

HCF Large Grants

Fund Criteria and Guidance for Applicants

Grants Available: Up to £5,000

When to apply: The grants panel meets to consider applications throughout the year, approximately every two months. There will be a deadline for each panel meeting, with the current deadline stated on the website.

About the grants:

The HCF Large grants invite applications from projects that are addressing identified need within Hertfordshire. Successful applications from this programme are funded by a range of the individual, family and corporate funds managed by HCF.

All of the available funds are focused on tackling identified need in Hertfordshire.

Who can apply?

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

- The group must be a not for profit, charity, community or voluntary group with a written constitution or governing document
- The governing document must include the groups aims or purpose, objectives and a dissolution clause or asset lock which states what would happen to any funds should the group have to close.
- The group must be governed by a voluntary trustee or management committee with a minimum of three members, at least two of whom must be unrelated.
- The group must have a bank account in its own name, with at least two unrelated signatories
- The group must have all the relevant policies in place for its work, including Equality, Diversity and Safeguarding.
- The group must be working to meet the needs of the local community in Hertfordshire
- The group must be based in Hertfordshire, or be able to show specifically how the funding they are applying for will benefit people in the county.

Applications are welcome from charities, community and voluntary groups and not for profits of all sizes. However, priority will still be given to smaller, local groups with an in depth knowledge of the issues they are dealing with and the communities they serve.

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:

- National Charities without a Hertfordshire focus
- Business or profit making enterprises
- Organisations where any one person has significant control
- Groups with more than one year's unrestricted reserves
- Statutory organisations including schools, parish councils and CCGs
- Organisations that cannot benefit public benefit as defined by the Charity Commission (for more information visit www.charitycommission.gov.uk)
- Individuals

Grant Criteria:

HCF are looking for projects that:

- Are meeting an identified need in the county - we encourage groups to reference evidence where available. We encourage applicants to reference our own [Hertfordshire Matters](#) reports or other relevant research or data where appropriate.
- Can demonstrate how the money requested will help them to make a positive difference (i.e. have clear objectives and outcomes)
- Are well thought through and costed appropriately
- 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?

The HCF panel is happy to consider a wide range of requests including:

- Staffing costs
- Capital equipment
- Project costs
- Volunteer costs
- Applications can include a reasonable contribution to overheads

What is unlikely to be funded?

- Contributions to general running costs for organisations with an annual income of over £100,000
- 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 is 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.