

## **GRANTS GUIDELINES**

### **1. Our Charity**

The St Giles & St George Education Charity wants to improve the educational opportunities of children and young people from birth to 25 years old who are resident, or attending an educational institution, in our area of benefit (Bloomsbury and south Westminster).

The Charity is a small place-based, independent grant-making foundation, which makes grants of approximately £250,000 per annum to a variety of charitable organisations (including schools and churches) that contribute to our mission.

### **2. Our Objects**

We admire the generosity of the original founders, whose gifts have ensured the charity could continue to support the education of financially disadvantaged children and young people in the area for over 350 years.

The objects of the charity are to promote the:

- (a) education of children and young people, including those in need of financial assistance resident or educated in Bloomsbury and south Westminster;
- (b) education in accordance with Christian principles of children and young people who are resident or educated in Bloomsbury and south Westminster.

In respect of the Charity's first object, the Trustees understand education in the broadest sense (as defined by the Charity Commission) and welcome applications for grants from a wide range of activities that extend the personal, social, moral, mental, physical and emotional development of children and young people, as well as enhances their learning.

In respect of the Charity's second object, the Trustees similarly interpret education in accordance with Christian principles broadly, and welcome applications from Christian schools and organisations, and from organisations whose work with children and young people is also in accordance with a broad understanding of Christian principles and education.

The Trustees welcome applications from organisations irrespective of whether or not those organisations have a specific Christian affiliation.

### **3. Our Values**

#### **COLLABORATIVE**

- We encourage partnerships between voluntary organisation, churches, and schools.
- We are keen to build relationships with other funders - to share information and reduce the fundraising burden where possible.
- We want to develop strong, trust-based relationships with the key voluntary organisations based in the area.

#### **RESPONSIVE**

- We seek to identify funding gaps and respond positively where we can.
- We encourage organisations to share information about local issues with us.
- We encourage feedback about our grants programme and application process.
- We try to be flexible in responding to the needs of all our grant recipients.

#### **INCLUSIVE**

- We will support initiatives that include ALL children and young people in trying out new opportunities and/or building their aspirations.
- We also recognise that being inclusive may mean focusing on those who are at risk of being left behind educationally (so they can take advantage of the same opportunities available to others).

### **4. Eligibility Criteria**

#### **Who and What We Fund**

- Registered charities;
- Social enterprises/CICs (there are additional criteria so please contact us before applying);
- Parish churches;
- State maintained schools and Academies;
- General costs including salaries, projects costs, capital expenditure on buildings or essential equipment.

#### **What we do NOT Fund**

- Charities or NGOs registered outside the UK;
- Grant-making organisations or endowment funds;
- General charitable appeals or circulars (please see our application process);
- Political projects;
- Work that has already taken place;
- Statutory obligations.

#### **We are unlikely to fund**

- Larger building projects including playground improvements;
- Registered social landlords;
- Independent schools;
- School trips to another country;
- Organisations with large unrestricted reserves or in financial deficit.

## 5. Our Grant Programmes

We have several grant programmes:

- **Small Grant** – Max £3,000 for a revenue or capital grant
- **Standard Grant** – Max £10,000 for a revenue or capital grant
- **Community Investment Grant** – Max £15,000 revenue per annum for up to three years
- **Strategic Grant** – Between £15-£50,000 revenue per annum for up to three years

### Small Grant

This programme can be used for a wide variety of activities that contribute towards improved educational opportunities for children and young people.

For example:

- School residential trips (mostly KS2);
- School outings to support curriculum topics;
- Children's activities at community events and festivals;
- Holiday play schemes and activities;
- Updating resources and materials;
- Continuing professional development for front line staff working with children and young people;
- Capacity building grants to support organisational development project such as strategic review, evaluation, or fundraising strategy.<sup>1</sup>

There is more information about the different grant programmes in the later section – How to Apply.

## 6. Types of Project

We are interested in supporting projects which fall roughly into five categories:

- Children & Families;
- Education & Learning;
- Emotional Well-being;
- Youth clubs & activities; and
- Christian Education.

The information below gives examples of projects we will consider, but we are always interested to hear about different projects that may not easily fall into these categories and will contribute towards the improvement of educational opportunities.

Our preference is for front line projects which work directly with children and young people, but we will consider research/feasibility studies, organisational development, capacity building, or professional development projects - usually under the Small Grant programme.

We do not expect projects to be new and innovative. We are happy to support the continuation of an existing project or programme that can demonstrate its effectiveness.

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<sup>1</sup> Capacity building grants are only available to organisations that the charity is already funding or has supported within the last three years.

## **Children & Families**

We seek to help parents and carers give their children the best start in life by supporting a variety of projects that help develop parenting skills, support those in need and prevent families from reaching crisis point.

Suitable projects or groups include:

- Play activities for children aged 0-10 years, outside the formal school setting;
- Services that provide support to families;
- Drop-in provision for under-fives including crèche provision and stay & play;
- Toy libraries;
- Parenting initiatives;
- Projects delivered in Children's Centres and Early Years settings.

We cannot support the core running costs of Children's Centres or provide funding for childcare.

## **Education & Learning**

We seek to support organisations that help raise the skills and attainment of children and young people, and encourage parental engagement in children's learning.

Suitable projects could include:

- Placing reading volunteers in schools to increase reading levels;
- Projects within school setting that enrich the curriculum and seek to engage and inspire children and young people in learning;
- Projects within school setting that support the develop of life skills (the PHSE curriculum);
- Supplementary schools, eg: core costs, tutor costs, English and Maths acquisition;
- Structured learning activities outside the school day, eg: reading help outside of school or homework club;
- Acquisition of new skills, eg: cookery programmes;
- Capital projects to re-purpose an internal space for educational purposes.

We do not fund:

- Statutory obligations to deliver the core curriculum;
- Salaries of people employed by the school or local authority;
- Playground improvements.

## **Emotional Well-Being**

The emotional health of young people is vitally important but often neglected by statutory providers. We seek to support projects that help young people most in need of support. We will consider applications from specialist mental health organisations or from schools seeking to deliver emotional well-being services.

Suitable projects could include:

- Individual or group therapeutic work with specific children or young people;
- More informal mentoring relationships that provide 1-2-1 support for the child/young person;
- Raising awareness of mental health issues.

We cannot support initiatives delivered by statutory mental health services or other health or publicly funded bodies.

## **Youth Clubs & Activities**

We are aware that youth work has been significantly affected by the reduction in local authority budgets and we are committed to supporting high quality, open access provision. This is mostly for children and young people aged 11+ but it may include some activities for children aged 8–10.

We will consider applications for:

- Activities for young people outside the school setting;
- Open access youth clubs;
- Open access adventure playgrounds;
- Engagement programmes aimed at a limited number of participants (these should be targeted at those facing disadvantage);
- Projects that raise awareness amongst young people about issues that may affect them, including E-safety; equality issues (eg: race, sexuality, gender, religion); homelessness; sexual exploitation and domestic abuse; youth offending;
- Projects that offer the opportunity to develop specific skills and lead into a coaching/ leadership role.

## **Christian Education**

We seek to maintain its historic emphasis on the support of religious education in accordance with Christian principles. We welcome applications from churches and schools within the area of benefit. It is anticipated the majority of applications under this theme would be a Small Grant.

Suitable projects include:

- Materials/resources to support Sunday School;
- Additional trips or resources to support religious education within school;
- Teacher training to enrich religious education within school.

## **7. How to Apply**

Please read our guidelines carefully to be sure that you understand what our grants criteria are and whether your proposed project fits them. If you are not sure, then please email or call us, as it can save us both time and resources.

The application process varies for the different grants programme so please check below.

<b>Grants Programme</b>	<b>Funding</b>	<b>Application</b>	<b>Deadlines</b>
Small Grant	Max £3000	Online form	Anytime – decision within 6 weeks
Standard Grant	Max £10,000	Online form	Quarterly
Community Investment Grant	Max £15,000 per annum for up to 3 years	Online form	Quarterly
Strategic Grant	Between £15-50,000 per annum for up to 3 years	Project Outline	Anytime

The **Small Grant** scheme has a simpler application process and quicker decisions, so that we can be more flexible in supporting smaller initiatives.

The **Community Investment** grant programme is only open to applicants who:

- have received funding from us within the last three years, AND
- can demonstrate a strong commitment to the local area through consistent service delivery and participation in local networks and partnerships.

Multi-year funding will be dependent upon receiving a satisfactory annual progress report.

The **Strategic Grant** programme is discretionary. We expect projects to work strategically, so there should be a partnership of charities or charities with schools that will address a specific need that has been identified within the local area. If you have an idea for a suitable project, then please send a short outline of your idea to the Clerk. Please do not send unsolicited applications.

The closing dates for the quarterly grant deadlines are advertised on our website where you will also find links to the online application form.

You are also required to send the following information to support your application:

- latest annual accounts
- budget for the project (except small grants)
- safeguarding policy
- job description for staff (if asking for a contribution towards salary costs)

## **8. What Happens to Your Application**

Submission: Our system will send you an automatic email to confirm your application has been submitted and will include a pdf of your application for your own records.

Acknowledgement: If you meet our eligibility criteria, then we will send you a confirmation email and your application will progress to the next stage.

Assessment: All applications are assessed. This consists of due diligence checks in relation to your safeguarding policy; financial health and completion of any previous grant awards. The proposed project will also be reviewed and assessed.

The Grants Officer may contact you if they require further information in advance of the Trustee meeting.

Please note that applicants for a Strategic Grant will be expected to make a short presentation to Trustees and answer questions about the project. We aim to visit recipients of Community Investment Grants before any approved grant will be released.

Notification: All applicants will be notified of the decision within two weeks of the meeting. You will receive a formal grant offer letter via email. This will be accompanied by our terms and conditions of grant, which we expect you to sign and return.

## 9. Payment of Grants

All grants are paid by electronic transfer, and we ask for your bank details in the application form. Grants are usually paid in one lump sum at the beginning of the project, once you have fulfilled any conditions requested in the grant approval letter. Any different payment arrangements should be clearly explained in the grant approval letter.

## 10. Our Grantees

All grant recipients should take up the grant offer within six months of the date specified in the offer letter, unless an extension is agreed in writing by the Charity. If the grant is not taken up or an extension agreed, the grant offer will expire.

We know that unexpected events occur to delay a project, it is very important to contact us as soon as possible if this happens to you.

All grant recipients should complete a progress report after approximately 12 months, whether that is the end of the project or just the first year of three. We are interested in hearing about the benefits of the project but also any lessons learnt from the project – perhaps if something did not go as expected. We will email you a link to complete the monitoring form online. We aim to undertake annual visits of all grantees receiving multi-year grants.

### General Expectations of Grantees

- Projects should seek to engage with parents and carers as much as possible with their child's learning or activities.
- Grants should enhance the ability of certain groups to access programmes, activities and educational opportunities, where they are traditionally under-represented.
- Organisations funded by us should have appropriate safeguarding policies and procedures in place. We will ensure that your policy meets certain minimum standards.
- Schools are expected to demonstrate ownership of and commitment to a project, typically by a financial contribution or dedicating staff time.
- Youth clubs that approach us for support should be engaging with London Youth and working towards at least the Bronze Quality Mark.
- Supplementary schools that approach us for support should engage with the National Resource Centre for Supplementary Education.
- Music projects working in partnership with schools should demonstrate that they have a relationship with Westminster Music Hub.
- Counselling and psychotherapy projects that support children and young people must provide evidence of membership of the appropriate professional bodies and provide clinical supervision to their practitioners.

## 11. Applying Again

There are no time limits on when you can apply again if your application is unsuccessful or if your project is coming to an end.

If you have received a Small Grant or Standard Grant for three consecutive years, any further applications within the next 12 months will not be considered as a priority.