



SOCIAL  
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## MAJOR GRANTS PROGRAMME CRITERIA & GUIDELINES

*SIF's Major Grants Programme seeks to support the financial sustainability of the Bailiwick's charitable sector, targeting funding towards organisations and projects which are most needed within the Bailiwick.*

*This programme accepts applications of greater than £25,000, with no upper limit. For applications below this amount, please apply to SIF's Small Grants Programme.*

### Applications must:

- support the outcomes set out below that are focused on people in our Bailiwick community, on the services and support they need, or are of benefit to our community; and
- demonstrate measurable impact against those applicable outcomes by proposing appropriate outputs.

### Applications should (one or more of these should be met):

- provide services that demonstrate a clear community need but which are not currently provided;
- provide services that complement, enhance and support but do not duplicate services currently being provided;
- provide sustainability of a service – for example through a multi-year approach being taken;
- support multi-agency working – for example joined up approaches from more than one grant-recipient;
- support partnerships with other grant givers/private sector philanthropy;
- build capacity and capability in the non-government sector;
- encourage or support volunteering;
- encourage or support social enterprises.

### Outcomes

- Improving the lives of people with specific needs, disadvantages or vulnerabilities;
- Employment, education or training opportunities;
- The protection of our natural environment, culture and heritage;
- Improved health and wellbeing for our community;
- An inclusive community, which challenges the barriers causing disadvantage or discrimination.



### Funding costs covered by SIF

- Funding can cover running costs and salaries provided that these costs contribute towards achieving the outcomes;
- Capital costs will be considered;
- Multi-year funding.

### Eligibility

- Registered charities or NPOs;
- Joint applications are welcome from organisations wishing to work together to achieve an outcome;
- Funding for one-off fundraising initiatives may be considered;
- Appropriate applications from public sector service areas in support of third sector or community initiatives;
- Organisations based within Sark should be registered with the Sark Registrar (Alderney comes under Guernsey Registry);
- Organisations operating within or to benefit the Bailiwick of Guernsey.

### Activities which cannot be funded

- Activities outside the Bailiwick of Guernsey or that do not benefit residents of the Bailiwick;
- Applications from individuals;
- Applications seeking to promote political or faith groups will not be supported (however applications are welcome from faith groups for community activities which meet the outcomes above);
- If more than one year's reserves are held, justification will need to be provided why these existing reserves cannot be used to fund the proposed activity;
- Activities which duplicate a service already provided;
- Applicants cannot apply for funding for their own salaries (for example, the salary of a CEO/ Manager should be submitted by a board member);
- Applications are not likely to be accepted from fundraising or grant giving bodies unless previously agreed with SIF.

### Application Process

- Discuss your funding request with Sadie Siviter de Paucar, SIF's Lead Officer: [sadie.siviterdepaucar@gov.gg](mailto:sadie.siviterdepaucar@gov.gg) or 07839 239994;
- SIF's Lead Officer, and potentially a SIF board member, may meet you to discuss your application further;
- If you are invited to complete an application form you will be sent a link to SIF's online grant application portal Sadie can provide assistance with the form if required.

### Consideration of Applications

- The applicant may be visited by SIF's Lead Officer, and potentially a SIF board member.
- Your application will be reviewed by SIF's Lead Officer.



- Your application will then be considered by SIF's board at its next grants applications meeting.
- You may be asked to present your application to the board at this meeting.
- If you are not successful with your application, feedback will be provided.

### Submission of Applications

You may apply for a major grant when application rounds are open, usually twice a year. Application rounds are published in the media and on SIF's website. You will need to contact the Lead Officer first who will advise on whether an application is eligible and can be accepted. If so, your application will be considered by the SIF board at a major grants applications meeting of which there are likely to be two meetings a year.

### Information Requested in Application Form

- About Your Organisation – SIF needs to understand what your organisation does, how it is managed, and the key people involved.
- Funding Request Details – SIF needs to gain a clear picture of why you need funding, what it will be used for and what will be achieved with any funding awarded. Outputs – these are the measurable actions, activities or items that contribute to achieving the outcome/s your application aligns with. SIF puts the emphasis on the applicant to tell us what they want to achieve as a result of the funding and the applicant will need to explain how they will measure these outputs.
- Financial Details – please provide full information so that SIF can clearly understand that financial situation of your organisation. Please provide a breakdown of your request by line item using the boxes provided or on a separate schedule.
- Supporting Documentation - along with your application form you will need to submit the following:
  - Most recent accounts, audited if possible
  - Business or strategic plan for your organisation
  - Most recent annual report
  - If your application is for a specific project - a business plan for this project, or evidence of how this project fits into your organisation's strategic plan
  - If your application is for a capital project and you already have quotes, please provide
  - If your funding request includes salary costs, please include a job description and/or person specification/key criteria.
- Policies – SIF asks for this information so that it can gain additional evidence of the governance within your organisation.
- The SIF board reserves the right to request additional information at any point during the application process.

### Monitoring and Evaluation of Grant Recipients

- Grant recipients will be expected to sign a grant agreement which specifies that funds must be used as detailed in the application and may also specify further conditions attached to the grant.



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- It is important for SIF to be able to monitor how grant recipients are achieving an impact with its grant funding. Grants will be monitored against the outcomes and outputs specified within the application process. These will be confirmed within the grant agreement.
- SIF's Lead Officer and/or a Board member may visit grant recipients during the grant period.
- Recipients will be required to complete grant reports during specified points during their grant and may be expected to meet certain requirements to enable the payments of multi-year grants, along with making satisfactory progress.

### Applications for other SIF grants

Major Grants applicants are eligible to make funding applications under SIF's other grants programmes for different projects/activities.

### Further Information

Please contact SIF's Lead Officer with any questions: [sadie.siviterdepaucaar@gov.gg](mailto:sadie.siviterdepaucaar@gov.gg) or 07839 239994.

### Data Privacy Statement

SIF will collect and process the name, position in the organisation, telephone number and email address of your charity's main contact, in addition to the name of your organisation's Directors and senior staff, for the purpose of this application. This personal data will be used to support the application process, to notify the charity of the outcome of the application assessment, and, if successful, to discuss grant monitoring and reporting, and PR and marketing. Your personal data will only be used for these specified purposes.

The personal data provided through this application form will be held on our database and will be kept for a period of 7 years. The details obtained about the organisation or project through this application form will be stored by SIF on our database in order to process the application and for the purpose of grant monitoring and reporting, PR and marketing. Data may be shared with other funding bodies which might be able to assist with the application but will not be shared for any other purpose without consent having been given.

Under the Data Protection (Bailiwick of Guernsey) Law, 2017, you have the right:

- of access to your personal data (if anything is inaccurate or incorrect, please let us know and we will correct it); and
- to request that your data be expunged from our database.

For further information on how your personal data will be processed for this purpose and the further rights afforded to you under the Data Protection Law or to make a complaint about our use of your personal data, please contact SIF via [Sadie.SiviterdePaucaar@gov.gg](mailto:Sadie.SiviterdePaucaar@gov.gg)

If the application receives funding, SIF will release details of the amount given, and how it will be spent, to the media and / or on its website for promotional purposes.

If you would like to receive a copy of SIF's Fair Processing Notice please also contact Sadie.