



High Sheriff Awards - Application Guidance Notes

These guidance notes will help you complete your application for a High Sheriff Award. If you find anything unclear or confusing or would like to talk to us, please call the grants team on 01380 729284 or email on info@wiltshirecf.org.uk.

Please start by reading through the criteria (see below) for the High Sheriff Award to make sure that your application fits and so you can understand what we are looking for in your application.

Criteria of High Sheriff Award

The High Sheriff Awards programme are particularly keen to support projects which seek to bring communities together to tackle local issues improving trust and understanding and welcomes projects which offer a new or innovative approach. Applications are expected to focus on one or more of the following areas:

- Anti-social behaviour
- Crime in local neighbourhoods
- Drug and alcohol related crime
- Reducing re-offending
- Violence against women and girls
- Youth crime

Grants of up to £3,000 are available.

What we fund

Registered or non-registered charities and community groups operating within Swindon and/or Wiltshire who have the following:

- a bank account with at least two unrelated signatories
- an independent management group based in Swindon or Wiltshire
- a constitution
- less than 12 months running costs in unrestricted reserves
- an Equal Opportunities Statement
- if relevant, a Child Protection Policy (under 18 years) or Vulnerable People Policy (over 18 years) and procedures
- social enterprises (including Community Interest Companies) provided they:
- have a social purpose and are owned and run by their communities

- are limited by guarantee
- have at least three unrelated directors, the majority of whom are not paid
- have an asset lock clause that ensures funds and assets are transferred to a body with charitable objects on closure of the CIC
- have a system to ensure decisions on Directors' remuneration are not taken by those Directors receiving remuneration
- new projects
- continuation of existing provision
- training and other development activities that strengthen groups
- salaries
- core costs and overheads

You are welcome to apply for core costs, but you should apply for an identifiable element (e.g. 4 hours per week administrator time) or as part of full cost recovery for a project (ie when applying for project costs you can include a proportionate contribution to the organisation's core costs).

What we don't fund

- groups with more than 12 months running costs in unrestricted reserves
- groups without an independent management group based in Swindon or Wiltshire
- statutory organisations including schools, academies, area boards, town and parish councils and NHS Trusts.
- projects taking place outside Swindon or Wiltshire
- projects due to start more than 6 months after the grant is awarded
- one-off or sponsored events
- general large fund raising appeals
- capital projects costing more than £5000 unless most of the cost is already secured
- projects which duplicate an existing service
- the advancement of religion
- medical research and equipment
- animal welfare
- party political activities
- running costs for Community Area Partnerships

How to apply

We have sent you a link to our online application form process. The link will take you to a screen where you register your email address to receive the form. A link to the form will then be sent to your email address and you can start to complete it. You can save the form at any time as you complete it. If you want others in your organisation to contribute, you can share the link to the form with them.

Most answers have a word limit because we do not want you to give us excessive detail. Once you have submitted your application, one of our grants assessors will contact you to arrange to discuss the application either by phone or a visit. At this point you can tell us anything you have not been able to do on the form.

Many questions have a small blue information dot. These tell you what we are looking for in the answer.

In the email sent with these notes, we have told you when you need to submit your form. If you have difficulty meeting this date, please contact us. Sometimes we can be a bit flexible.

Guidance on completing the form

Section 1 – Organisation

This section helps us understand your organisation, including its financial position and who is responsible.

Aims and Objectives

A short summary of your aims and objectives and or what activities or service you provide. This will help us to understand who you are and what you are trying to do, and what your achievements so far have been.

This may seem like we are asking you to duplicate information, but sometimes an organisation may deliver a wide range of different services. We want to understand how the project you are asking us to fund fits with the wider work of your organisation.

For example an Advice Service may ask:

To fund a specific project around helping older people to access their entitlement to benefits, but also deliver a wide range of other services to other people.

New or innovative approach

Please tell us how you provide a new or innovative approach

Section 2 – Project & Referee

What service will you provide and how will grant be used for?

Please tell us in more detail what the grant will be used for and how your project will run.

For example a youth club might say:

We will run a weekly youth club for young people aged 8 to 16 in our village during term time. We will hire the village hall for 2 hours each week, recruit 2 paid Youth Workers and 4 volunteers to staff the club, and run trips and activities. The grant requested will support the costs of the Youth Worker's salaries.

Needs and Issues

Please summarise how you know that this project is needed. This could be because your current users have told you so, or because you get lots of requests to provide this service or you have done market research to establish the need, or some other reason.

For example a youth club might say:

There are 120 young people in our village aged between 8 and 16. At a recent community consultation meeting young people expressed their need for a weekly youth club.

What difference will your work make?

Tell us how people's lives will change and what improvements you expect to see in the community. Tell us how your project meets the aims of the High Sheriff's Awards criteria.

Young people will work together on developing their involvement in village groups which will help improve relationships in the community and give them a voice.

How will you know your work has made a difference?

How do you expect to measure and record your successes and any problems that may arise. If you have not monitored or evaluated your work before, let us know and if a grant is awarded we will help you to think about how best to do this.

Young people will be more confident in expressing their opinions in meetings and on feedback questionnaires. They will be able to tell us what activities worked well and what other services they would like to see in the village.

What happens after funding comes to an end?

Please advise what you are planning to do when this grant ends or if it is a one off project. Will the project continue? Are other funds in place?

Referee

Please provide the name, address, email, telephone number and job title of someone independent that knows your organisation well and can discuss this application with us. Please also advise how they know your group

Section 3 – Project Budget

We want to know how much your project will cost in total and how you have calculated this. We also want to know how you plan to meet the total cost. We are particularly interested in knowing whether the people who will benefit will contribute towards the costs.

Please make sure that the amounts are consistent and the totals are correct. During assessment, we often have to spend time re-calculating budgets which have been submitted incorrectly.

For each item ("Staff Costs", etc), tell us the total cost for Year 1 of the project and how much of this you are requesting in the grant. In the Breakdown boxes, itemise what you have included in the total.

Volunteer costs can include the costs of recruiting volunteers and reimbursing their expenses (eg travel or lunch). You should not budget to pay volunteers a flat daily rate.

If you are unsure how to work out or write down the expected costs, then contact us for some advice

Section 4 – Impact & Equal Opportunities

Please estimate as accurately as you can how many people will benefit from the project. We know that it can be difficult to estimate this, but it will help us understand your project.

From the various lists, please select the most relevant descriptions of what you expect to achieve and who will benefit. These will not influence the success or otherwise of your application. They help us evaluate the overall effectiveness of our grants programmes.

Supporting Documents

Please submit all the supporting documents. You can email or post them separately but it is easier for us if you attach them to the form. If you have applied to us recently, we will have copies, so you do not need to submit them again. If you are unsure if we need new copies, please contact our grants administrator on 01380 729284 or email info@wiltshirecf.org.uk.

Submitting your application

If you have made any errors or missed out a required question, you will receive error messages when you try to submit the form. If you have difficulty resolving these, please contact our grants administrator on 01380 729284 or email info@wiltshirecf.org.uk. We can access your form and can help resolve any issues.

When your completed application has been successfully submitted, you will receive a completion email.

What happens after I have submitted my application?

Initial assessment

When we have received your application, we will check it is complete and eligible. If you have not submitted all the supporting documents, we will ask you to do so – this will delay your application and may mean that the Grants Panel cannot consider it until a later grants round. If your application does not fit the criteria of the grants programme, we will tell you why and what you would need to do before re-applying.

Assessment

One of our grants assessors will then assess your application. The purpose of this assessment is to make sure that the Grants Panel, who will make the decision, fully understands the application. For groups who are new to fundraising or are not familiar with completing this type of application, the assessment process is also a further opportunity to explain to us why you want a grant.

- The assessor will call or visit you and discuss the application.
- The assessor may then contact the external referee to clarify anything they need to.
- The assessor will write an assessment report which gives the Panel additional information and analysis.

Decision Making

Our Grants Panels decide whether a grant should be awarded. The Panels are made up of a wide variety of people from across Wiltshire and Swindon. Panel meetings are usually held quarterly. Panel members read your application form, accounts and assessment report before reaching their decision together.

In reaching a decision, the Panel consider the following:

Is the project needed?

- What are the needs of the people who will benefit?
- How severe are these needs and how many people are experiencing this need?
- Do the beneficiaries want this project?

- Are other services already meeting their needs?

Will the funded project meet these needs?

- Will the project make a significant difference to people in need?
- Do the group understand clearly what difference they are trying to make?
- Is it likely to be achieved?
- Is the budget well planned and realistic?

Is the group is well run?

- Does the group have the skills and experience to run this project well?
- Does it have suitably qualified and engaged trustees, staff and/or volunteers?
- Are appropriate safeguarding measures in place?
- Does the group manage its finances well and have sound financial plans for the future?
- What is the group's history with the Foundation?

Does the group need the grant?

- Are the group and the beneficiaries contributing as much as they can to meeting the project costs?
- Is the group able to raise funds within their own community?
- Has the group explored other sources of funding?

After the Decision

Very quickly after the Panel meeting, we will send you an email or letter telling you the Panel's decision.

- If you have been awarded a grant, the email or letter will include a copy of our Terms and Conditions for you to sign and return to us.
- When we have received a signed copy of our Terms and Conditions, we will pay the first year of grant.
- If your group is not funded, the letter or email will tell you why. If you wish to consider re-applying, you can contact us to discuss what you would need to do to make an application more likely to be successful.

During the Grant

If, at any point, you have any difficulty in delivering the project how and when you described in the application, please contact us. We are usually happy to be flexible, but do need to know about any changes. Our Terms and Conditions make this clear.

End of the Grant

At the end of your grant, we will send you an online form for you to tell us how you spent the grant and what you achieved. We intend this process not to be onerous for you. We hope that you will find the process of reflecting on your project helpful in your own future planning. Please ensure that you do complete the end of grant form when you receive it. We are unlikely to award you any further grants if you have not told us what you have achieved with this one.

Complaints procedure

If you wish to challenge the decision you may do so, but only if your complaint is to do with the fairness of the process. Details of the complaints procedure are available from the Wiltshire Community Foundation.