

Small Grants Fund 2024 Guidelines

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Introduction

The Small Grants Fund provides grants of up to £10,000. The Fund is part of Cloudesley's Health Grants to Organisations Programme, which is running from 2019-2024 and aims to reduce health inequalities in Islington by improving health outcomes amongst people who are living in poverty and experiencing multiple disadvantages. Information on previous grants is available [on our website](#).

Criteria

Projects must support Islington residents with health problems or who are disabled and on low or no income, **and** fit at least one of these three criteria:

1. Projects working with young people
2. Projects run by organisations that are both led by and for marginalised communities*
3. Projects for people with learning disabilities or autism

*This includes racially minoritised communities, Deaf and Disabled and LGBT+ communities. "Led by" means that a high majority, if not all, of those involved in running both the organisation and project (Trustees/Directors and staff) are members of the community at which the work is targeted.

Additionally, your organisation must fit the following criteria:

- The annual income of the organisation must be under £500,000
- Organisations must operate solely or mostly in the London Borough of Islington
- Organisations must have a non-profit clause in their constitution

What we will not fund

- Organisations with a current grant from Cloudesley (excluding current Small Grants Fund holders, Cloudesley Partners and Catalyst grants) are ineligible
- Individuals/sole traders and statutory organisations are ineligible
- For-profit organisations are ineligible
- Organisations without their own bank account are ineligible
- Organisations must have a management committee (e.g. Board of Trustees) of at least three unrelated people
- Applications for large capital items or building work are ineligible. Reasonable costs for essential equipment within a project budget will be considered
- Faith-based organisations are welcome to apply to our Health Grants programme but Cloudesley will not fund projects promoting a specific faith

Grant Size and Duration

Applicant organisations can apply for a grant of up to **£10,000**. The grant period is a maximum of 12 months.

Number of Grants

This will be a competitive process and Cloudesley anticipates awarding grants to 10-12 organisations.

Application process

To apply, please complete this [Eligibility Check](#). If your project is eligible, it will take you to the application form once you press submit. Please then complete the application form – you can save changes and come back to it at a later date. The application form questions are included in the appendix for information. We encourage you to contact us in advance of completing the application to confirm your eligibility and ask any questions you may have. You can contact us on 020 7697 4094 or email catherine.sorrell@cloudesley.org.uk

After the deadline, the applications will be reviewed by Cloudesley's staff and trustees. Following an eligibility sift, all eligible applicants will be contacted by phone to discuss their application.

Meet The Funder

In partnership with Voluntary Action Islington, we are running a Meet The Funder session on Thursday 2nd November, 1.30pm – 3pm. You can attend in-person at VAI's offices or join via Zoom. The session is an opportunity to meet us and learn more about the Fund. There will also be an opportunity to have a 1:1 with a Grants Manager from Cloudesley. To book your place, visit the [Eventbrite page](#).

Further guidance for applicants

Organisations can apply for a grant towards salary costs as long as the majority of that post-holder's time is focused on delivering the project for which you are applying for funding. A job description/person specification must be included. Applications that include staff salaries are expected to be at a level **no less** than the [London Living Wage](#). If this presents a difficulty for the applicant organisation (for example, because of parity issues with existing employees) Cloudesley would encourage you to contact us to discuss this before submitting an application.

Cloudesley encourages applicants to use the Full Cost Recovery model when calculating the amount to request. This means that you include a proportion of your overhead costs as well as the direct project cost in your budget. More details on how to calculate this can be found here: [NCVO Full Cost Recovery Guidance](#)

Cloudesley recommends that you consider inflation when costing your project. We recognise that increasing costs also might mean that you need to scale back how many people you can reach with the project.

We will fund existing services with a funding gap – projects do not have to be new in order to receive funding from the Small Grants Fund.

Cloudesley does not insist on applicant organisations receiving match funding.

Deadline for applications

Applications must be received by **midday on Monday 4 December 2023**.

Definitions

Health problems includes mental or physical health problems and disability. A formal diagnosis is not required and we do not expect funded organisations to seek formal evidence from each of their users/participants. However, we will need to have assurances that it is likely that a majority of participants have health problems of some sort. We are not able to fund prevention work.

Social Model of Disability: Cloudesley uses the Social Model of Disability. As defined by Inclusion London, the Social Model of Disability states that people have impairments but that the oppression, exclusion and discrimination people with impairments face is not an inevitable consequence of having an impairment, but is caused instead by the way society is run and organised. The Social Model of Disability holds that people with impairments are ‘disabled’ by the barriers operating in society that exclude and discriminate against them. Find out more here: <https://www.inclusionlondon.org.uk/about-us/disability-in-london/social-model/the-social-model-of-disability-and-the-cultural-model-of-deafness/>

Low or no income includes people who are in receipt of benefits, those who are unemployed, and those who are employed but on a low income that would prevent them from accessing paid services. We have no strict definition for what constitutes “low income” but will leave it to each organisation to make their own judgement. We do not expect funded organisations to seek formal evidence of the income status of their users/participants.

Led by means that a high majority, if not all, of those involved in running both the organisation and project (Trustees/Directors and staff) are members of the community at which the work is targeted.

Young people: we have not set a specific age range because we acknowledge that different organisations will differ on what age ranges they accept into their services. The project must be targeted solely at young people, however your organisation defines this. We will not usually fund projects targeted at parents.

Health inequalities are the preventable, unfair and unjust differences in health status between groups, populations or individuals that arise from the unequal distribution of social, environmental and economic conditions within societies, which determine the risk of people

getting ill, their ability to prevent sickness, or opportunities to take action and access treatment when ill health occurs.¹

Multiple disadvantage: Relates to a combination of poor health and social harms which result in, or are often a result of, poverty. Those experiencing multiple disadvantages are often the most difficult to reach and may require a more comprehensive and holistic service.

For the purposes of this fund, the term ‘multiple disadvantages’ is not be restricted to specific conditions or social situations (i.e. homeless, offender, substance misuse) but can include a range of health, economic and social issues which may be interconnected, and which together exacerbate an individual’s circumstances.

Timeline

Deadline for applications	Monday 4 December 2023, midday
Applicants contacted for further information	January – February 2024
Funding decision	Early March 2024

Accessibility

If you have access needs and need this information in a different format, or need extra support to make an application, please contact catherine.sorrell@cloudesley.org.uk or phone 020 7697 4049. If you are disabled and cannot access the application form, Cloudesley can offer an Access Bursary of up to £500 to assist with additional access costs, such as the cost of engaging a support worker. You can find further details about [Access Bursaries here](#)

Contact

We encourage you to contact Cloudesley in advance of submitting an application to check your eligibility and ask any questions you may have about the process. We would be very happy to hear from you. You can call 020 7697 4094 or email catherine.sorrell@cloudesley.org.uk

¹ NHS England and Public Health England

Small Grants Fund application form

Questions are provided here as a guide only. If you wish to apply, you must complete the online application form.

Question	Guidance
Organisation Name	Provide the name of the organisation applying.
Your organisation's address	Please provide a postal address.
Organisation Email Address	Please provide a generic email for your organisation. If you don't have one, provide a relevant email address different to the one given as the Contact email address.
Name of contact	Please give us your name/the name of the person we should contact about this application.
Position held in organisation	Job title or volunteer role
Contact telephone number	Please give us the number we should call when contacting you about the application
Contact email address	Please give us the email address we should use when contacting you about the application
Website	If you don't have a website, add N/A
What are the aims and purpose of your organisation? What are your main activities? (up to 300 words)	Tell us what your organisation does and what it aims to achieve.
What is the legal status of the organisation?	This is a dropdown list. If relevant, you will be asked for your charity or company number.
Number of full-time staff	If no full-time staff, put 0.
Number of part-time staff	If no part-time staff, put 0.
Number of volunteers	If no volunteers, put 0.
Project title	Please provide the project title.
Project Summary (up to 50 words)	In two or three sentences please describe what the grant will be used for.
Project start date	This should be no earlier than late March 2024.
Describe the need for the project (up to 300 words)	Why is your project needed? What issue is it addressing? What issues do the people you work with face? Was the need identified through research, conversations or observations in the local community?
Describe the project's proposed activities. Where will the activities take place, who will the activities be for, who will be involved in delivering it and how will you promote the project? (up to 500 words)	Tell us about what you will do with the funding. What activities will you run, how frequently, where and when? Who will you reach? Highlight how the project fits the criteria.
How does your project meet Cloudesley's criteria? (up to 200 words)	Explain which of the three categories you think the project fits and why. Are your participants likely to have health and financial challenges?

What difference will the project make? How will you know? (up to 250 words)	What are the outcomes of the project? How will you measure the difference you make e.g. surveys, Outcome stars, etc?
Please explain how safeguarding is embedded within your organisation. (up to 250 words)	Please include an outline of safeguarding measures you currently have in place, such as DBS checks, reporting procedures, online delivery protocols or training. You don't need to repeat everything in your policy, but we want to understand how safeguarding informs your practice and how staff/volunteers understand it.
How many people are expected to benefit over the 12 months?	Please give the total number of people who will use the funded service/project during the grant period.
How many of your beneficiaries do you expect will be Islington residents?	Please tell us how many of these people will be Islington residents. To be eligible, this needs to be a high proportion of the overall number of people.
What is the cost of the proposed project?	Please provide the overall cost of the project, not just the amount you are applying for.
Total amount requested from Cloudesley	Please specify how much you are applying for. This can be up to a maximum of £10,000.
How much funding has already been raised?	If you have already secured funding towards the project, please let us know how much. This includes money you are contributing from your general funds.
Project budget	Please outline what the grant will be spent on. Use as many lines as you need and leave the rest blank.
Funding sources	Please list the other sources of funding for this programme, and whether they are confirmed or not. If it is not yet confirmed, please put the date when you expect a decision in brackets. If there are no other sources of funding, put N/A in the first row and leave the rest blank.
Supporting documents	<p>Please upload:</p> <ul style="list-style-type: none"> • your latest Annual Accounts • your Safeguarding Policy • a job description/person specification if you are applying for salary costs <p>There is also space to upload other documents if necessary.</p>
Declaration and Data Protection	This section asks you to give your name to declare the information is true and accurate, and consent to the storage and processing of your data.

Frequently Asked Questions

How much can we apply for?

Organisations can apply for up to £10,000. We expect that most applications will be for between £5,000 and £10,000.

What type of organisation can apply?

Organisations must be a registered charity, a constituted community or voluntary organisation, a Community Interest Company or Social Enterprise based in Islington. If you are a constituted community group and you request more than £5,000, you may be required to register as a charity.

We are a new organisation; can we apply for a grant?

We can accept applications from new organisations so long as the organisation is formally constituted with a management committee and a bank account.

We are a local branch of a larger charity; can we apply?

Cloudesley will accept applications from local branches of national organisations only if they are autonomous from the larger charity with separate legal status, finances and governance.

We have formed a partnership with another organisation to deliver this project; can we apply?

Yes, you can apply. One organisation within the partnership must act as the lead partner for correspondence with Cloudesley and will be responsible for the reporting and the administration of the grant in accordance with the Grant Agreement.

How many years of funding can we apply for?

A grant from the Small Grants Fund is for up to one year.

By when must we have spent the grant?

Successful applicant organisations will be notified by early March 2024. Funding will be released on receipt of a signed Grant Agreement and fulfilment of other specific conditions and must be spent within 12 months of the date of the Grant Agreement. In most instances, projects funded through the 2023/24 Small Grants Fund should therefore not expect to start before late March 2024 and should start no later than 30 June 2024.

Can we apply for a project that has already taken place?

No, Cloudesley will not fund activities retrospectively.

Will Cloudesley fully fund the costs of the project or do you expect to see some match funding?

Cloudesley does not insist on applicant organisations receiving match funding.

Can we apply for funding to cover our core running costs?

No, however, we encourage you to use the Full Cost Recovery model when calculating how much to request and include a proportion of your overhead costs in your application (see page 2 in the guidance notes).

Can you fund building work or equipment?

We cannot fund building work through these grants, however reasonable costs for essential equipment within a project budget will be considered.

We already have a grant from Cloudesley; can we still apply for a Small Grant?

Organisations currently in receipt of a grant from Cloudesley cannot apply, except for those only in receipt of a current Small Grants Fund grant, Cloudesley Partner or Catalyst individual grants funding. Current Small Grants Fund grant holders will be on a level playing field with new applicants: they will neither be advantaged nor disadvantaged by their current grant.

What extra documents do you require?

Along with your completed application form, you will need to submit your safeguarding policy and a copy of your latest accounts (unless available on the Charity Commission website). If you are a new organisation and do not yet have a full year of accounts, please submit a bank statement and a copy of your most recent set of management accounts. If your application includes a request for salary costs, please include a job description/person specification.

What happens after we submit our application?

When you submit an application, you will receive an automatically generated email to confirm that your application has been successfully submitted. All eligible applications received will be assessed by Cloudesley's staff, who will present their recommendations to the charity's Grants Committee in February 2024.

As part of the assessment of your application, a representative from Cloudesley may contact you to clarify information provided in your application and to discuss it with you.

You will be informed of the decision shortly after our Grants Committee meeting. If your application is successful, you will be sent an offer email and grant agreement. In most instances, a single grant payment of the amount approved will be made to successful organisations once the signed grant agreement has been returned to Cloudesley.

If we receive a grant, what monitoring and reporting will you need?

If your application is successful, we will ask you to provide projections of the demographics of the people who participate in the funded project. We'll be in contact with you throughout the grant period and may ask to visit at some point. You will need to complete a monitoring report at the end of the grant period.

Example Budget

Budgets should include cost breakdowns. For staff costs, either an hourly rate or an annual salary should be included. We recommend that you double-check all calculations are correct to ensure that you request the correct amount. The example below shows how a budget should be laid out.

Item	Cost (£)
Facilitator: £25/hour x 4 hours/day x 2 days/week x 20 weeks	4,000
Volunteer expenses: £10/volunteer/week x 4 volunteers x 20 weeks	800
Venue hire: £50/hour x 3 hours/week x 20 weeks	3,000
Refreshments: £20/week x 20 weeks	400
Outings: £100/outing x 2 outings	200
Overheads: 20% of total overhead cost	1,600
Total	10,000