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|  | **The Williams Family Fund****Guidance Notes** |  |

**Overview**

The Williams Family Fund was established in 2022 by the Williams family to support children & young people in Yorkshire. The fund was set up by the family as they care deeply about supporting young people. The family want to create lasting impact and change for children and young people, particularly those who have experienced adversity.

The fund will focus on supporting charitable activity for the direct wellbeing of children, young people and their families in York, North Yorkshire, Hull, East Yorkshire and Doncaster based on addressing the following needs or priorities:

* Children in or coming out of care
* Young carers
* Children and families affected by fostering and/or adoption
* Children living in poverty
* Increasing opportunities for children and young people
* Social care
* Providing the digital infrastructure and other support to enable children and young people to access education and other activity that promotes learning

N.B Social Care is a term that generally describes all forms of personal care and other practical assistance for children or young people needing extra support.

**Types of Projects that may be supported**

Funds will be used to support project activity that supports the above priorities. Examples of types of projects that could be supported include:

* Providing digital infrastructure & other support to enable children and young people to access education, training and other activity that promotes and supports their learning and growth.
* Resourcing activities that support children and young people to learn and develop
* Support to parents to enhance their parenting skills

**Amount Available**

Grants are available up to £10,000.

The amount applied for can be used to cover activity costs for up to 2 years. For example you may apply for £10,000 for a project lasting 12 months or you may apply for £10,000 for a project lasting 24 months. £10,000 is the maximum you may apply for.

This scheme supports full cost recovery – we would strongly encourage applicants to include a proportion of their overheads on this application. You can learn more about Full Cost Recovery here: <https://www.tworidingscf.org.uk/wp-content/uploads/2019/03/Full-Cost-Recovery.pdf>

**Deadline**

The deadline for the first round is 27th October 2022. Decisions will be made w/c 28th November 2022.

**Who can Apply**

Applications will be accepted from:-

* constituted voluntary and community groups
* registered charities
* co-operatives
* social enterprises
* community interest companies (CIC’s must meet our additional criteria: <https://www.tworidingscf.org.uk/wp-content/uploads/2019/01/Community-Interest-Companies.pdf>
* parish councils (provided that the purpose of the grant falls outside of the councils usual remit)
* schools (provided that the purpose of the grant falls outside of the schools usual curricular activities. The income turnover limit does not apply in this case)

As a general guide we consider a small charity to have an income of under £500k per annum. If your income is over this we may still be able to fund you. However we recommend that you contact us before making an application

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| **Who cannot apply/ what work will not be supported?** |
| * General appeals or sponsorship
* Work which has already started or taken place
* Work normally funded from statutory sources
* Work undertaken by/ on behalf of schools, colleges or universities as part of their statutory curricular activities
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**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 FUND PAGE of the Two Ridings Community Foundation website
* Attach your supporting documents to the online application or send these by post to Two Ridings Community Foundation, Pavilion House, Amy Johnson Way, Clifton Moor, York YO30 4XT or 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. This may be over the telephone or in person.
* 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. 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.

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

 Two Ridings Community Foundation, Pavilion House, Amy Johnson Way, Clifton Moor, York YO30 4XT or 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.