



YORK COMMITTEE SMALL GRANTS APPLICATION GUIDELINES

What we do

The York Committee of the Joseph Rowntree Housing Trust makes grants in response to applications from charities and other voluntary and not-for-profit organisations. Grants are generally under £5,000.

What are our priorities?

When considering applications for grants, the York Committee gives priority to applications which fit within our main areas of interest. Our purpose is to build and develop strong and empowered communities without poverty or isolation. Our definition of 'poverty' is "when a person's resources are well below their minimum needs, including the need to take part in society". In line with the Joseph Rowntree Foundation's ['We can solve poverty in the UK' strategy](#) we want to encourage voluntary and community organisations to make solving poverty an explicit goal. We therefore welcome applications that demonstrate how they can contribute to solving poverty in York.

In particular, our local research in York identified two specific areas of need:

- 1) to increase and better co-ordinate access to benefits advice, debt advice, support with developing financial capability, and information and advocacy for those in or at risk of poverty;
- 2) to increase local community-based activity to prevent and reduce isolation where poverty is a contributing factor or barrier.

What can we fund?

Some examples of the kind of activity in each of these categories are given below but these are only examples – there are many other projects and activities which might come under the following headings. If in doubt about whether your work fits our aims, please get in touch by phone, letter or

email. We welcome and encourage enquiries.

Access to benefits advice, debt advice, support with developing financial capability, and information and advocacy for those in or at risk of being in poverty

Activities or projects which might

- Use awareness raising and advice so people can maximise their resources, for example increasing benefit take-up, signposting to affordable credit, or enabling people to get better deals from providers
- Co-ordinate local advice and service provision, fostering links with community groups, so people can access the support they need when they need it, and be supported efficiently.

Community based activities to prevent and reduce isolation, where poverty is a contributing factor or barrier

Activities or projects which might

- Strengthen community relationships and address barriers such as loneliness, isolation and stigma, where poverty is a contributing factor or barrier
- Facilitate ways to share or reduce living costs, learn or trade skills, for example volunteering, community currencies, or social and neighbourhood enterprise
- Support people on low incomes (in or out of work) seeking to gain volunteering experience, which would contribute to building confidence and skills.

What won't we fund?

Grants are not normally given to:

- Animal welfare groups
- Archaeological work
- Individuals
- Routine maintenance or construction of buildings
- Research, including medical research
- Political campaigning
- Overseas visits

Who can apply?

There is no lower limit for applications and the upper limit is £10,000.

The upper limit is only likely to be awarded in exceptional circumstances, with the average grants likely to be around £5,000 or less. 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, for the benefit of people in that area.
3. The Committee prefers to fund local, York based organisations, although they are open to considering exceptional applications from regional or national organisations.
4. Grants can be made for up to one year (or, in exceptional circumstances, over two years) not exceeding £10,000 in total.
5. The Committee welcomes evidence of organisations working together to solve poverty in York. If your application is in collaboration with others please identify a lead partner.
6. Community Interest Companies wishing to apply must have an asset lock body in place.
7. Community Interest Companies and Private Limited Companies with charitable objectives (i.e. a Social Enterprise) wishing to apply must have a minimum of three unrelated Directors.
8. The Committee expects organisations to have a healthy recent financial history.

Assessing applications

- The York Committee considers applications three times a year (usually in February, May, and September). Dates and deadlines are on our website at <http://www.jrf.org.uk/funding/york-committee>
- 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 we will contact you for the missing information.
- If the application meets all requirements at the initial assessment stage, it will be put forward at the next Committee meeting.
- Applicants will hear whether they have been successful within 10 working days of the Committee meeting.
- Alongside the assessment process, a group of people with lived experience of poverty will also review the applications and offer their advice and guidance to the Committee.
- We may consult with key external individuals and organisations during

the assessment of your grant application. Please note we would not share any personal data contained within the application.

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 are advised 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.

Offering you a grant

If your application is successful you will receive an offer letter, with our terms and conditions of grant form attached. The terms and conditions of grant form must be signed by an appropriate representative of your organisation, such as the Chair or senior employee, and returned to us confirming your acceptance of these.

For any successful application we need to ensure that the funds are paid into a bona fide bank account. Therefore, upon notification of being awarded a grant you will be required to provide a copy of a recent bank statement from your organisation's main account. Please note all copies of bank statements will be held securely and following the relevant checks they will be destroyed accordingly. Please note we would also expect that organisations have at least two unrelated appointed signatories for their bank account.

Monitoring and learning

We are very interested in the work of our grant recipients. It helps us to understand what has worked and where organisations may have encountered barriers or difficulties in delivering projects. Upon completion of a grant, we will provide you with an end of grant report form to tell us how the funds have been spent and what you have achieved. Please note we encourage you to be open and honest in your end of grant report back. It will be equally as important for the Committee to know what has worked less well as what has worked well. Giving an honest account in your report will not hinder any future application you might make.

The Committee holds a meeting in November, which is primarily used for

reflection and learning from grant recipients. Please note as a grant recipient you may be offered an optional invitation to join the meeting to share learning from your grant.

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, whether that is for new or continued work. We provide support with sustainability and may be able to supply information on additional sources of support potentially available for you to access.

Prior to a new application being considered it will be necessary for the following:

- The previously awarded grant will need to have finished;
- Your organisation will need to submit the end of grant report back upon completion of the project activity / grant;
- Your report back will need to have been reviewed by the Committee during one of their quarterly meetings prior to a new application being considered at the following quarterly meeting.

Unsuccessful applications

If your application is unsuccessful we will aim to provide you with feedback. We may also be able to signpost you to other sources of funding and support.

HMRC Common Reporting Standards

Please note that under the HMRC Common Reporting Standards we are required to hold information on all of our grant holders. This information includes your organisation's name, charitable structure and registration or reference number. This is why it is important that you complete in full the section asking for this information on the application form. If you are unsure how to complete this, please seek assistance before submitting your application.

Data Protection

For further details on how we process and store your personal data please refer to our [privacy notice for York Committee grant applicants](#).

Open Data

JRHT is committed to being an open and transparent funder. We work with the [360Giving Initiative](#) to publish our grant data openly online, to an agreed data standard, which means that recipients of our grants will be identifiable. Publishing information about our grants in an open format on our own website, and through 360Giving, will help to share and compare data more easily and will in time contribute to more effective grant making. The work is licensed under the Creative Commons Attribution 4.0 International License. This means that data is freely accessible to anyone to be used and shared as they wish.

Publicity

We have no set publicity requirements, but are happy for you to mention our grant to other funders and in your annual report and accounts. If you would like to mention the grant in press coverage, and / or use the JRHT logo, or have any questions about publicity, please contact Helen Robinson, Community Grants Support Officer, to discuss.

How to apply

We welcome discussions about potential project ideas and encourage potential applicants to contact us before they apply. Or 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 <http://www.jrf.org.uk/funding/york-committee> to download and complete an application form. You will need to submit your completed application form along with the following required documents:

- Your most recent audited statement of accounts and balance sheet;
- Your organisation's terms of reference or constitution; and
- A full, up to date list of the members of the management committee or Trustee body to

E-mail: helen.robinson@jrht.org.uk

Or:

Helen Robinson
Community Grants Support Officer
York Committee
The Joseph Rowntree Housing Trust
The Homestead
40 Water End
York
YO30 6WP

Telephone:
01904 615939

Help and advice

We hope you find these guidelines useful. If you have any further queries please get in touch with Helen at the contact details above.