



YORK COMMITTEE SMALL GRANTS APPLICATION GUIDELINES

What we do

The York Committee of the Joseph Rowntree Housing Trust makes grants in response to applications from charities and other voluntary and not-for-profit organisations. Grants are generally under £5,000.

What are our priorities?

When considering applications for grants, the York Committee gives priority to applications which fit within our main areas of interest. Our purpose is to build and develop strong and empowered communities without poverty or isolation. Our definition of 'poverty' is "when a person's resources are well below their minimum needs, including the need to take part in society". In line with the Joseph Rowntree Foundation's ['We can solve poverty in the UK'](#) strategy we want to encourage voluntary and community organisations to make solving poverty an explicit goal. We therefore welcome applications that demonstrate how they can contribute to solving poverty in York.

Please note our funding priorities are reviewed on a periodic basis and we recognise there are often shifting needs within the voluntary, community and social enterprise sector. In view of the impact of the Coronavirus Pandemic, in particular for those who were already struggling to stay afloat and are now faced with the potential to be swept further and deeper into poverty, the York Committee has undertaken a review of its grant making approach and funding priorities for 2021. Findings from recent research with frontline organisations, partners and other funders identify that the two specific areas of need remain significant:

- 1) to increase and better co-ordinate access to benefits advice, debt advice, support with developing financial capability, housing advice, and information and advocacy for those in or at risk of poverty;
- 2) to increase local community-based activity to prevent and reduce isolation where poverty is a contributing factor or barrier.

What can we fund?

We are committed to being a flexible and supportive funder and therefore invite applications for either core organisational costs or project specific costs. Organisations applying for core organisational costs must demonstrate that their overall work aligns with our purpose to build and develop strong and empowered communities without poverty or isolation.

Some examples of the kind of activity in each of these categories are given below but these are only examples – there are many other activities, projects and services which might come under the following headings. If in doubt about whether your work fits our aims, please get in touch by phone, letter or e-mail. We welcome and encourage enquiries.

Access to benefits advice, debt advice, support with developing financial capability, housing advice, and information and advocacy for those in or at risk of being in poverty

Activities, projects or services which might

- Use awareness raising and advice so people can maximise their resources, for example increasing benefit take-up, signposting to affordable credit, or enabling people to get better deals from providers.
- Co-ordinate local advice and service provision, fostering links with community groups, so people can access the support they need when they need it, and be supported efficiently.
- Support individuals who may be affected by homelessness or at risk of homelessness to secure tenancies and / or help them to access high quality housing advice.
- Provide access to professional counselling for individuals who may be experiencing mental ill health, and are living on a low income, to help develop their resilience and overall wellbeing.

Community based activities to prevent and reduce isolation, where poverty is a contributing factor or barrier

Activities, projects, or services which might

- Strengthen community relationships and address barriers such as loneliness, isolation and stigma, where poverty is a contributing factor or barrier.
- Facilitate ways to share or reduce living costs, learn or trade skills, for example volunteering, community currencies, or social and neighbourhood enterprise.
- Support people on low incomes (in or out of work) seeking to gain volunteering experience and / or training, which would contribute to building confidence and skills.

- Support people living on low incomes to access community based activities, which they would not ordinarily be able to afford, to help widen their support networks.

What won't we fund?

Grants are not normally given to:

- Animal welfare groups
- Archaeological work
- Individuals
- Routine maintenance or construction of buildings
- Research, including medical research
- Political campaigning
- Overseas visits

Living Wage Funder

JRF/JRHT is an accredited [Living Wage Employer](#) and a [Living Wage Funder](#). Our support for the real Living Wage is strongly connected to our vision of 'A prosperous UK without poverty'.

The [Living Wage Campaign](#) calls for every worker in the country to earn enough to provide their family with the essentials of life. The UK rate is set annually by the Living Wage Foundation and calculated by the Centre for Research in Social Policy at Loughborough University.

JRF/JRHT is a [Living Wage Funder](#). This means that, other than in exceptional circumstances, we do not give grants to fund posts that are paid below the real Living Wage. We encourage our grantholders and prospective applicants to think about building a real Living Wage workforce, but we know that this is not easy for some organisations. If your organisation would find paying the real Living Wage problematic we would welcome an opportunity to discuss this prior to applying.

Who can apply?

There is no lower limit for applications and the upper limit is £10,000. The upper limit is only likely to be awarded in exceptional circumstances, with the average grants likely to be around £5,000 or less.

Applications should fit the following criteria:

1. Grants will only be given for charitable purposes, as defined by charity law.
2. Grants are given to charities and other not-for-profit organisations in the area covered by the City of York Council, for the benefit of people in that area.
3. The Committee prefers to fund local, York based organisations, although they are open to considering exceptional applications from regional or national organisations.
4. Grants can be made for up to one year (or, in exceptional circumstances, over two years) not exceeding £10,000 in total.
5. The Committee welcomes evidence of organisations working together to solve poverty in York. If your application is in collaboration with others please identify a lead partner.
6. Community Interest Companies wishing to apply must have an asset lock body in place.
7. Community Interest Companies and Private Limited Companies with charitable objectives (i.e. a Social Enterprise) wishing to apply must have a minimum of three unrelated Directors.
8. The Committee expects organisations to have a good understanding of their recent financial history and future financial viability.
9. Your organisation is a real Living Wage Employer, is working towards becoming one or is open to exploring the possibility of becoming one by having a discussion with us.

Assessing applications

- Dates and deadlines are on our website at <https://www.irht.org.uk/about-us/york-committee>. In 2021, there will be two grant rounds.
- We will only consider one application from your organisation at a time.
- We will acknowledge receipt of your application and if your application is incomplete we will contact you for the missing information.
- If the application meets all requirements at the initial assessment stage, it will be put forward at the next Committee meeting.
- Applicants will hear whether they have been successful within 10 working days of the Committee meeting.
- Alongside the assessment process, a group of people with lived experience of poverty will also review the applications and offer their advice and guidance to the Committee.
- We may consult with key external individuals and organisations during the assessment of your grant application. Please note we would not share any personal data contained within the application.

Policies and insurances

Depending on the type of activity, project or service you are applying for funding for you may need particular policies and / or insurance. For example, if you are applying for funding to work with children you are advised to have a policy that explains how you will ensure that they are kept safe. It is your responsibility to have acceptable policies, procedures and / or insurances in place. Please note, we may ask to see these policies as part of the assessment process.

Offering you a grant

If your application is successful you will receive an offer letter, with our terms and conditions of grant form attached. The terms and conditions of grant form must be signed by an appropriate representative of your organisation, such as the Chair or senior employee, and returned to us confirming your acceptance of these.

For any successful application we need to ensure that the funds are paid into a bona fide bank account. Therefore, upon notification of being awarded a grant you will be required to provide a copy of a recent bank statement from your organisation's main account. Please note all copies of bank statements will be held securely and following the relevant checks they will be destroyed accordingly. Please note we would also expect that organisations have at least two unrelated appointed signatories for their bank account.

Monitoring and learning

We trust the groups we fund and aim to build open and straightforward relationships with the groups we support. We are very interested in learning from the work of our grant recipients. It helps us to understand what has worked and where organisations may have encountered barriers or difficulties in delivering projects. Upon completion of a grant, we will provide you with an end of grant report form to tell us how the funds have been spent and what you have achieved. Please note we encourage you to be open and honest in your end of grant report back. It will be equally as important for the Committee to know what has worked less well as what has worked well. Giving an honest account in your report will not hinder any future application you might make.

The Committee holds a meeting in November, which is primarily used for reflection and learning from grant recipients. Please note as a grant recipient you may be offered an optional invitation to join the meeting to share learning from your grant.

Re-applying

Whilst we are happy for organisations to re-apply to the York Committee for funding, we consider each application on its merit and cannot guarantee that we will approve another grant to the same organisation, whether that is for new or continued work. We provide support with sustainability and wherever possible we will supply information on additional sources of support potentially available for you to access.

Prior to a new application being considered it will be necessary for the following:

- The previously awarded grant will need to have finished;
- Your organisation will need to submit the end of grant report back upon completion of the most recent project activity / grant;
- Your report back will need to have been reviewed by the Committee during one of their quarterly meetings prior to a new application being considered at the following quarterly meeting.

Unsuccessful applications

If your application is unsuccessful we will aim to provide you with feedback. We may also be able to signpost you to other sources of funding and support.

HMRC Common Reporting Standards

Please note that under the HMRC Common Reporting Standards we are required to hold information on all of our grant holders. This information includes your organisation's name, charitable structure and registration or reference number. This is why it is important that you complete in full the section asking for this information on the application form. If you are unsure how to complete this, please seek assistance before submitting your application.

Data Protection

For further details on how we process and store your personal data please refer to our [privacy notice for York Committee grant applicants](#).

Open Data

JRHT is committed to being an open and transparent funder. We work with the [360Giving Initiative](#) to publish our grant data openly online, to an agreed data standard, which means that recipients of our grants will be identifiable. Publishing information about our grants in an open format on our own website, and through 360Giving, will help to share and compare data more easily and will in time contribute to more effective grant making. The work is licensed under the Creative Commons Attribution 4.0 International License. This means that data is freely accessible to anyone to be used and shared as they wish.

Publicity

We have no set publicity requirements but are happy for you to mention our grant to other funders and in your annual report and accounts. If you would like to mention the grant in press coverage, and / or use the JRHT logo, or have any questions about publicity, please contact Helen Robinson, Community Grants Support Officer, to discuss.

How to apply

We welcome discussions about potential applications and project ideas and encourage potential applicants to contact us before they apply. Or, if you have read these guidelines and feel that your organisation is eligible to apply for a small grant, then please go to the York Committee page on our website <https://www.jrht.org.uk/about-us/york-committee> to download and complete an application form. You will need to submit your completed application form along with the following required documents:

- Your most recent audited statement of accounts and balance sheet (*please note we appreciate in these extraordinary times your current financial position may not be reflected within your most recent accounts. If there is anything else you would like to explain about your current finances please do so*);
- Your organisation's terms of reference or constitution; and
- A full, up to date list of the members of the management committee or Trustee body to

E-mail: helen.robinson@jrht.org.uk

Or:

Helen Robinson
Community Grants Support Officer
York Committee
The Joseph Rowntree Housing Trust
The Homestead
40 Water End
York YO30 6WP

Telephone: 01904 615939 / 07736 977061

Help and advice

We hope you find these guidelines useful. If you have any further queries please get in touch with Helen via the contact details above.

Thank you for expressing an interest in applying.