



## **Main Grants Scheme Guidelines**

*Revised Guidelines for Applications as at 15 July 2020*

The Main Grants Scheme will re-open for new on-line applications from 15 July to support **charities registered and operating in the United Kingdom with a core remit of the Arts or Learning**. We are encouraged by the Government's Announcement on 6 July 2020 of a support package for the Arts, and our response to applications for support will take account of that package when the details are known.

Smaller Arts or Learning Charities with a turnover under £150,000 per annum may be more suitable for consideration under our Small Grants Scheme (separate guidelines available on the website).

We welcome applications from all regions and countries of the UK.

Please note that we do not support applications from individuals.

### **Revised Criteria for Support**

The Foundation understands that charities are now operating within very different circumstances since the March 2020 Coronavirus lockdown and during the gradual relaxation of social distancing restrictions. We are keen to be as flexible as possible in our support of charities during this difficult and constantly changing ongoing period. The Foundation has consulted, listened to the needs of the sectors we support and reflected on how we could adapt our grant-making to be more flexible and relevant in our response during these unprecedented times. As a result, until further notice, we have revised our criteria for support to include the following:

1. Our focus will change to make one-year grants only (no multi-year grants) to charities that can demonstrate ongoing financial stability for the next 12 months from the date of their application.
2. More grants to cover core costs, favouring those with no, or without significant, public funding.
3. Grants to cover essential equipment or re-equipping to enable ongoing service provision, homeworking, delivery of on-line digital services and education work.
4. Grants to enable minor works, or fund equipment, to enable social distancing within buildings.
5. Projects/schemes that employ or support skilled freelance and independent artists and practitioners.
6. Projects/proposals that help reduce fixed or variable costs to promote efficiency savings, or which enable the generation of higher income, or additional revenue streams. This can include environmental efficiency projects to reduce your carbon footprint, energy costs, or which improve internal air circulation systems to improve safety for visitors.
7. Occasionally, to consider additional support (by exception) for existing building project already supported and underway, as costs will have increased during lockdown and site closures and where this will prevent the wipe-out of reserves. (Please discuss your situation with The Foundation before applying).
8. We are suspending our Capital Projects programme until July 2021. We will not accept applications for major new building projects until then and only for projects that have not started before July 2021.

Charities must demonstrate ongoing financial viability over the next 12 months. Please note that demonstrating 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 Coronavirus on your organisation to date
- how you have retrenched, reduced staff and other costs, or cut back your normal service
- 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 revised Covid 19 affected annual income/expenditure forecast is likely to be
- 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 have any reserves and how they are being used to support your charity at this time
- what borrowings have you incurred, or are contemplating, for how much and on what terms as to interest and repayment
- if you are able to access any central or local government, public agency or lottery funding
- the details of any other funding sources you are applying for

### **Further Criteria to Consider When Making an Application for Funding**

We are unlikely to support start-up costs for new charities.

Please note, except for core costs, most grants offered will be for restricted funding and cannot be spent on any other purpose without the permission of The Foyle Foundation.

Organisations and projects that provide direct benefits and services to the general public (rather than special interest groups) will be favoured.

We will support projects/initiatives where applicants work in partnership on joint projects with other similar organisations. In such cases a lead organisation, to which any grant will be made, must be identified.

Retrospective funding will not be considered, nor will funding for projects that have already started.

Below we illustrate some of the overarching key aspects and themes of support for each sector. Please note that our support is not restricted to these activities.

### **Arts**

The Foundation seeks applications that make a strong artistic case for support in either the performing or visual arts. Our Arts programme aims to help sustain the arts and to support projects that help to deliver your artistic vision. As we seek to support organisations to stabilize and recover from the impact of Coronavirus, we look for value for money, long term benefit and sustainability in projects that we support. Typical areas of support include:

- helping to make the arts more accessible by developing new and more diverse audiences
- encouraging new work and supporting young and emerging artists; skilled freelancers and independent practitioners
- projects that encourage sustainability by reducing overheads or which help generate additional revenue. This might include environmental improvements to save energy and lower carbon emissions where a cost benefit can be demonstrated.

## Learning

The Foundation will support projects which facilitate the acquisition of knowledge and learning and which have a long-term strategic impact. Key areas for support are:

- libraries, museums and archives;
- special educational needs;
- projects that encourage sustainability by reducing overheads or which help generate additional revenue. This might include environmental improvements to save energy and lower carbon emissions where a cost benefit can be demonstrated;
- projects and activities which increase access and widen the diversity of attenders/visitors.

*Citizenship, esteem-building, independent living, early learning projects or playgroups **will not** generally be considered under the Main Grants Scheme.*

## Schools

For state funded schools our main initiative is the Foyle School Libraries Scheme which will re-open from September 2020 (separate guidelines will be added to the website when the scheme goes live).

State funded mainstream schools may be funded from time to time under the Main Grants Scheme for other projects with direct educational/arts benefits but must demonstrate why their project cannot be funded from statutory or other funding and also explain their long-term commitment to this activity. Please contact the Grants Team for further clarification.

Dedicated schools and colleges catering for those with Special Educational Needs (SEN) can be considered for educational projects.

We do not accept applications from School PTAs or Friends Groups – the applications need to come in the name of the school.

*Major school building projects, investment in IT (except for SEN leaning aids), PSHE curriculum related activities and sports projects **are unlikely** to be supported. Mainstream independent schools (excluding schools for pupils with special educational needs) will not generally be considered.*

## Universities

For Universities we will consider supporting arts, museum, archive or special collection projects, which meet a clear public benefit. All University projects should enable general and not just specialist use, the majority of time, and not be limited to out of term use, or be relatively inaccessible by being sited in remote parts of

University buildings or campuses where public access will be restricted. In all cases we will expect Universities to be contributing to the project in financial and not just in-kind terms. Some grants may be offered on a matched funding basis.

### **How Much Can You Apply For**

The majority of Main Grants are expected to be in the range of £10,000 to £50,000 for revenue projects, with some larger grants possible depending upon need and purpose.

### **When Can You Apply**

Applications are accepted all year round, there are no deadlines for submission. It may take up to four months, occasionally longer, to receive a decision from the Trustees, so apply well in advance.

**Please note that competition is intense; we receive many more applications than we are able to fund.**

If an application is declined, the charity is eligible to reapply 12 months after the previous request date. (If you have been declined within the last few months, prior to the Coronavirus outbreak, please email us to discuss your specific situation).

Where a grant of £50,000 or less has been awarded, the charity is eligible to re-apply to the Foundation 12 months after the approval date. However, please note that once you have received a grant from The Foundation you may not be a priority for funding in the following year.

Where a grant of over £50,000 per annum has been awarded, the Foundation will not normally accept any further applications from the same charity within three years from the date of the award or final instalment.

## **How To Apply**

### **Applications need to be submitted online.**

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 summarise information.

The Grant Appraisal Team may wish to discuss the application, and request further information in order to appraise the application before it is presented to Trustees.

The Chief Executive and Grants Team will report to the Trustees at the first available meeting and will notify the applicant of the Trustees' decision.

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

### **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 (including information on how you have revised this due to the impact of Covid 19)
  - ii. Annual budget for year grant requested in (if for year after current annual year)
- Project budget
- Permission of the Chair/a Trustee and Senior 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 for Symbols within the Online Application:

- |  |                          |
|--|--------------------------|
|  | Answer Required          |
|  | Spell Check              |
|  | Further Information/Help |

## CREATING A NEW ACCOUNT & STARTING AN 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 one of the following links to start a Main Grants Scheme application:
  - i. [Click this link if you are a charity](#)
  - ii. [Click this link if you are a state school](#)

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.**

Some 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 form 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](#).