



The VTCT Foundation

Small Grants Programme

Information for applicants

1st May until 31st December 2018



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The VTCT Foundation Small Grants Programme

1 Aim

The aim of the Small Grants Programme is to support organisations in the visible difference field - whether research or service delivery - to develop their capacity and sustainability and thereby their impact.

2 Objective

Capacity Building of Groups

To support the management to develop the sustainability and accessibility of their organisation.

Examples could include funding for:-

- Enabling the employment of a staff member (including a first ever staff employee) to make a step change in impact
- Training of Trustees, staff or volunteers
- Facilitating regional and/or group activity to enable existing good practice to operate more widely and reach more people
- Piloting of a new project or service
- Improving publicity materials/web sites to target new client groups especially those who are harder to reach or with specific needs
- Updating IT equipment and systems particularly now that compliance demands greater (including GDPR)
- Core costs on a short term basis that allows the organisation to invest in both fundraising and services that underpin future viability

3. Who can apply to the Small Grants Programme?

- Applications must come from organisations which are based in the UK are formally constituted, not-for-profit, and operating for the benefit of those affected by appearance and visible difference issues.
- A management committee of at least three people with two independent cheque signatories (and online banking authorisers).
- An appropriate governing document which confirms the organisation is operating on a not for profit basis and includes, amongst other things, a

dissolution clause which outlines what happens to any assets should your organisation cease to operate.

- Have adopted appropriate governance policies and procedures.
- Able to provide a copy of the organisation's accounts from the most recent financial year.
- If you are a Community Interest Company you will be required to submit a CIC 36 or 34.

We will not fund:

- individuals, directly or indirectly
- statutory/public bodies
- organisations which exist solely to make a profit, with no community benefit
- any contribution towards purchasing a property nor the costs of purchase
- maintenance or improvement of a building or land your organisation does not own, the length of lease will be taken into account when reviewing the application

4. How much can you apply for?

The maximum grant is £25,000 and any one organisation is only eligible for one grant. We do not make grants of less than £1,000. Grants must be used within two years.

5. How do you apply?

To apply for funding you will need to answer a small number of questions detailing your proposed activity (see below). If you have any queries please contact either Amanda Shepard (Grants Manager) on 07968130339.

Completed applications and a copy of your latest annual accounts should be returned to Amanda Shepard at amanda.shepard@vtctfoundation.org.uk.

6. When should you apply?

This programme is open from 1 May 2018 and all applications must be received by 31st December 2018.

The Board of Trustees of the VTCT Foundation will be reviewing grants received on a regular basis as well as at their quarterly meetings in January, April, July and October.

7. How will applications be assessed?

The VTCT Foundation Small Grants Programme is designed to respond flexibly to the needs of voluntary and community organisations. It will not therefore impose unnecessary restrictions on what it will fund. However, there are criteria against which applications are assessed, and applicants should ensure that their application addresses the following:

- Is the applicant eligible? Is it a properly constituted voluntary or community group?
- Does the application meet the objectives identified for the small grants funding?
- Does the application show that the grant will meet a clear need identified by the organisation? How was the need identified?
- What is the activity which the grant will support? What is the evidence of the group's commitment to being involved in the activity or project and taking it forward?
- What will be the main outcomes of the work undertaken? How will it change the running of the organisation or affect the service users?
- Will the benefit be medium or long term? Is there a commitment to being involved in the activity or project and a strategy for taking the work or project forward?
- How will the benefits and outcomes be monitored?
- The application will be assessed against the financial information provided by the organisation.
- Is the proposal well-costed? How were the costs calculated? Where appropriate, have estimates been obtained? Are the costs for delivering the activity reasonable? Is it good value for money?

- Is the work or project deliverable within the proposed time-scales?
- Has the group previously received a grant from the VTCT Foundation. If so, how does this application relate to that grant?

8. What is the process for approving grants?

On receipt of your form, the VTCT Foundation will appraise your application using the above criteria, and produce a brief report, including recommendations or revisions. This will be presented to the Board of Trustees who will consider the application, make recommendations and decide whether to approve the grant. When a decision has been made, you will be notified of the outcome, and if successful sent a grant awarding letter outlining the conditions which apply, including how the work will be monitored and funding accounted for. After signing and returning the agreement, payment will be made.

1st May 2018