**SMALL GRANT PROGRAMME GUIDELINES**

The Foundation’s small grant programme awards grants of up to £7,000 for projects in our **Older People** category.

ELIGIBILTY REQUIREMENTS

* **You must be a UK registered charity**. The area of operation for our small grant programme is the British Isles. We consider the quality of projects more important than their geographical location.
* **The charity’s annual income must be less than £350,000.**

**WHAT WE DON’T FUND**

* General appeals.
* Unrestricted grants.
* Individuals.
* Grant making charities.
* Loans, deficits, or endowments.
* Retrospectively (i.e. costs already incurred prior to receiving a decision from the Foundation).
* Community development organisations.
* Capital costs of buildings or equipment.
* Building maintenance and repairs.
* Community transport.
* Purchases of minibuses.
* Disability access.
* Meal delivery services.
* Older people’s projects that are restricted to one section of society.
* Services that only benefit people with specific health conditions, with the exception of dementia.

**OUR FUNDING PRIORITIES**

The Foundation will only fund projects in the following sub-categories:

1. Programmes aiming to alleviate isolation and depression in older people, including informal day care or social, physical, and recreational activities.
2. Programmes which give practical help, assistance and support for older people living in their own homes.
3. Programmes addressing the emotional and practical needs of older carers.
4. Programmes designed to meet the specific needs of people with dementia.
* We wish to fund preventative and early intervention programmes being delivered at the community level which allow older people to stay in their own homes and remain independent.
* We are interested in programmes which can demonstrate their effectiveness in improving the quality of life of older people.
* We favour projects that offer a consistent and sustained benefit rather than one-off events or short-lived activities.
* The trustees will consider the overall financial position of the charity including the level of unrestricted reserves when awarding grants.

**PREVIOUS APPLICANTS**

* Charities that have previously received a grant are asked to wait two years from the date of the grant payment before re-applying.
* Charities that have applied unsuccessfully must wait one year from the date of declination before re-applying.

**WHEN TO APPLY**

* Applications can be submitted at any time during the year.
* All applications received by the Foundation are acknowledged and we aim to provide a decision on your application within four months.

**HOW TO APPLY**

***The Foundation’s small grant programme is oversubscribed. If you have any questions or are unsure as to the suitability of your application, please call us on 020 7370 7063 to discuss your possible submission with one of our staff.***

Please complete the [Small Grant Application Form](http://www.charleshaywardfoundation.org.uk/wp-content/uploads/2024/01/Small-Grant-Programme-Application-Form-Jan-2024.doc) which can be downloaded from our website.

Please email your completed application form to grants@charleshaywardfoundation.org.uk and include the following as relevant:

* Your most recently **audited or examined annual accounts.**
* **Draft/management accounts** for the most recent full financial year (only if your audited or examined accounts are more than 12 months old).
* If your accounts show a significant surplus or deficit, high or low reserves, please explain this briefly.
* **A list of trustees** (only if they are not named in your accounts).
* A copy of the charity’s latest **bank statement**.
* Please make sure it clearly shows the charity name.
* Is the same bank account to which, should you be successful with your application, your grant will be paid into.

*By sending a grant application to us you consent to being contacted in relation to the application and any grant awarded. Please ensure you have consent from your organisation to pass on its details and if you enclose any beneficiary information it should be anonymised. Our Privacy Policy is available on our website.*