

HCF Small Grants

Fund Criteria and Guidance for Applicants

Grants Available: Up to £1,000

When to apply: The grants panel meets to consider applications throughout the year, approximately every two months. Applications for this programme can be submitted at any time and will be taken to the next available panel

About the grants:

The HCF Small grants invite applications from grassroots organisations with an annual income of under £100,000 that are helping to maintain and/or strengthen our communities. Successful applications from this programme are funded by a range of the individual, family and corporate funds managed by HCF. Priority will be given to those who are volunteer led and managed.

Examples of the types of group we're looking for include, but are not limited to:

- Social groups
- Youth groups
- Community associations
- Community Transport Schemes

Who can apply?

In order to apply to the HCF Large Grants, your organisation must fulfil the below criteria:

- Is a registered charity, voluntary or community group based and/or operating within Hertfordshire
- Has with a written constitution or governance document setting out your charitable aims
- Is governed by a management committee or board of trustees with at least 3 members (who are not personally related to each other)
- Has its own bank account (with at least 2 unrelated signatories)
- Has an annual income of under £100,000 and less than 12 months unrestricted reserves
- Provides services or support that help to maintain, develop and strengthen our local communities

Please note – fulfilling the above criteria means your group is eligible to apply, but it is not a guarantee of receiving a grant. Each funding request is considered on its own merits and according to the funds we have available at the time.

Who can't apply?

There are some groups that the Foundation prefers not to fund. These include:

- Individuals
- Statutory agencies including schools and Parish Councils
- Groups with more than 12 months unrestricted reserves
- Groups controlled by public sector organisations such as Local Authorities or CCGs
- Groups who cannot demonstrate a charitable purpose

Grant Criteria:

HCF are looking for projects that:

- Can demonstrate how the money requested will help them to make a positive difference in their (i.e. have clear objectives and outcomes)
- Are well connected to the communities they serve
- Will be able to spend the funding requested within 12 months of the grant being awarded

Projects we won't support include:

- General fundraising appeals i.e. where a request is made for a general contribution to a much larger project without a specific aspect being identified.
- Unsolicited applications from projects operating outside of Hertfordshire
- Medical research
- Promotion of religious or political causes
- Retrospective funding
- Animal welfare
- One off events that can't show long term benefits
- Overseas travel for groups

What can be funded?

Grants can be used to support capital, project or running costs. Examples of sort of things you could apply for include, but are not limited to:

- Purchase of equipment such as computers, furniture, play equipment etc.
- Project or activity costs
- Pay for staff costs to enable the employment of individuals
- Contribute to rent or overheads
- Cover the cost of training staff or volunteers.
- Support community activities
- Pay for additional activities to expand an existing project

What is unlikely to be funded?

- Training and development costs that could be covered by the Workforce Development grants (when available) from HCF Training and Development ([click here for more information](#))

Monitoring and evaluation requirements:

All successful grant recipients will be required to complete a simple monitoring form to report back on how the money has been used and what difference it has made.

Monitoring forms will be sent shortly after the grant has been awarded so you are aware of the information we require.

The forms will be required after the project ends or within 12 months of the grant being made, whichever if sooner.

Failure to submit appropriate monitoring will affect the likelihood of future funding from HCF.

How to apply:

Organisations can apply through the HCF website [here](#) and will need to:

- Complete the online application form
- Attach or send the required supporting documents which include:
 - A copy of the groups constitution or governing documents
 - A copy of the groups most recent annual accounts
 - A list of the names and addresses of your trustee or management committee
 - Copies of any relevant equality or safeguarding policies

You will need to complete and submit the application form and all required supporting documents by the application deadline.