

# Small Grants Fund

## Guidance Notes 2025



### Overview

The Two Ridings Community Foundation's Small Grants Fund is aimed at supporting small voluntary and community groups, small charities, and other types of not-for-profit organisations (e.g. CIC's and CBS's) with a turnover under £150,000.

Priority will be given to organisations that support those that are most disadvantaged either because they are based in an area of disadvantage or because they work with a community disadvantaged for some other reason. Priority will also be given to work which addresses needs identified by local people.

### What the grant can be used for

You can apply for grants between £200 and £2,500 for ongoing project costs, pilot projects, small capital expenditure or development needs of your organisation that will allow it to better meet the needs of beneficiaries and / or support overheads to enable this.

Grants can be used for projects / overheads for up to 24 months. Please note that you can only hold one active Small Grants Fund award at a time.

### Examples of the type of project that might be funded include:

- Volunteer recruitment
- Volunteer training
- Pilot project for an activity you may hope to then generate your own income from
- Purchase of equipment to extend activities to increase participation
- Activity costs for young people in an area of disadvantage
- Staff or freelance support / training to increase the capacity of the organisation
- Building improvement projects to make venues more accessible for users
- Publicity materials
- Organisational running costs (overheads)

This list is not exhaustive but gives an overview of the types of projects which may be a good fit with the current aims of the fund.

### Applying for overheads or a contribution towards overheads?

Tell us what percentage of overheads you are applying for and how you plan to cover the remaining costs.

### Applying for organisational development costs?

Organisational development focuses on supporting groups towards sustainability through improving capability and / or capacity. You can use this funding to create or make changes to your

strategy, structure or processes for an entire system, your overall organisation, an area of work or a specific role or job.

Tell us how this organisational development work will support your organisation to better meet the needs of your beneficiaries and how they will benefit from the development.

### **Applying for funding for a specific project or activity?**

Small Grants can fund 100% of project / activity costs or can be part of a combination of funding to meet the full amount needed. However, it is unlikely that priority will be given to projects where the grant award would represent less than 20% of the total project cost. If you are applying for a percentage of the total costs, please tell us what other funding has been secured or how you will secure the remaining funds. For projects near the beginning of their fundraising we may pledge your organisation funds on condition that further funding is raised elsewhere to make your project viable. (This can be noted as match funding in other grant applications.)

### **Applying for an event?**

Tell us about the impact beyond the event itself: e.g. is there a legacy from the event that will meet the needs of your community, or will the event help you increase long term volunteering? Events need to demonstrate wider community reach and benefit beyond the day's activities alone.

## **What we need to know**

- **What you would like to do and how will you do it?**
  - Tell us more about who will benefit from it.
  - How is your project accessible and inclusive?
  - What frequency and level of support will you offer?
- **How does your project meet the fund priorities?**  
(Supporting ongoing project costs, pilot projects or development needs of your to allow it to better meet the needs of beneficiaries and / or support overheads to enable this.)
- **What difference do you hope your project / activity, organisational development, small capital expenditure or support towards overheads will make?**
- **How will you make sure people know about it?**
- **How will you plan to learn from it and use this learning to shape future projects.**

## **Successful applications**

We expect around 50-75% of successful applications to be addressing quality of life (e.g. supporting long term individual wellbeing, health, engagement with environmental work, youth volunteering or extracurricular education projects). Around 25-50% will meet urgent community social needs (e.g. provision of clothes, food, bedding, urgent mental health support etc).

## **Organisational / group Eligibility**

In order to apply to the **Small Grants Fund** your organisation must:

- Be either a small voluntary organisation, community group, small charity or other type of not-for-profit organisation, provided that the purpose of the grant is wholly charitable (please see our [FAQ](#) page for additional requirements for CIC's & CBS's (these were updated in April 2025))
- Be based in and / or delivering activities or services in York, North Yorkshire, Hull or East Yorkshire.

- Have a governing document (also known as a constitution, rules, memorandum, or articles of association) in the name of their organisation which outlines their charitable objectives and includes a charitable dissolution clause
- Have a bank account in your group/ organisation's name with at least two signatories, who are not related to one another
- Have an annual income of under £150,000 per annum

## Who and what cannot be funded?

<ul style="list-style-type: none"> <li>• Private Businesses or individuals</li> <li>• General appeals or sponsorship</li> <li>• National organisations and their affiliates</li> <li>• Work which has already started or taken place / retrospective funding</li> <li>• Work normally funded from statutory sources</li> <li>• Work undertaken by or on behalf of statutory bodies as part of their statutory activities</li> <li>• Prize money</li> <li>• Purchase of gifts</li> <li>• Work of a political nature</li> <li>• Loans, deposits or on-granting</li> <li>• Teacher training</li> <li>• Payment of commission-based fundraisers / fundraising</li> </ul>	<ul style="list-style-type: none"> <li>• Work undertaken by / on behalf of schools, colleges or universities as part of their statutory curricular activities</li> <li>• Work where the main beneficiaries are animals</li> <li>• Work which does not directly benefit people living in the area of benefit</li> <li>• Overseas holidays or trips</li> <li>• Organisations that mainly give funds to other organisations or individuals</li> <li>• Work for the advancement of religion (applications are accepted from religious groups working in the community provided that the main focus of the project is not proselytising)</li> <li>• Work normally undertaken by infrastructure organisations</li> </ul>
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## How to apply

1. Ensure you meet all the eligibility and fund criteria above and that the fund is currently accepting applications.
2. Complete the online application form. A link to this is found on the [Small Grants](#) fund page of the Two Ridings website. The online application process is straightforward and provides an option to save your application as you go so you can dip in and out of the application before you submit it. If required, a paper version of the application form is available on request.
3. Attach your supporting documents (listed below) to the online application. If you have requested a paper version, please send your completed application form along with copies of your supporting documents to: Two Ridings Community Foundation, Pavilion 2000, Amy Johnson Way, YO30 4XT
  - The organisation's constitution/governing document/set of rules
  - Contact details (address & email) of your management committee / trustees / directors.
  - The organisation's most recent annual accounts or financial records that show your organisation's balance of funds, income and expenditure. If you do not have financial records that cover a full year then you will need to provide a set of management accounts.
  - A safeguarding policy if your organisation works directly with children or vulnerable adults.

**Applications will only be processed when all documentation has been received.**

If you do not have all these documents, please do get in touch; we may still be able to consider your application or signpost you to further support.

- If your application is successful, you must provide a copy of a Bank Statement (dated within the last three months) or Paying in slip in the name of the organisation applying. We cannot accept transaction lists or screenshots of transaction. [Click here](#) for some guidance on your bank statement.

**NOTE – if successful, you must submit your bank statement within 4 weeks of your ‘grant awarded’ notification otherwise your application will be withdrawn.** Please make sure you have access to a statement when you apply.

## Assessment and Award

- All eligible applications will be assessed. One of our volunteer or in-house assessors may contact you to chat about your application to help us better understand your funding request. This may be over the telephone or in person. When assessing applications, we will look at the following:
  - How your group/activity is set up and managed
  - How well your finances are managed
  - Evidence of need for your project
  - Your commitment to ensuring equal opportunities and the inclusivity of your project
  - Value for money offered by the project
  - How well the project meets the fund criteria and the priorities
- All eligible applications will be considered by a funding panel, which may include community members, people with lived experience and / or donors, and Two Ridings Grants committee members. The final decision cannot be changed and no discussion will be entered into, although we will try to provide constructive feedback if we can.
- In certain circumstances applicants will be awarded a pledge. This is the promise of a grant if/when certain conditions are met within a defined timescale.
- There is no appeals process for grant awards. If an applicant feels dissatisfied with the outcome they can make a complaint and our [complaints policy](#) provides the detail of how to do this.
- Following the panel meeting, we will contact you by email to let you know the outcome. We aim to give you a decision within 12 weeks of receipt of an application and all supporting documentation.

## End of Grant Reporting

- When your project is complete, you must fill in an End of Grant Reporting Form. This is available as an online form very similar to the online application form. Should your application for funding be successful, a link to this form will be sent to you when your grant payment is made. After your grant period, you will not be eligible to apply for further grants from this fund until we have received this form, as it finalises your grant.
- We aim to visit a proportion of funded applications and we will contact you to arrange a visit if this is required.
- Successful applicants must ensure that Two Ridings is included in any publicity and our logos will be provided for this purpose.

If you require any assistance with the completion of your application please contact Two Ridings on 01904 929500. We are happy to help.

## Equality, Diversity and Inclusion

Two Ridings is committed to equality, diversity and inclusion and ensuring an equity of access to all groups and organisations. We expect groups and organisations applying for grants to show that they are aware of equality, diversity and inclusion and can demonstrate commitment to them.