



## **The Association of Jersey Charities Grants Programme**

### **A bit about our grants programme...**

The Association makes grants to charitable organisations operating in Jersey, currently funded from the profits of the Channel Islands Lottery and from donations by private and corporate benefactors.

Eligibility for grant funding depends on whether or not a registered charity is a member of the Association and, with effect from 1 January 2021 in relation to Lottery grants, which sector it operates in. Access to grants from certain private donations is restricted to registered charities which are members of the Association. However, all registered charities, whether members or not, have access to Lottery funds and some corporate donations.

Members and non-members are subject to the same application and assessment process when applying for a grant from any of the above sources under our “general grants” programme. The Association’s Grants Committee will decide where the funding should come from, based on the amount and purpose of the grant. This guidance note explains how to apply for a general grant, what it can be used for and what the Association needs to see in your application. Provided your organisation is a registered charity, please read on.

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

You can apply for grants for staff costs; to purchase items of equipment or services such as web development; to undertake small projects such as refurbishment of premises or for contributions towards the cost of large projects such as constructing a building or extension.

The current maximum available is £30,000 per applicant per financial year (1 April to 31 March). Effective June 2021, charities which are AJC members may be able to apply for funding for up to 3 years at up to £30,000 p.a. There is a separate guidance note on multi-year applications.

### **Are there items you will not fund?**

Yes. Our constitution restricts the use of certain funds so that the primary beneficiaries of the grant or the organisation receiving the grant must be located in Jersey. There is also a specific restriction on the use of Lottery profits which can only be awarded to charities operating in Jersey. Accordingly, we cannot fund any overseas projects.

In addition, we do not provide grants for:

- General fundraising campaigns, sponsorship or appeals

- Use by the applicant in its own grant programme
- Individuals
- Staff costs if the person is not employed by or seconded to the organisation requesting the grant
- Start up and general overhead costs

Further, if an organisation is predominantly funded by Government or another statutory or similar body, any application would have to explain the rationale for seeking additional financial support. Finally, the Association considers the financial sustainability of the organisations it supports. Therefore, it will not usually provide grants for more than three consecutive years if it appears that an organisation has become dependent on Association funding.

### **Do you support particular causes or sectors?**

The Association does not allocate funds over which it has full discretion to any particular cause or sector. However, our donors may determine which sectors they choose to fund.

***With effect from 1 January 2021, in respect of the 2019 Lottery profits transferred to the Association for distribution, the Association will not fund any organisation whose charitable activities are directed at the support of or participation in the Arts, Culture, Heritage, Sport, Science or Research. Nor will it fund any project the purpose of which is support of or participation in any of the above.***

Organisations seeking Lottery funding for those sectors should approach the Jersey Community Foundation.

### **How does the Association assess applications?**

Overall, applications are assessed based on need. There are two aspects to this:

- (i) the need for what the organisation does in general and specifically the need for the item which grant funding is for. This is assessed by reviewing the answers to questions on the application form – for example, where there is apparent duplication with another charity, your application should address that point.
- (ii) the financial need of the organisation. This is assessed by considering whether the organisation could cover the cost from its own resources rather than through grant funding.

There are some basic questions on the application form which ask for information about what you want the grant for – these are specific to the request. For example, a job description if applying for staff costs.

Other questions help us assess the merits of the application. For example, is it clear how the grant will support the organisation's objectives and has consideration been given to expected outcomes? There is room on the form to provide other information if you believe it would help us.

We will consider your track record – in delivering the services your organisation offers and in complying with any conditions attached to previous grants from the Association.

We also assess your governance procedures. For example, are financial statements produced on a timely and consistent basis; is the board of governors independent and suitably experienced. Our preference is for a board to comprise at least three independent members and for decisions to be taken by a quorum of three.

We strongly encourage collaboration within the sector and with other community organisations and expect applicants to explore such options before applying for grant funding.

### **Anything else I should know before applying?**

We issue guidance on grant-related topics from time to time. These are also found in the 'Grants' section of our website. We strongly advise potential applicants to review the 'Guidance on Reserves' in advance of applying in order to answer the questions in the application form.

You should also check the 'Supporting Information Guidance' as this explains what we need by way of quotes and financial information.

**With effect from 1 January 2021 in respect of Lottery grants, successful applicants will be asked to certify that they have in place appropriate training and procedures to ensure good governance and, where appropriate, safeguarding of all vulnerable people the recipient serves.**

If you could not give this certification, you will need to include a plan for corrective action in your application.

### **Reporting**

All successful applicants must provide us with a project completion report once their grant has been paid in full and, if awarded funding from the Lottery, publicise the fact in accordance with the "How to Acknowledge Your Award" guidance on our website.

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

Go to our application portal at <https://ajc.smartsimpleuk.com> and get started! If it is the first time you or your organisation has used the portal, you will have to register. Just follow the simple on-screen instructions. Once you are in the system, you will see which funding options are available to you.

Of course, if you have any questions, you can always reach us via our [Contact](#) page.