



SOCIAL  
INVESTMENT  
FUND

## SMALL GRANTS PROGRAMME GUIDELINES & CRITERIA

*Under the Small Grants Programme, the Social Investment Fund awards grants of up to £25,000 to registered charities and not-for-profit organisations.*

*Applications made under this programme can relate to one-off projects, capital expenses, or running costs of up to a year's duration. Applications for salary costs within specific projects, usually of up to one year's duration, will be considered. Any other salary costs may be considered on an exceptional basis for no more than one year.*

*Applications for multi-year grants can be made via the Major Grants Programme – see [www.sif.gg](http://www.sif.gg) for further details.*

Applications for small grants are processed by the Guernsey Community Foundation (GCF) on behalf of the Social Investment Fund. GCF receives each application form, ensures it is correctly completed, asks for extra information if required, and passes the application to the board of the Social Investment Fund for a decision.

### **Before making an application**

If you are unsure whether you might qualify for assistance under the Small Grants Programme, or if you have any questions about the application process, please contact Guernsey Community Foundation on 01481 259523, or [grants@foundation.gg](mailto:grants@foundation.gg)

If you want to know more about the work of the Social Investment Fund (SIF) or the difference between the Small and Major Grants Programmes, contact Lead Officer Sadie Siviter de Paucar on 07781 109899 or [Sadie.SiviterdePaucar@gov.gg](mailto:Sadie.SiviterdePaucar@gov.gg)

### **The Application Process**

There are details of how to apply, including Frequently Asked Questions, on SIF's website: <https://sif.gg//grant-programmes/small-grants-programme/>

You can apply directly online via SIF's grant application portal, using the following link: [https://socialinvestmentfund.smartsimpleuk.com/s\\_Login.jsp](https://socialinvestmentfund.smartsimpleuk.com/s_Login.jsp)

You will need to register on the system before you can complete the form.

You will need to submit your most recent accounts, audited if possible. GCF may ask you to send in extra information relating to your organisation's finances, governance or safeguarding policies, depending on the nature of your application. You can attach extra documentation electronically.



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Once you have submitted your application, you will receive an email to confirm that it has been received. You may then be asked follow-up questions. Once you have provided all the required information, your application will be processed and passed to the Social Investment Fund, who will make a decision in May/June 2024.

**The deadline for submitting a complete application is 12pm on Wednesday 3<sup>rd</sup> April 2024.**

You will be notified in writing of the outcome of your application. If you are to be awarded a grant, you will be sent a grant agreement letter to sign, after which the money will be paid into the nominated account.

If an application receives funding, SIF reserves the right to release to the media and to publish on its website details of any grant being awarded.

### Eligibility Criteria

Applications are open to registered charities or NPOs operating within or to benefit the Bailiwick of Guernsey. Organisations based within Sark should be registered with the Sark Registrar (Alderney comes under Guernsey Registry). Appropriate applications from public sector service areas in support of third sector or community initiatives may be considered. Sports organisations are expected to have gained (or be in the process of gaining) the Sports Commission's SportsMark quality assurance award.

Applications should be focused on people in our Bailiwick community, on the services and support they need, or are of benefit to our community. You should be able to explain how the grant, if awarded, will be used to help achieve one or more of the following outcomes:

- Improving the lives of people with specific needs, disadvantages or vulnerabilities
- Creating 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 and discrimination

Applications which cannot be funded:

- Activities outside the Bailiwick of Guernsey or that do not benefit residents of the Bailiwick. Organisations based within Sark should be registered with the Sark Registrar (Alderney comes under Guernsey Registry).
- 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;



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- 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;
- 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).

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

Even if your application meets all of the eligibility criteria there is no guarantee of funding. SIF will base its decision on a range of factors, including the number of people who will benefit from the service or project in question; the impact of the project or service; the financial health of the organisation; the extent to which the charity works with partnership organisations to deliver shared objectives; and so on. Ultimately, SIF aims to direct money where, in its estimation, it is most needed.

There is no right of appeal against a decision not to award funding. A decision to refuse funding does not prevent you applying again in future.

### Reporting

Successful applicants will be asked to complete a brief report template once the money has been spent, no later than a year after payment, to confirm how the funds were used, describe any challenges encountered, and specify the extent to which the grant achieved the outcomes intended.