



St Albans Fund for the Future

Fund Criteria and Guidance for Applicants

The St Albans Fund for the Future grants offer long term unrestricted funding to help small groups in the St Albans District to deliver their work in the community.

How much can I apply for?

Grants of between £500 and £1,000 per annum for five years are available for work which benefits people who are excluded or disadvantaged by low income, rural or social isolation, age, health, disability, race sexuality or gender.

You will be free to choose how you wish to use any grant, as long as it helps you to support your group's beneficiaries, subject to an annual update on your organisation's overall activities.

When will I hear the outcome?

Requests go to our panel for decisions. Deadlines and timescales are available on our website.

Who can apply?

- Small, not for profit groups based in the St Albans District or groups who can show that people living in the District are the main beneficiaries of their work including:
 - Charities and CIOs
 - 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)
- Very often faith groups provide services that benefit some of the most deprived people in our communities, or those who may be the most isolated – those the

Fund would most want to help. As long as these services are given freely – i.e. no particular religious affiliation or participation is required or expected – the Fund is happy to consider applications from faith groups.

- Grants to uniformed groups (eg scouts) will be considered in terms of the deprivation of the area where groups are based or their benefit to the wider community.

What do I need to have?

- Your signed governing document which must include your charitable aims or objectives and a dissolution clause or asset lock stating 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 up to date policies in place for your work, including equality/equity and diversity policy, safeguarding policy and relevant insurance
- 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 able to demonstrate specifically how the funding you are applying for will benefit people in the St Albans District

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?

You can use the grant funding towards any costs that help you support your beneficiaries eg

- Rent
- Staff and volunteer costs
- Activities

Who can't apply?

- National Charities without a clear St Albans 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)
- Organisations that cannot demonstrate public benefit as defined by the Charity Commission (for more information visit www.charitycommission.gov.uk)
- Individuals

Please note – for this fund we prioritise smaller groups and would not normally consider those with an income of over £1m

Work you cannot use this grant to support

- Projects operating outside of the St Albans District
- Medical research
- Promotion of religious or political causes
- Animal welfare
- Overseas travel for groups
- 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 simple annual monitoring to report back on how the money has been used and how it has helped your organisation and to submit accounts. If your financial circumstances change and you no longer need the grant we will together agree to either pause the annual payments or cease payments.

Groups may be asked to work with the Fund and Hertfordshire Community Foundation to publicise the grants. Please let us know if this may cause any problems. This will not affect your chances of receiving a grant.

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 policy
- A copy of your insurance policy
- 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. You can save the form and go back to it at any time. There are help notes on the form which you can look at as you go along.

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

Hertfordshire Community Foundation

The Fund for the Future is administered by Hertfordshire Community Foundation, along with many other funds to benefit people in Hertfordshire. The Foundation receives applications from a wide range of groups for a variety of purposes. See our website for more details www.hertcf.org.uk