

# HCF Grants

## Fund Criteria and Guidance for Applicants

The HCF Grants are made for the benefit of people living in the county of 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 and deprivation in Hertfordshire.

### **How much can I apply for?**

Grants of up to £10,000 are available. Please note our average grant size is £5,386 and 78% of our grants are for £5,000 and below.

### **When can I apply?**

You can apply any time throughout the year. The programme will remain open whilst there are funds available.

If you have previously had a grant from HCF Large or Small programmes, you must have finished spending your grant and completed your monitoring before you can apply to us again.

### **When will I hear the outcome?**

Requests up to and including £5,000 are assessed and decisions made on a rolling basis, with approximately a 2 month turnaround although this may be longer during busy periods.

Requests of over £5,000 and up to £10,000 go to our panel for decisions. The grants panel meets to consider applications throughout the year whilst funds are available. You can apply to this programme any time throughout the year and your application will be reviewed at the next meeting. Deadlines and timescales are available on our website.

### **Who can apply?**

- Charities
- Community or voluntary groups with a written constitution or governing document
- Social enterprises, or Community Interest Companies limited by guarantee
- Other non-profit format (e.g. co-operative societies)

Groups of all sizes are welcome to apply, but priority is always given to smaller grassroots groups. In practise this means that groups with annual income over £1m are rarely funded from this programme. If your organisation has income of this size but you

have a discrete project you would like to apply for, please contact us for an informal conversation before applying.

### **What do I need to have?**

- Your governing document must include your charitable aims or objectives and a dissolution clause or asset lock which states what would happen to any funds should the group have to close
- Your 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. If you are a CIC or other registered company format we will require at least three registered directors, at least two of whom must be unrelated.
- Your group must have a bank account in its own name, with at least two unrelated signatories
- You must have all the relevant policies in place for your work, including Equality and Diversity Policies and Safeguarding Policies
- If your group is affiliated to a national body, you must have a local management committee and your own separate bank account
- Your group must be based in Hertfordshire, or be able to show specifically how the funding you are applying for will benefit people in the county

*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.*

### **What can I apply for?**

HCF is looking for groups and projects that:

- Are meeting an identified need in the county. We encourage applicants to evidence this using relevant research including their own data and knowledge of their community
- 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. Priority is given to smaller, grassroots groups, particularly those that are user-led or where the management reflects the community they aim to support
- Will be able to spend the funding requested within 12 months of the grant being awarded

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

- Staffing costs
- Capital equipment
- Project costs

- Volunteer costs
- Training costs

Applications should include a reasonable contribution to overheads. You do not need to apply for a specific project if you have income of up to £100,000 a year – you can apply for a general contribution to your work.

### **Who can't apply?**

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

- National Charities without a clear Hertfordshire focus
- Businesses or Community Interest Companies limited by shares
- Groups with more than one year's unrestricted reserves
- Statutory organisations including schools, parish councils and CCGs (we will consider Special Schools via a "Friends of" charitable organisation)
- Playgroups and nurseries unless they are serving a disadvantaged group (e.g. are SEND specific)
- Hospices and other large organisations with income well over £1m a year
- Organisations that cannot demonstrate public benefit as defined by the Charity Commission (for more information visit [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk))
- Individuals
- Organisations that currently hold a HCF Grant (if in doubt email [grants@hertscf.org.uk](mailto:grants@hertscf.org.uk)). You must have finished spending your grant and completed monitoring before you can apply to us again.

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.
- 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
- Fundraising events
- Training and development costs that could be covered by the Workforce Development grants (when available) from HCF Training and Development. These are for adult social care organisations ([click here for more information](#))

### **Monitoring and evaluation requirements:**

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

Monitoring forms will be sent via automatic email 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.

We are always happy to answer questions about monitoring, or ongoing grants at any time.

### **How do I apply?**

Organisations can apply through the HCF website and will need to:

- Complete the online application form
- Upload or send via [email](#) the required supporting documents which include:
  - A copy of your constitution or governing document
  - A copy of your most recent annual accounts (if your organisation does not have first year accounts yet, please supply working or management accounts)
  - A list of the names and addresses of your trustee or management committee
  - A copy of your equality policy
  - A copy of your safeguarding policies
  - A copy of a recent bank statement showing the account name (no more than three months old)

You will need to complete and submit the application form and all required supporting documents by the application deadline if relevant, or within a week if applying to the rolling programme.

### **Who can I speak to about my application?**

All applications are assessed and a member of the grants team may contact you to discuss your application. If you would like to discuss your application before submission please call 01707 251351 to speak to the grants team or email [grants@hertsxcf.org.uk](mailto:grants@hertsxcf.org.uk).