

# SECKFORD SPRINGBOARD BUILDING YOUNG LIVES

## Grant making programme for Organisations Guidance for applicants

The Seckford Foundation provides small grants to organisations which are within the criteria of its grant making 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 gives small grants. It is rare for us to award a grant to an organisation that is greater than £5,000. We will accept applications for funding which spans more than one year. We will not repeat fund where separate applications are made within 12 months of the original application. The original grant must have achieved what it planned, and we must be happy with the evaluation of the project. The maximum number of years we will fund any project is three.

Our funds are released when all other funds for the project have been found. It is unlikely we would fund an application where our contribution is 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 help. In these circumstances we may be able to provide other in-kind support. We would welcome the opportunity to talk to organisation planning projects which involve our two age ranges before an application is made to ensure a successful application.

We have a preference for projects which support rural communities and individuals within rural communities in Suffolk. Therefore, we do not generally fund projects that would be focused on beneficiaries in Ipswich, Lowestoft, Bury St Edmunds or Haverhill (though organisations in those areas are not excluded from applying if assisting people in rural Suffolk).

### What we will fund in detail:

- Organisations helping those aged 25 and under or 65 and over, and 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. interview costs such as clothing, application costs like help with preparing a CV or completing an application form, course costs required to access an employment opportunity where the skill is essential and the lack of it is holding back the applicant.
- 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, 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 which help them cope with the challenges they face at their particular stage of life which meets our criteria.

*\* This is a critical aspect of the grant funding criteria for applicants to note.*

#### 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/debt repayments
- Sponsored or fundraising events to redistribute to other causes
- Repeat funding within 12 months
- Where the people live outside Suffolk
- The organisation must not hold excessive free reserves of its own

#### How to apply

- Applications for funding for 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 describes succinctly the project and details the ages and location of those to be helped.

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

In most cases a decision can be made within three weeks of the application being received. For larger applications we may need to present the application to the committee which oversees our grant giving. If this is the case we will let you know when that is likely to be to help you plan.

When we write with our decision we will tell you if there are any conditions you need to meet before we release our funds. In most cases we would expect organisations to agree to you or us publicising the grant awarded. (See below).

We would expect a report or summary at an appropriate time about how the grant was used and if it achieved what was expected. We will let you know when we expect that and the format (summary or report) it needs to be in. (See below).

### Evaluation

To help us understand the effect our grant giving is having we ask everyone to let us know:

- Confirmation of what our grant funded and if appropriate for how long
- Did it achieve what you thought it would?
- Where there any unexpected achievements?
- Confirmation of what our grant funded and if appropriate for how long?
- How many people the grant helped?
- What were the main achievements or differences the grant made to those it was designed to help.
- It may help for you to provide case studies to help demonstrate how the grant achieved your aims.
- We are also keen to know what you might have learned and what you might do differently with the benefit of hindsight.

To let us know how you got on you might need to keep notes, records and gather information to create a report or summary. We might also like to meet with you to explore further what happened as a result of our grant.

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

### Acknowledgement

The Foundation likes to publicise its work to encourage others to come forward. We understand that in some cases the grant can be for sensitive work. The Foundation would prefer that it is not mentioned in any press release an organisation is planning to make about our grant without our consent.

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