

GRANTS GUIDELINES

| | |
|--------------------------------|---------|
| Our Strategic Ambition | Page 2 |
| Our Funding Model | Page 4 |
| Our Grant Programmes | Page 5 |
| How to Apply | Page 7 |
| What happens next? | Page 8 |
| Applying Again | Page 9 |
| Examples of Project activities | Page 10 |

Our strategic ambition

Our vision is that all children and young people growing up in south Westminster and Covent Garden are able to fulfil their potential.

We create positive change by funding a wide range of learning and educational opportunities that enable children and young people to build their aspirations, skills and confidence – at home with their family, at school and within their local community. Our priority is to focus on where the need is greatest.

Our aim is to provide funding and support that will enable grantee organisations to better achieve their mission.

Our identity

We are a small local, independent funder, who really knows our area. We continue to be inspired by the philanthropic motivations of the charity's historic founders and yet we have a modern approach to grant-making.

Our principles – and how these principles will translate into positive action.

Act Flexibly – we will ensure our funding and processes are responsive by:

- Ensuring our grants management processes are proportionate.
- Being proactive in response to local need.
- Offering a portfolio of different types of funding including unrestricted.
- Facilitating feedback from grantees and applicants about our practices.

Build Trust – we will place trust at the heart of our grant-making by:

- Trusting our grantees to do what's best for their beneficiaries and communities.
- Supporting organisations for the long-term to provide them with stability.
- Visiting our grantees regularly to better understand their services and organisations.
- Be open and transparent about our organisation and our process.

Collaborate Effectively – we foster purposeful partnerships to improve outcomes for children and young people by:

- Encouraging networking and collaborations between local organisations.
- Working closely with CYP support sector, particularly Young Westminster Foundation.
- Bringing Westminster funders together regularly to share information.
- Actively engaging with wider grant-making sector to share impact and learning.

Develop Diversity and Inclusion – we are committed to transforming the way we fund by:

- Increasing the diversity within our organisation.
- Improving our understanding of the diversity of the children and young people our funding is benefitting.
- Seeking to be inclusive of organisations from marginalised communities.
- Exploring how children and young people can shape our work and be involved in our decision-making processes.

We recognise the climate crisis is here already, and as signatories to the Funder Commitment on Climate Change, we commit to using our grants programme to fund work that addresses the causes and impacts of climate change and to steward our resources for a post-carbon future.

Charitable Object

Our charitable object is to promote the education of children and young people (in accordance with Christian principles), including those in need of financial assistance resident or educated in Bloomsbury and south Westminster.

We understand education in the broadest sense as 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 formal educational learning.

We 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.

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

Our Funding Model

Funding Approach – we will support both universal and targeted initiatives that fall under our four broad themes: children & families; education & learning; emotional well-being; and youth clubs & activities. We also have a separate theme of Christian Education to reflect our historic roots. But to achieve equitable outcomes for children and young people we will focus our resources on those from diverse and marginalised communities who have greater need.

Who we will fund - we value organisations:

- That truly understand the issues which children and young people are facing.
- Where children and young people (and their parents, if appropriate) are actively engaged in making decisions about support being provided.
- That are located in (or have strong links with) the area they are delivering in.
- Who have a proven track record of engaging with marginalised communities.
- Who deliver effective services for CYP (we do not focus on new initiatives).

We will fund different types of organisations:

- Charities registered in the UK;
- Parish churches;
- State maintained schools and Academies;
- Social enterprises/CICs (there are additional criteria so please contact us before applying).

What we will fund – we offer different types of funding

- Unrestricted core funding to those organisations who meet our thematic and geographic objectives.
- Plus, direct projects costs, organisational costs and development costs depending on the organisation and type of grant.

What we do NOT Fund

- 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.

Our Grant Programmes

We have several grant programmes:

- **Small Grant** – Max £3,600 for a revenue or capital grant
- **Project Grant** – Max £12,000 for a revenue or capital grant
- **Community Investment Grant** – Max £18,500 revenue per annum for up to three years
- **Partnership Grant** – Between £15-£50,000 revenue per annum for up to three years

Our main focus is on building long-term relationships with the organisations that we fund as there are other Westminster funders offering project funding. Nonetheless, we chose to continue project funding with quick decisions (Small Grants) and as a possible way to establish potential longer-term relationships.

Small Grant

This programme can be used for a wide variety of activities that increase the range of educational opportunities for children and young people. It is usually for one-off projects although it may also support smaller community activities.

For example:

- Environmental education initiatives;
- School residential trips (mostly KS2);
- Enrichment activities (usually in partnership with external provider);
- Children's activities at community events and festivals;
- Christian Education such as Sunday School or Messy Church.

In addition, the Small Grants programme can sometimes fund capacity building grants to support organisational development projects such as strategic review, evaluation, or fundraising strategy.¹

Project Grants

This programme usually funds medium-term projects lasting from a few weeks and up to one year, with a regular group of participants.

For example:

- Enrichment programme in school or youth club setting
- Environment education programme
- Community sports programme
- After school and youth programmes
- Employability programme

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

Community Investment Grants

This three-year funding programme will fund local organisations delivering a wide range of opportunities supporting children and young people. For example:

- After school and homework clubs
- Open access youth provision
- Under 5's activity
- Youth mentoring
- Art therapy
- SEND youth club
- Music programme
- Family support
- Arts and therapy programme

But this programme is only open to organisations 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.

Unfortunately, this is not available to schools or projects working in a school setting.

Partnership Grants

This is a discretionary programme. These larger grants are awarded to address a specific need that has been identified within the local area, and the Trustees agree is a priority for St Giles & St George. We would expect any such project to involve a partnership of charities or schools or both, all working together. 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.

General Expectations

Regardless of the size of grant that an organisation is applying for, we do expect you to be engaged with or members of appropriate local, regional or national bodies.

For instance.

- Youth clubs should be members of London Youth and working towards at least the Bronze Quality Mark.
- Supplementary schools 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.
- Sports projects should have the Active Westminster Mark.
- 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.

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.

| Grants Programme | Funding | Application | Deadlines |
|----------------------------|--|---------------------------|-----------------------------------|
| Small Grant | Max £3,600 | Online form | Anytime – decision within 6 weeks |
| Project Grant | Max £12,000 | Online form | Quarterly |
| Community Investment Grant | Max £18,500 per annum for up to 3 years | Online form | Quarterly |
| Partnership Grant | Between £15-50,000 per annum for up to 3 years | Project Outline via email | Anytime |

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

Our application is proportionate so that you have to answer more questions to receive more funding. Therefore, you have to select which grant programme you are applying to at the beginning.

Our online form has a list of all the sections before you start (and you can download all the questions) so you can see what will be asked. You can save your application at any stage and return to it later.

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

- latest annual accounts
- safeguarding policy
- project budget
- management accounts (community investment/partnership grant only)
- Letter of support from delivery partner (if needed).

What happens next?

Submission: Our grants management 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.

Decision: All grant decisions are made by our Trustees, via email (Small Grants) or at their quarterly meetings.

All applicants for Community Investment/Partnership grants will be expected to make a short presentation to Trustees at their meeting, and answer questions about the project. The meetings are usually virtual and take place in early evening.

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.

Acceptance: All recipients are expected to take up the offer of the grant within six months of the date on the grant offer letter, unless an extension is agreed in writing. This means signing and returning the grant terms and conditions AND fulfilling any conditions of grant. This may include:

- Confirming that any further funding is in place;
- Submitting monitoring reports for previous projects.

Payments:

All grants are paid by electronic transfer, and we ask for your bank details in the application form. Small and Project Grants are usually paid in one lump sum at the beginning of the project. Community Investment/Partnership grants are paid annually up front, with any subsequent years being paid after the receipt of a satisfactory annual report.

Any different payment arrangements should be clearly explained in the grant approval letter.

Monitoring and Evaluation:

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.

Please look at our separate Monitoring and Evaluation framework.

Applying Again

If your application is unsuccessful, then there is no time limit on when you can apply again. Hopefully, our feedback on your application would indicate whether or not a resubmitted/ revised application is likely to be considered again.

If you already have a grant with SGSG, then it is very unlikely that we would fund another grant at the same time. Occasionally, we may offer Community Investments Grantees a Small Grant to undertake capacity building/organisational development project that has been identified during the annual report/visit.

If your current grant is coming to an end, then there are no time limits on when you can apply again. For Small and Project grants, the project must have finished before you submit another application. For Community Investment/Partnership Grants, then you can apply just before the previous one finishes so that the activities can continue without disruption (but you will be expected to submit the monitoring report for the previous grant before the next grant payment is made).

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

Examples of Project Activities

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 children and young people building their aspirations, skills and confidence or increasing the range of educational opportunities.

Generally, we fund front line projects that have a direct impact on the aspirations, skills and confidence of children and young people living or attending schools in our area of benefit.

Occasionally, we will consider research/feasibility studies, organisational development, capacity building or professional development projects. This is ONLY under the Small Grants programme and is usually additional support to existing grantees.

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.

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 could 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 Family Hubs and Early Years settings.

We cannot support the core running costs of Family Hubs or provide funding for childcare or support for parents beyond their parenting.

Education & Learning

We seek to support organisations that help raise the skills and attainment of children and young people. Suitable projects could include:

- Environmental education initiatives including gardening, Forest School, climate emergency education and initiatives
- 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 development of life skills (the PHSE curriculum);
- Supplementary schools, eg: core costs, tutor costs;
- 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 committed to supporting high quality, open access provision for children and young people aged over eight. 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 and the climate emergency.
- 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 could include:

- Materials/resources to support Sunday School;
- Additional trips or resources to support religious education within school;
- Messy Church programmes to engage local community;
- Teacher training to enrich religious education within school.