THE FOYLE FOUNDATION

Small Grants Scheme Guidelines

Who Can Apply

Our Small Grants Scheme is designed to support smaller charities registered and operating in the United Kingdom, especially those working at grass roots and local community level, in any field, across a wide range of activities. Please note we are not able to support individuals.

Applications are welcomed from charities that have an annual turnover of less than £150,000 per annum. Larger or national charities will normally not be considered under this scheme. Nor will the Scheme generally support charities that are able consistently to generate operational surpluses or which have built up considerable unrestricted reserves.

School PTAs or Friends Groups are not eligible to apply to the Small Grants Scheme. The majority of funding for schools is allocated via the Foyle School Library Scheme (please see guidelines on our website). Please also see the specific section on school funding under the Main Grants Scheme guidelines, also available on our website.

Please note that competition for funding is intense and we receive many more applications than we are able to fund. Approximately one in four may receive funding.

What We Fund

We plan to make one-year grants for core costs, equipment, capital or project funding to charities which can show that such a grant will make a significant difference to their work. If you cannot demonstrate this, your application will be declined. Please note that demonstrating ongoing sustainability is also important, particularly if you have recently lost local authority or other regular funding.

How Much Can You Apply For

Charities can apply for between of between £1,000 and £10,000.

When Can You Apply

There are no deadlines for submission. Applications will be received at all times but it may take up to four months to obtain a decision from Trustees. **Please apply well in advance of your requirements.**

If applying for funding towards a capital project please apply towards the end of your fundraising campaign, when the majority of funding has been raised and you have an estimated start date for the works. We are unlikely to consider a request if the lease is less than 10 years. If your application is successful, the pledged grant offer is only valid for 12 months. Please note that the Foundation does not fund feasibility studies.

If an application is declined, the charity is eligible to reapply 12 months after the previous request date.

If an application is approved, the charity is eligible to apply to the Foundation for 12 months after the approval date. Although please note that once you have received a grant from The Foundation you will not be a priority for funding in the following year.

Other Information

If a grant is awarded it can only be used for purchases after the grant is approved. The Foundation does not offer retrospective funding.

Multi-year grants will generally not be made.

Please note that we purposely do not have a word limit to allow applicants the space to give us the information necessary to explain the project and the need for funding, but please keep answers relevant, clear and somewhat succinct.

Further information regarding the scheme, attachments and the application from can be found on the Frequently Asked Questions.

How To Apply

Applications need to be submitted online.

PLEASE NOTE THAT PAPER APPLICATIONS TO THE SMALL GRANTS SCHEME WILL NOT BE ACCEPTED AFTER 31 AUGUST 2019.

Information/Documents you will need:

- Email address

- Accounts:
    i.   Latest signed accounts
    ii. Income and expenditure figures for the last financial year (if the year after your latest signed accounts)

- Annual Budgets:
    i.   Current annual budget
    ii. Annual budget for year grant requested in (if for year after current annual year)

- Copy of latest bank statement

- Project budget

- Permission of a Trust and Charity's Management Team to submit the request on behalf of the charity

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Notes on Attachments

Please ensure all attachments are titled clearly, ideally in the following format:

'Your Charity Name – The Document Type – The Year/Time Period Document Relates to'.

The maximum size for all attachments combined is 25 Mb. Please note that files with certain extensions (such as "exe", "com", "vbs" or "bat") cannot be uploaded.

After browsing and selecting a file, make sure you click on **upload**.

Creating an Account & Starting a New Application

You will need to create an account using your email address as part of the application process. Once an account is created, you will receive email confirmation of this within a few minutes. If this is not received please contact the Grants Team before proceeding.

You will be able to save an application you are working on and return to it later via your account. A copy of the application questions can be emailed to yourself or others after you begin to complete the form.

1. Click on the following link to create or access your account. From here you can access in progress applications and view previously submitted applications.

2. Click on the following link to create a Small Grants Scheme application.

   Note that applications you are working on will **timeout after 60 minutes**. The timer is reset either when you save or navigate between pages. **Typing alone will not reset the timer**.

Many applicants choose to type their answers onto a Microsoft Word document and then copy and paste onto the online form once ready to submit their application.

Further information regarding the scheme, attachments and the application from can be found on the Frequently Asked Questions.

Personal Information

The Foyle Foundation is committed to protecting all personal information you provide to us. We will only use contact information you provide for administration, evaluation and research purposes to facilitate our grant making and to further our charitable activities. Personal contact information will not be made public in anyway. Please also see our Privacy Notice.