

SECKFORD SPRINGBOARD BUILDING YOUNG LIVES

Grant making programme for Organisations Guidance for applicants

The Seckford Foundation awards small grants to organisations whose applications fall within the criteria of its grant programme. The criteria aim to support:

- People aged 25 or under to enable access to education, employment and training, and life-long learning;
- People aged 65 or over to enable access to facilities and services, and to promote independent living and life-long learning.

The Foundation only awards small grants. It is rare for us to agree a grant for an organisation that is greater than £5,000. We will accept applications for funding which span over more than one year; however we will not repeat fund where separate applications are made within 12 months of the original application. To be considered for repeat funding, the original project must have achieved its objectives, and we must be satisfied with the evaluation of the project. The maximum number of years we will support any project is three.

Our funds are released when all other funds for the project have been sourced. It is unlikely that we would fund an application where our contribution forms only a small part of a project. We prefer to make things happen and this is more easily achieved if we are one of the majority funders. It helps if it can be demonstrated that there has been user and community involvement in the development of the project.

We are particularly interested in receiving applications which bring together the two age ranges we aim to support. In these circumstances we may be able to provide other in-kind support. We would welcome the opportunity to talk to organisations planning projects which involve our two target age ranges before an application is made to ensure a successful application.

What we will fund in detail:

- Organisations helping those aged 25 and under or 65 and over, living in Suffolk. The organisation does not have to be based in Suffolk however the beneficiaries of the grant must be;
- Support to access education or training, e.g. books, tools, childcare (where there is no statutory obligation to fund);
- Support to access employment, e.g. course costs required to access an employment opportunity where the skill is essential and the lack of it is holding the applicant back;
- Assistance to help access volunteering opportunities which will lead to improved chances of employment, or skills development, or maintain independence and social contact;
- Interventions that will raise self-esteem and self-confidence to enable participation in education, employment or training, or activities aimed at promoting independence and social inclusion of both the older and younger person;

- Transport costs to an activity which achieves one or more of our aims e.g. life-long learning, promoting independent living, employment or training;
- Activities which engage the young and older person and which help them cope with the challenges they face at their particular stage of life, providing these meet our criteria.

Funding for School Trips

We recognise that school trips enhance education in a variety of ways, and offer many other benefits in terms of learning independence, gaining confidence etc. We are, however, only able to support those applicants which we deem to have the most need. If applying for funding towards school trips, either for groups or individuals, please include the following information in your application:

- How many pupils participating in the trip are pupil premium funded, and how much pupil premium funding is being allocated to the trip to enable them to attend;
- How many pupils attending are from service families, and how much service premium funding is being allocated to the trip to enable them to attend;
- How much voluntary contribution you are expecting to receive towards the trip from pupil's parents / carers;
- How much of your school's own resources are being allocated to the trip to enable pupils to attend.

This information will need to be provided, even when applying for individual pupils.

What we will not fund in detail:

- Retrospective funding applications;
- Overseas project funding / funding for gap years;
- General appeals;
- Animal welfare charities;
- Work which statutory bodies have a duty to fund;
- Capital costs, refurbishment or adaption of properties / building projects;
- Medical treatment or health research related activity;
- Repayment of loans, budget shortfalls or debt repayments;
- Sponsored or fundraising events to redistribute to other causes;
- Repeat funding within 12 months;
- Where the beneficiaries live outside Suffolk;
- The organisation must not hold excessive free reserves of its own.

How to apply

- Applications for funding from an organisation should be made using the application form. Initial contact can be made by telephone to ascertain whether an application would fit within our criteria.

It is important that an application succinctly describes the aims of the project and details the ages and location of those who will benefit from it.

In both cases the Foundation welcomes enquiries and will do its best to help you shape your application so that it falls within our criteria.

A decision can usually be made within three weeks of the application being received. For larger grant requests we may need to present the application to the committee which oversees our grant programme. If this is the case we will let you know when this is likely to be to help you plan ahead.

When we write to you with our decision we will advise whether there are any conditions your organisation needs to meet before we release our funds. We would generally expect organisations to either publicise the grant awarded to them, or agree to the Foundation doing so (see below).

We will expect a report or summary at an appropriate time explaining how the grant was used and whether it achieved what was expected. We will let you know when we expect this and the format (summary or report) it needs to be in (see below).

Evaluation

To help us understand the impact of our grant programme we ask everyone to let us know:

- What our grant funded, how many people it helped, and over what period of time;
- What the main achievements were, or differences the grant made to those it was designed to help;
- Whether there were any unexpected achievements;
- It may help for you to provide case studies to help demonstrate how the grant achieved your aims;
- We are also keen to understand what you might have learned and what you might do differently with the benefit of hindsight.

To update us on how your project progresses, you may need to keep notes, records and gather information to create a report or summary. We may also like to meet with you to explore the outcomes of your project further as a result of our grant.

Organisations can expect that we will have specific information requirements which we will detail in our grant offer letter.

Acknowledgement

The Foundation likes to publicise its work to encourage others to come forward. We do understand that in some cases the project in question may be of a sensitive nature. The Foundation would prefer not to be mentioned in any press release an organisation is planning to make without our consent.

Updated February 2016