

HCF Small Grants



Fund Criteria and Guidance for Applicants

The HCF Small grants are made for the benefit of people living in the county of Hertfordshire. Applicants must be grassroots groups with an annual income of less than £100,000. 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 £1,000 are available. For grants of more than £1,000 and up to £5,000 please apply to our [Large Grants programme](#).

Our grants must be spent within 12 months of award.

When can I apply?

Grants are assessed on a rolling basis, and you can apply any time throughout the year.

When will I hear back?

You will receive an automated email when your grant has been submitted with a pdf copy for your records. You can usually expect to hear the outcome two months from application.

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)

You must be a small organisation with an annual income of less than £100,000. If your group has an annual income of more than £100,000, please apply to our [Large Grants programme](#).

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.
- 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 use our Hertfordshire Matters reports or other relevant research including their own knowledge and data to evidence this need
- 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
- General running costs

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
- Organisations that cannot demonstrate public benefit as defined by the Charity Commission (for more information visit www.charitycommission.gov.uk)
- Individuals
- Organisations that currently hold an HCF Large or HCF Small grant (if in doubt email grants@hertscf.org.uk)

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
- 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 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.

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](#) or post 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 to be considered for a grant.

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@hertscf.org.uk