



## Essential Reading for grant applications

- **Are you applying for funding to meet salaries?**

Whilst we cannot provide legal advice, please do be aware that there will be employment law issues that you will need to consider should you decide to employ staff in your charity. If you decide to take on staff, the charity is ultimately responsible for meeting the salaries of its employees just as any other business.

Please note that the Association will only consider awarding grants to members to meet salary costs for a maximum of three consecutive years. After that three year period, any further application from that member to meet salary obligations will not be considered until such time as a further two year period has elapsed.

Please be advised that the approval of an application to meet salary obligations in a particular year does not mean that the Committee will automatically approve applications in future years. Each application will be individually considered on its merits in line with our published criteria.

- **Are you applying for funding to buy a minibus?**

We have seen an increase in the requests for funding in this area. It has therefore been decided that any funding approved for minibuses, after full consideration by the Committee, will be limited to half of the cost of any vehicle sought.

It is always open, of course, for two members to make a joint application for full funding where both organisations will have use of the vehicle concerned.

Exceptions to this policy may be made by the Committee where a specialist vehicle is required but full details in support of such application will need to be given.

The Committee will expect to see, in any such application for vehicle funding, that alternatives have been carefully considered, including whether vehicles can be shared with other members and/or whether the option to hire a vehicle is a more cost effective solution in the long run.

- **How are the Committee considering the charity's reserves?**

The Committee expect to see (as a rule of thumb) no more than 3 months running costs as reserves. If the reserves are more than this the Committee will expect to see an explanation as to why reserves are not being utilised to meet the current funding need. This information is required before funding will be considered. Please refer to our terms and conditions (available on our website) where our reserve policy is set out in full.

- **Will the Committee consider previous grant decisions when considering my current application?**

Yes. It is important for the Committee to consider the position fully to ensure that it makes informed decisions.

### **Essential Reading for Start Up Charities**

If you are considering starting a new charity in Jersey, we suggest that you bear the following points in mind:

- **Know your market place**

It is important, right at the outset, to research your chosen area carefully and to consider whether other charities already exist in Jersey doing the same or similar work that you are contemplating. In those circumstances, it would be useful to consider enhancing the work of the existing charities rather than seeking to duplicate work that is already being done. Know your market place and do your research upfront.

- **Think ahead**

Think long term and consider carefully whether you will be able to create a charity that is sustainable. Apart from the obvious need to obtain funding in due course, you will need to consider carefully your constitutional documentation and be aware that there may be employment law issues to consider should you decide to employ staff.

- **Membership and Maximum Annual Funding**

You will only be able to apply for a grant from the Association after being a member for six months. Full guidance on how to apply to become a member of the Association is on our website.

As a start-up charity:

1. if you apply for a grant, the Committee will expect you to show in any such application (in addition to meeting our published criteria for making grants) that your charity has taken steps to fundraise itself before funding is sought from the Association;
2. the maximum funding that you will be able to apply for in your first two years of membership will be at the Committee's discretion; and
3. please read our general guidance section on applications for funding for salaries, minibuses; the consideration of a charity's reserve and historic decision of the Committee above.

Whilst we are unable to provide legal advice to you, we are here to help so do get in touch if you would like to talk matters through.