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|  | Dulverton Trust Fund**Guidance Notes** | Two Ridings Logo - Colour (transparent background) |

**Overview**

The Dulverton Trust Small Grants Fund has been developed to support charitable activities addressing local needs.

Applications are welcome from small organisations with an income turnover under £200,000 that are working towards the following priorities:

* Youth Opportunities
* General Welfare
* Conservation and Preservation

The main aim of the fund is to:

* Support local solutions to meet local needs
* Promote community cohesion
* Develop sustainable and supportive communities
* Provide social and educational development opportunities
* Support general conservation and protection of wildlife habitats
* Support the protection of heritage assets and the preservation of heritage skills

The fund can support direct project costs, core organisational costs and development opportunities as long as you can evidence you are working towards the priorities and aims highlighted above.

There fund **will not** support funding related to the following areas:

* work that addresses the impact of mental or physical illness, or specific health conditions. This includes the delivery of healthcare including treatment, medical research, counselling and therapy, and treatment relating to drug and alcohol misuse
* advancing religion
* the arts, including theatre, music and drama (except when used as a means of achieving one of our funding priorities)
* sports\*, including sports centres and individual playing field projects (except when used as a means of achieving one of our funding priorities)
* animal welfare or projects concerning the protection of single species
* expeditions or volunteering overseas
* conferences, cultural festivals, exhibitions and events
* research projects
* campaigning or lobbying
* individual schools or other educational establishments (except where there is a benefit to the wider community)
* grants to individuals
* retrospective grants
* direct replacement of statutory obligation and public funding
* major building projects, including the purchase of property or land

**Grants**

 **£5000** – available to groups

**Funding is not available for capital costs alone** 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.

Because we are keen to get the grants to groups where a small amount of money can make a real difference, we will only consider applications from organisations with an **income of under £200k per annum**. This is based on your most recent annual accounts and/or current forecasts.

**When Should I apply?**

The next deadline is 5th of April 2024, with decisions at the end of June 2024.

There will be a further deadline on the 16th of August 2024, with decisions mid November 2024.

The last deadline will be the 4th of December 2024, with decisions at the end of February 2025.

We will keep the fund open until December 2024. If you miss a deadline, your application will be considered at the next panel.

**Success Rate**

The Dulverton Trust has strict criteria for what they can fund. If you aren’t sure you meet the criteria, please get in touch first. In the first open round, 46% of applicants were successful.

**General Eligibility**

Applications will be accepted from: -

* constituted voluntary and community groups
* registered charities
* co-operatives
* social enterprises
* community interest companies (CIC’s will be subject to additional scrutiny as outlined in our grant making policy)

**The Process**

**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 Dulverton Trust Fund page of the Two Ridings Community Foundation website https://www.tworidingscf.org.uk/fund/the-dulverton-trust-fund/
* Attach your supporting documents to the online application or send these by email to 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. Applications will only be processed when all documentation has been received.**

**Assessment and Award**

* All eligible applications will be assessed. An assessor may contact you to obtain further information or to arrange an evaluation.
* All Applications are considered by a special panel and its recommendations are ratified by the Board of Trustees. 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.

**Monitoring and Completion**

* 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.

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

 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 Two Ridings Community Foundation on 01904 929500.