

Kingston Charitable Foundation Small Grants programme

Guidance Notes & Application Form 2024

Kingston Charitable Foundation supports small community groups and charities across the Kingston Borough. We award grants on behalf of numerous donors, through our grants programme.

There are more detailed guidance notes at the end of this application form, but please see here for general application criteria:

**What funding is available?**

There are on average 3 grants of £750 available each month. Our funding goes through a rigorous process, so that we can make sure we are funding the organisations and projects which will have the greatest impact on local people’s lives.

**How do I apply?**

All applications must be made to [grants@kingstoncf.org.uk](mailto:grants@kingstoncf.org.uk) using the Kingston Charitable Foundation’s Small Grants Application Form found below.

**What is the deadline?**

We currently have a rolling programme of grant-making. Grant applications are considered at the end of each month.

**Who can apply?**

We make grants to a wide range of organisations. We are particularly keen to help grassroots community groups, Charities and Not for Profit Organisations in the Royal Borough of Kingston upon Thames.

We are also keen to support individuals/families facing hardship in our community.

These grant applications for individuals/families must come from charities or charitable organisations that already support them. Kingston Charitable Foundation will not accept applications from individuals/families.

Your organisation does not have to be a registered charity to apply, but the work you ask us to support must be legally charitable and support residents of the Borough of Kingston upon Thames.

If your charitable organisation has an annual income of under £250,000, you can either apply for a grant that would support a project that you are running or would directly support an individual/family facing hardship.

If your charitable organisation has an annual income of over £250,000 you can only apply for a grant to directly support an individual/family facing hardship.

Application Form

Organisation Name

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Organisation's website address

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Charity Number. Please enter your charity number, if you have one

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Name (contact name for this application)

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Email address

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Daytime phone number

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Organisation's Address

Building name

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Number & Street Name

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Town

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Postcode

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Bank account name

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Bank account number

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Bank account sort code

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What does your organisation do and who are the beneficiaries? (max 500 characters) Tell us the purpose of your organisation, what your main activities are and who benefits from them?

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What is your organisation’s annual income?

This is your income last year - how much income did you receive in total last year (from any source including grants, donations, membership fees and charges). Please email us a copy of your annual accounts, if you have them, or management accounts and your financial procedures.

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How much money do you think your project/proposal will cost to run? Or how much will it cost to support the individual or family you are applying on behalf of? Please include all income and expenditure needed to make your grant request happen and try to cost all elements realistically. We only need this for your organisation, not for any potential proxy organisation.

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| Income |  |
| Kingston Charitable Foundation Grant (the amount you are applying for) |  |
| Other grants (already received) |  |
| Other grants you have applied for but not yet heard about |  |
| Donations |  |
| Fundraising Events |  |
| Sponsorship |  |
| Other Income |  |
| TOTAL INCOME |  |
| Expenditure |  |
| Salaries and Employment Costs (Salaries, NI, Pension) |  |
| Grant Costs (equipment & activity costs) |  |
| Office Costs (rent, phones, printing, postage, computer equipment/IT support & housekeeping costs) |  |
| Fundraising Costs (fundraising events, publicity costs, meeting- venue hire & refreshments) |  |
| Governance (banking & commission charges, subscriptions & membership fees, AGM costs) |  |
| Other costs – please specify |  |
| TOTAL COSTS |  |

How much are you applying for? You can apply for up to £750.

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How will this money be used? (Max 500 characters)

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Who will benefit and how many? How many people will benefit from this grant and who are they?

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| Babies / toddlers (0-4yrs) |  |
| Children (5-11yrs) |  |
| Teenagers (12-17yrs) |  |
| Young people (18-24yrs) |  |
| Adults (25-64yrs) |  |
| Older people (65+) |  |

If you are applying for a grant to support a project you would like to run, how have you involved children/young/adults/older people in the design, delivery and steering of your project? (Max 500 characters) Tell us what steps you have taken to engage with toddlers/children/young people/adults/older people at all stages of the project/activities.

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What do you think the benefits will be to participants of your project? (Max 500 characters) Tell us what difference you think the funding will make.

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Or, if you are applying for a grant to support an individual or family, how have you involved them in determining what the grant you are applying for, is for? (Max 500 characters)

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And if you have applied for a grant to support and individual or family, what do you think the benefits would be? (Max 500 characters) Tell us what difference you think the funding will make.

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I declare that the information provided in the form is accurate. Please add your full name:

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Signature

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Position

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Date

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Please remember to email us the following with your application, to [grants@kingstoncf.org.uk](mailto:grants@kingstoncf.org.uk)

* Your constitution.
* Annual accounts or management accounts.
* Financial procedures.
* Copy of a recent bank statement.

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**Additional Guidance Notes**

Grants that are awarded to organisations to support an individual/family facing hardship, must provide evidence of grant spend in their outcomes monitoring feedback, by way of receipts for items purchased to directly support the individual/family. Kingston Charitable Foundation reserves the right to withdraw funding if receipts are not provided.

If your organisation has an annual income of over £250,000 you can only apply for a grant that supports an individual/family facing hardship; if annual income is over this threshold, your organisation would not be permitted to apply for a grant that supports a project you would be intending to run, as these grants are designed for smaller organisations or individuals / families facing hardship.

Grants that are awarded to organisations to support an individual/family facing hardship, must provide evidence of grant spend in their outcomes monitoring feedback, by way of receipts for items purchased to directly support them. Kingston Charitable Foundation reserves the right to withdraw funding if receipts are not provided.

Applications may be from single organisations or from organisations working in partnership, including where one organisation could act as a proxy to accept a grant on behalf of a less formal organisation. If you are considering applying in partnership with a proxy organisation, please contact us for more details on how to apply ([grants@kingstoncf.org.uk](mailto:grants@kingstoncf.org.uk)).

You (or your proxy organisation) must have a Constitution (‘Set of Rules’), a bank account in your organisation’s name with two signatories and a document outlining your financial procedures.

**What we fund**

* Your project must benefit children, young people, adults and/or older people living in the Royal Borough of Kingston upon Thames.
* You must involve the children, young people, adults and/or older people in the design/delivery/steering of your project/organisation.

Grants can be towards running costs (including salaries), projects or equipment. The work can be new, continuing or a one-off initiative. This is restricted to charities and charitable organisations with an annual income of under £250,000.

Please note that we can only make grants for general running costs or unrestricted purposes to registered charities.

As we expect the fund to be oversubscribed, we will take account of the following:

* The potential impact of the work you are proposing to undertake (either in terms of achievable outcomes, numbers of people reached, and/or particular target groups or the wider community ‘social value’).
* The capacity/resources of your organisation to deliver the work you propose and achieve the outcomes within two months of receipt of funding.
* The inclusion of a realistic budget for the work.

**What we don’t fund**

We will not fund requests to support:

* Contributions to general appeals or circulars.
* Religious activity which is not for wider public benefit.
* Activities which solely support animal welfare.
* One-off conferences or events, except where these events fall within a wider project context that aligns with our funding priorities,
* Activities which have already taken place.
* Activities which appear to, or actively seek to, influence public opinion in favour of a particular political party.
* Purchase of vehicles.
* Grant-making by other organisations.
* Privately owned and profit-distributing companies or limited partnerships.
* Partisan or evangelical groups or organisations whose mission or charitable objectives state an intention to proselytise.
* Public bodies to carry out their statutory obligations.
* Incomplete applications.

We will not fund charities dedicated to issues deemed by the Board of Trustees to be already well funded.

**Can I apply more than once?**

Organisations can make up to three grant applications within a 12-month period.

**When will I get a decision?**

Applications will be dealt with on a monthly basis. We may take up to 4 weeks from the closing date of our monthly grant rounds to contact you about your application.

Kingston Charitable Foundation’s grant-making decisions are final. We reserve the right to allocate a smaller grant than applied for.

If your application cannot be funded in a given month, it will be considered for funding during the next round of grant-making.

Payments will be made within one month of the grant award.

We will try to give feedback to all applicants who request it. If an applicant is unsuccessful, we will try to offer guidance on finding alternative sources of funding.

**What happens after grants have been awarded?**

The grant recipient will be expected to complete our short, Grants Monitoring & Evaluation Report form, within three months of the award. This form will be sent to you upon receipt of your grants acceptance form. Please request support completing this form if you require assistance.

The grant recipient should inform the Foundation of any extenuating circumstances where flexibility may be required with regards to the spending of the monies or the submission of the final report, to allow a mutually acceptable solution to be agreed.

Grantees will be required to acknowledge the source of funding as Kingston Charitable Foundation on any publicity material they produce – logos/guidance will be provided.

Grantees may be asked to participate in publicity or fundraising material to promote Kingston Charitable Foundation.

Please email [grants@kingstoncf.org.uk](mailto:grants@kingstoncf.org.uk) if you have any questions or would like to discuss applying for a Kingston Charitable Foundation grant.