

## **YORK COMMITTEE SMALL GRANTS APPLICATION GUIDELINES**

### **What we do**

The York Committee of Joseph Rowntree Foundation makes modest grants in response to applications from charities and other voluntary and not-for-profit organisations.

### **What are our priorities?**

When considering applications for grants, York Committee gives priority to applications which fit with the our main areas of interest

- people experiencing poverty and disadvantage
- the homes and communities in which they live
- the services and support that foster their well-being and citizenship

For more information please see [www.jrf.org.uk](http://www.jrf.org.uk)

### **What can we fund?**

Some examples of the kind of work in each of these categories are given below but these are only examples – there are many other projects which might come under these headings.

If in doubt about whether your work fits our aims, please get in touch by phone, letter or email. We welcome enquiries.

#### People experiencing poverty and disadvantage

##### *Work which*

- directly addresses poverty – for example, providing benefits advice or bursaries to enable people to access particular opportunities
- provides other services to those who are likely to experience poverty or disadvantage because of their circumstances (such as mental or physical ill health or disability, unemployment, old age, or family break up)

#### The homes and communities in which people live

##### *Work which*

- helps improve the quality of life in disadvantaged neighbourhoods, for example, improving the physical environment or providing young people with purposeful activity
- improves social cohesion and integration by bringing community members together

#### The services and support that foster people's well-being and citizenship

##### *Work which*

- supports communities so that the knowledge and expertise of residents can benefit the whole community

- enables people to live as independently as possible, for example, providing advocacy or support for self-advocacy
- removes barriers that prevent people from realising their potential, for example, skills training and education

### **What don't we fund?**

Grants are not normally given to

- Animal welfare groups
- Archaeological work
- Individuals
- Routine maintenance or construction of buildings\*
- Medical research
- Overseas visits or overseas holidays
- Organisations seeking funds ongoing for running costs

\*However, applications will be considered for improvements to buildings which will make them fit for purpose.

### **Who can apply?**

Grants typically range from £100 to £5,000 and applications should fit the following criteria:

1. Grants will only be given for charitable purposes, as defined by charity law.
2. Grants are given to charities and other not-for-profit organisations in the area covered by the City of York Council.
3. Grants are usually made for one year but may be for two or three, not exceeding a total of £5,000

### **Assessing applications**

Applications may be made at any time during the year.

The York Committee meets four times a year (usually in February, May, July and October)

We will only consider one application from your organisation at a time.

We will acknowledge receipt of your application and if your application is incomplete you will contact you for the missing information.

If the application meets all requirements at the initial assessment stage, it goes to the next Committee meeting.

Applicants will be told the date when the application will be considered by the Committee and will hear whether they have been successful within 10 working days of the meeting.

### **Policies and insurances**

Depending on the type of project you may need policies and/or insurance.

For example if you are applying for funding to work with children you must have a policy that explains how you will ensure that they are kept safe.

It is your responsibility to have acceptable policies, procedures and/or insurances in place for safeguarding. We may ask to see these at any time if we offer you a grant.

## **Offering you a grant**

Our approval of your grant request is conditional on a senior member from your organisation signing and returning our offer letter, and accepting the terms and conditions of the grant.

## **Monitoring**

If we have funded your project, we will need you to provide us with an end of grant report to outline how the funds have been spent and what has been achieved.

## **Reapplying**

Whilst we are happy for organisations to reapply to the York Committee for funding, we consider each application on its merit and cannot guarantee that we will approve another grant to the same organisation.

## **Unsuccessful applications**

We seldom fund projects that are not in line with our own priorities, do not impact our funding strategy and where beneficiaries are outside of the area covered by the City of York Council. Therefore if you send us the same application again it is also likely to be unsuccessful.

Your time may be better spent seeking grants from other organisations with which you may share similar areas of work.

## **Data Protection and Freedom of Information**

Information that you provide for your application, may be used by us during assessment and during the life of your grant. The information will only be used to administer and analyse grants. We may share some of this information to individuals and organisations who we consult during assessments.

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applications, grant holders, contractors and people making a complaint. If information is requested under the Freedom of Information Act, we will release it, subject to exemptions, although we may consult with you first. If you think that the information you are providing may be exempt from release if requested, you should let us know when you apply.

## **Application Requirements**

Applications must include the following:

- Completed application form
- The organisations most recent audited statement of accounts and balance sheet
- The organisations terms of reference or constitution
- A full, up to date list of the members of the management committee or Trustee body

## **How to apply**

If you have read these guidelines and feel that your organisation is eligible to apply for a small grant, then please

- Go to the Funding page on our website [www.jrf.org.uk](http://www.jrf.org.uk)
- Download and complete an application form.
- Submit your application along with the required documents to:

Louise Ross  
York Committee  
The Joseph Rowntree Foundation  
The Homestead  
40 Water End  
York YO30 6WP  
Telephone: 01904 615942

## **Help and advice**

We hope you find this guideline useful and if you have any further queries please get in touch.

Email: [louise.ross@jrf.org.uk](mailto:louise.ross@jrf.org.uk)

Telephone: 01904 615 942