FOYLE FOUNDATION

Small Grants Scheme Guidelines

The Foundation understands that charities are now operating within very different circumstances since the March 2020 COVID-19 lockdown. We are keen to be as flexible as can be in our support of small charities during this difficult and constantly changing ongoing period, while maintaining a focus on those who can demonstrate a clear (usually local) need for their services and financial viability over the twelve months from the date of their application.

Who Can Apply

Our Small Grants Scheme is designed to support 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. Schools PTAs and Friend groups are not eligible to apply.

Online applications can be accepted 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.

Please note that we expect competition for funding to be intense and that we will receive many more applications than we are able to fund.

What the Foundation will Fund

Our focus will be to make one-year grants only to cover core costs or essential equipment, to enable ongoing service provision, homeworking, or delivery of online digital services to charities that can show financial stability.

Our priority will be to support local charities still active in their communities which are currently delivering services to the young, vulnerable, elderly, disadvantaged or the general community either directly or through online support if possible.

At present, it will not be a priority to consider building projects unless these are for essential repairs or re-equipping, in order for you to carry out your work more efficiently or cost effectively and where you can demonstrate why there is an immediate need to carry out these works.

Until Spring 2021 we are unlikely to consider activities which involve social gatherings. In certain circumstances where social distancing prevailing rules can be maintained we may consider this by exception. Please email the Foundation to discuss this further before making any application to us. We will keep this issue under review and update our guidance to applicants periodically.

Applicants must show how any grant will make a significant difference to their current work.

Charities must illustrate ongoing financial viability over the twelve months from the date of their application. Please note that demonstrating ongoing sustainability in the current uncertain climate is vitally important. If you cannot demonstrate this, your application is likely to be declined. For example, you must let us know:

- the impact of COVID-19 on your organisation to date
- how you have retrenched, reduced staff and other costs, or cut back your normal services
- the impact on your volunteers (if applicable)
- what services you can still provide and to whom and by what means
- how you are implementing/or intend to implement social distancing rules

- what your contingencies or fallback position will be if further lockdown measures, either local or national come into effect
- what your revised COVID-19 affected annual budget, income/expenditure forecast is likely to be
- if you have any reserves and how they are being used to support your charity at this time.
- what income you have raised to date for the current year
- your current shortfall for the year and how you consider that this can be met
- if you are able to access any local government, public agency or lottery funding
- the details of any other funding sources you are applying to

How Much Can You Apply For

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

When Can You Apply?

There are no deadlines for submission. Online Applications can be received at all times, but it may take up to four months to obtain a decision from Trustees.

When 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 re-apply to the Foundation from 12 months after the approval date. Please note that once you have received a grant from The Foundation it is unlikely that you will be a priority for funding in the following year.

Other Information

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

The Foundation is unlikely to consider a request for building related costs if your lease is for less than 10 years.

We are unlikely to consider applications from grant making charities.

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 succinct.

Further information regarding the scheme, attachments and the application from can be found on the [Frequently Asked Questions](#).

Safeguarding Children or Adults at Risk

As per Charity Commission guidance, if your charity works with children or adults at risk you should:
- Establish good safeguarding policies and procedures that all trustees, staff and volunteers follow, which fit with the policies and procedures of your local authority safeguarding partner or safeguarding children or adults board
- Make sure all staff and volunteers receive regular training on child protection or working with adults at risk
- Appoint a safeguarding lead to work with your local authority safeguarding boards and/or create a plan for responding to concerns overseas
- Manage concerns, complaints, whistleblowing and allegations relating to child protection or adults at risk effectively
- Have clear policies when DBS checks are required, how you assess the level of check needed and how you handle the information

You must follow relevant legislation and guidance (please refer to this government guidance for safeguarding and protecting people for charities and trustees for more information). If you do not have adequate safeguarding policies, we may be unable to fund you.

How To Apply

Applications need to be submitted online. Information/Documents you will need:
- 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 (including information on how you have revised these figures due to the current COVID-19 situation)
    ii. Annual budget for year grant requested in (if for following year after current budget provided)
- Copy of latest bank statement
- Permission of a Trust and Charity's Management Team to submit the request on behalf of the charity

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**.

Key:
* Answer Required
✓ Spell Check
ℹ Further Information/Help

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](#).