



Guidance for Grant Applicants (Organisations)

The Harpur Trust makes grants which support our strategic vision of Bedford as a community where **everyone can thrive**. Every grant we award fits one of our three charitable objects:

- the promotion of education;
- the promotion of any charitable purpose for the relief of people who are sick or in need, hardship or distress;
- the provision of recreational facilities with a social welfare purpose.

Our priorities and focus areas

Where applications are equally strong the grantmaking committee of the Harpur Trust will focus on projects which fit most closely with their priority areas: addressing **poverty and disadvantage** and building **stronger communities**. We are particularly interested in projects which empower and involve communities and reduce the barriers caused by disadvantage. We'll also support educational initiatives for people of all ages which address inequality raise aspiration and broaden horizons. This will be set out in our Grants strategy.

Most of the work we fund also fits in one of the following categories:

- Housing and Homelessness
- Health and Wellbeing
- Mental Health
- Education and Training
- Crime (prevention, support for victims, rehabilitation of people who have been involved with the Criminal Justice System)
- Sport and Recreation
- Support for people with disabilities

Who can apply for a grant

You can apply if:

- Your organisation is a registered charity or other non-profit making body, including state schools.
- You have a constitution or other governing document and are governed by a committee of least three unrelated people. By 'related', we mean people who are married or in a civil partnership, in a long-term relationship, live together at the same address, are related by blood or are related through a long-term partner.
- The balance of power on the board must rest in an unrelated majority with no financial interest in the organisation (volunteers). We have specific additional [guidance relating to social enterprises](#), including CICs, on our website.

- You are applying for funding for activities aiming to meet the needs of people who live in the Borough of Bedford and taking place in the Borough. The Borough comprises the town of Bedford and the surrounding area of North Bedfordshire.

Who cannot apply

You cannot apply if:

- You are a businesses or organisations which make profit for private gain.
- You do not have a governing committee of at least three unrelated people.
- National organisations without good knowledge of or existing links in the Borough are unlikely to be funded.
- You're a school PTA.
- Your project benefits some people from Bedford Borough but takes place outside the Borough.
- You are asking for support for projects which are not designed with the needs of Bedford residents in mind, for example contributions to national projects with a handful of Bedford residents.

If you are applying on behalf of a national organisation without good knowledge of or existing links in the Borough your project is unlikely to be funded.

What we'll fund

What kind of projects and costs do we fund?

- **Types of costs:** We will consider requests for staffing, running and capital costs for projects and core services. If relevant to you, see our guidance on [full cost recovery](#).
- **Work in schools:** Applications for projects in schools should explain how the work will be sustained after the project has ended or provide a legacy within the school, and how the project fits with the school improvement priorities. Organisations delivering projects in schools should have secured the agreement of the schools they will work with, and if possible, co-designed the project with them.
- **Counselling:** Any projects including an element of counselling for adults or children and young people should include details about the service and qualifications of counsellors. We require that counsellors meet minimum qualification levels - please contact us if you'd like more information.
- **Sports or recreational activities:** We fund sports and recreation where there is a clear social welfare purpose, and inclusion of disadvantaged people is key. This includes strengthening the local community and promoting mental or physical health. We do not fund the pursuit of sporting excellence.
- **Community sports clubs** seeking funding are expected to show how a project is accessible, inclusive, will reach beneficiaries from broad communities, and how the facility is valued as a community asset. We are unlikely to fund sports clubs more regularly than once every five years.
- Organisations can apply for **multi-year or repeat funding**. Decisions are made based on clear evidence of need and impact. Sometimes when demand is very high we can only offer one year of a multi-year request.

What we don't fund

- Projects that promote a particular religion, although we do fund faith groups for secular work which is open to all regardless of faith.

- Salaries for posts only open to people from a particular faith.
- Projects which we consider to be the responsibility of the local authority or national government, such as statutory obligations to deliver core curriculum in schools.
- Core costs for alternative provision agencies, though we may fund project costs.
- We will not fund school staff salaries.
- Supplementary schools which are for communities *other than* those which historically struggle to benefit from formal education.
- Unsolicited applications for school capital projects.
- Repeat or long-term funding for specific projects in individual schools.
- Hospital projects, capital or otherwise.
- Complementary or alternative therapies unless they are part of a general well-being proposal.
- Standalone events (please see information about [event sponsorship](#) on our website).
- Costs already incurred, depreciation or lost opportunity costs (for example, funding requested to replace income lost by providing a venue for free rather than charging).
- Standalone trips and expeditions.
- Unsolicited requests for funding for university research projects.

How to apply

Please contact us to discuss your request before you intend to submit an application. You can find guidance on how to apply [on the website](#).

Small Grants Programme: Your application can be considered under our small grants programme if it is for up to £5,000. This means you can proceed immediately to the full application form (stage two) without having to fill in our proposal (stage one) form.

Large Grants Programme: All other funding requests will need to follow our two-stage application process outlined below.

1. Stage One – the proposal

We ask you to send us an outline of the project in a 'Stage 1' form for initial consideration. We will share your proposal with Trustees at one of their meetings. They will decide whether to invite you to submit a full application and share any questions they would like you to answer.

2. Stage Two - the full application

Our staff will review your application and ask questions based on what we believe our Trustees will be most interested in. We also conduct due diligence checks by reviewing your Safeguarding policy and your accounts, and asking you questions about these. We may visit your project.

The Grants Committee, chaired by Harpur Trust trustees, considers applications for funding. Bear in mind that if you go through the two-stage process it may take 3-6 months to get a decision. Please see [our website](#) for latest submission deadlines and meeting dates.

Please note that all applicants will be asked to submit with their Stage 2:

- a copy of your most recent accounts – if your organisation is too new to have accounts or your organisation does not have audited accounts, please send a copy of the most recent bank statement and management accounts.
- your organisation's constitution or set of rules.

- your organisation's equality, diversity and inclusion policy.
- your organisation's safeguarding policy/ies and procedures.

For specific project types we will also need to see:

- for requests for funding to upgrade buildings, details of your tenure of the building, costed designs and quotes for work.
- where funding a project post, a job description.
- for projects anticipating a significant proportion of funding from fees, sales or other earned income, a business plan.

Securing a grant

Conditions of funding

Each application is considered on merit, and the ability of an organisation to secure alternative funding will be considered.

We may seek guidance from other organisations during the assessment of your request. If you wish us to treat the information provided in your application in confidence, please tell us.

Information on grants awarded to organisations will be included in our Annual Reports, our website, 360°Giving and other publicity materials.

You'll be asked to agree to our Terms and Conditions. Grant acceptance agreements should be signed by the person who wrote the application and by a senior person within your organisation. The senior person might be your Chief Executive, a Trustee, governor or member of your management committee.

Payment and monitoring arrangements

Each successful applicant will be given payment schedule in their offer letter. You can request changes if the schedule causes cashflow problems.

You'll be asked to send us reports on how your project is going. For multi-year projects payment instalments will be conditional on receiving reports.

Where a grant involves purchase of product or services, payment will normally be made on production of copies of receipts or invoices specifically relating to items or activities for which the award was agreed.

We recognise projects may rely on securing additional funding or permissions before they can start. Funding awarded by the Harpur Trust can only be held for one year from the award date. Grantees not able to take up the award within a year will need to reapply.