

Small Grants Programme Guidance Notes

Who are Small Grants for?

These grants are intended for small, developing and less well-resourced groups and organisations from across South Yorkshire, where small amounts of funding can make a real difference.

Organisations / groups do not have to be a registered charity and the majority of grants are one-off payments of between £250 and £1,000.

We welcome applications from all community and voluntary groups and organisations operating for the benefit of South Yorkshire communities. Groups must therefore have beneficiaries who live in South Yorkshire and be locally led and run. This includes locally constituted and managed branches of national or large charities. The last financial annual income of the group should not be more than £10,000.

Which groups or activities will be prioritised for funding?

Higher priority will be given to those applications that can demonstrate how they will address some of the following needs to pay for one of event or equipment. If your group or activity will not meet these priorities, then you can still apply but it is less likely that you will receive funding from us:

- Groups that respond to their communities' needs.
- Activities or projects that will support people whose needs can be clearly demonstrated.
- Groups whose main activities focus upon the advancement of education, promotion of good health or the relief of poverty and sickness.
- Groups that work in collaboration with other local community groups.
- Activities or projects that will engage people who face discrimination or disadvantage.
- Activities or projects that will produce a wide range of benefits and provide good value for money.

Who and what cannot be funded?

- Organisations that are national charities (unless locally led and run).
- Organisations that have substantial unrestricted funds and their last financial income was more than £10,000.
- Activities that promote political or religious beliefs. Groups that are based in a religious building can apply, providing the activity / project is open to all people in the community. Please contact the grants team to discuss eligibility if you are unsure.
- Statutory bodies e.g., schools/colleges, local councils. However, 'Friends of' or Parents' Associations may be eligible to apply.
- Organisations or activities that support animals.



- Contributions to a large project where the amount applied for is less than one fifth (20%) of the total project cost.
- Retrospective funding – this includes activities that have already taken place or repayment of money that you have already spent.
- More than one application in a 12-month period.
- Consultancy fees or feasibility studies
- Sponsorship and/or fundraising events.
- Contributions to an Endowment.
- Minibuses or other vehicle purchases.
- Activities or organisations that are for personal profit.

How do we apply?

To apply for a Small Grant, there are 2 forms to be completed, you need to:

- Complete the (SYCF) Small Grant Application Online Form online via the Foundation website www.sycf.org.uk or you can also request this form from us by e-mail at grants@sycf.org.uk or by telephone on 0114 242 4294. If you require help with the form, please contact us on the same number.
- The Reference form which is attached to the registration online form should be completed by your referee and return to us by email.

Groups applying for a Small Grant are required to provide:

- A copy of the group's signed Constitution or Rules which should include a dissolution clause.
- Have a board or management committee of at least three unrelated people.
- Financial records
- If your group is more than 12 months old, this should be a signed copy of your group's most recent audited accounts.
- If your group is less than 12 months old, this should be copies of your group's income and expenditure records or a recent bank statement.
- Evidence of your group's name such as a recent bank statement.
- The names of the two unrelated bank signatories.
- Quotes (at least two) for equipment or services that you will have to purchase to run your activity / project (printed quotes, not links to websites).
- If your work with vulnerable adults and/or children, please provide a copy of your Safeguarding Policy.



What happens when we apply?

- The Foundation staff will check your application to ensure that it meets our main eligibility criteria and you have supplied all requested documentation.
- If we have any queries, we will contact you in the first instance via email.
- Support and advice is available for groups, but groups must be aware that any support provided will not necessarily influence a successful outcome.
- All applications are assessed, and decisions are made internally.
- The Foundation may request a visit to your group.
- The Foundation may award a grant dependent on certain conditions (conditional offer) – in this case your payment will be sent once you have met / agreed to these conditions.

If your application is successful

- Your group will be sent an award letter which will include an End of Grants report form. The monitoring form must be returned to the Foundation as soon as funds have been spent. If this form is not completed, your group will not be eligible for further grant aid from the Foundation. We would love it if you could include photos (with relevant permissions) and testimonials for us to use as case studies and/or to share with donors.
- Your group may be contacted once funding has been given, to arrange a visit to see how you have spent the funds
- Your group will need to request the SYCF logo to include on relevant marketing and publicity.
- You will need to send SYCF a thank you letter and include one to the donor assigned to your application (we will advise you who this is).

We look forward to hearing from you! Please contact us on Grants@sycf.org.uk or on 0114 242 4857 with any questions.

