

## **Guidance note on grant applications**

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

The maximum grant which an eligible member can apply for in any financial year is £50,000 however applications for grants in excess of £30,000 are subject to additional scrutiny. The financial year runs from 1 April to 31 March in the following year.

The criteria which apply to all grant applications can be found here <http://jerseycharities.org/how-to-apply-for-a-grant.html> along with the process for submitting an application. You should also check the Essential Reading on this page.

If you are (or may be) applying for more than £30,000, you should refer to the guidance on applications for large grants, found via the link above. If your organisation is likely to make more than one grant application in the year, please make sure you understand how the large grant conditions will apply to you.

### **Guidance on applications for large grants (amounts of £30,001 to £50,000)**

The Association anticipates that large grants will relate to significant one-off projects or expenditures and therefore it is unlikely that any member will be awarded a large grant in consecutive years.

The additional criteria which apply to an application for a large grant are:

- The applicant must have been established for long enough to demonstrate a track record of delivery of its service and must provide evidence of both the need and such delivery to the Committee.
- The applicant must provide a project proposal to the Committee. This should include an assessment of need, the priority of the project, consideration of alternatives (such as working with other service providers), consideration of other financing options and indicators of how the success (or otherwise) of the project will be monitored. Please bear in mind that the Committee will include assessment of the potential impact, and will need a post project impact report. Where appropriate, details of financial and budgetary controls you plan to operate throughout should also be included.
- The Committee must be satisfied that the amount of the grant requested is reasonable in light of the applicant's own financial position and fundraising capability. This does not preclude charities deemed "small" in terms of financial net assets from applying for a large grant if they can demonstrate appropriate financial controls and meet all other criteria.
- If a grant is awarded, the applicant must have the resources to provide the Committee with regular project updates such as quarterly financial reports.

The Committee has discretion to attach any conditions which it sees fit to any large grant award. These requirements are in accordance with the Association's funding Service Level Agreement.

### **Can I submit a number of smaller applications which will exceed £30,000?**

Organisations intending to make 2 or more applications in a year have 2 options:

- Submit the applications individually, but accept that the maximum which can be applied for is £30,000. Any applications in excess of £30,000 will automatically be rejected.
- Co-ordinate and prioritise the applications in advance and comply with the additional criteria when making the first application. The project rationale supplied with the first application must then state it is the first of a number of applications for a specified sum in excess of £30,000. If all criteria are met at that stage, a conditional award will be made subject to receipt of formal applications for the remainder.

### **I've already had a grant approved in this financial year, can I top it up to £50,000?**

The maximum grant you could apply for was increased from £30,000 to £50,000 with effect from 13 July 2017. If you were awarded £30,000 in June 2017, the Committee will consider a revised application for a larger sum if you are able to meet all of the criteria which apply to large grants. Contact the Administrator before making a further application and a review officer will contact you to agree the specific requirements in your case.

If you received less than the maximum in June, you can submit applications for up to £30,000 in the normal way.

### **How do I submit an application for a large grant?**

Complete the online application form and collate the supporting information in the same as way as all grant applicants.

In addition, prepare a written submission to the Committee which addresses each of the additional criteria listed above and submit this with a printed and signed copy of your application.

### **What is the review process for large grants?**

Applications for large grants will be subject to an initial review by an Association Officer who may ask for more detail, or supporting evidence, in relation to your written submission. Applications for large grants will not go forward to the full Committee for consideration until the review officer is satisfied that the application is complete.

You are strongly advised to submit your application and the covering submission to the Association at the earliest possible opportunity to avoid having your application held over until the following quarter.