Johnson Way, Clifton Moor, York YO30 4XT

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