

MAIN GRANT PROGRAMME GUIDELINES

Revised: Guidelines March 2017

These guidelines for our main grant programme describe our current grant making policy and explain how to apply to us. If you need clarification on whether your project fits within our policy, please telephone our office to discuss it with a member of staff.

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These main grant programme guidelines should be treated as a whole and only distributed in full form. You can obtain additional single copies by sending a stamped addressed envelope to our office. The guidelines can also be downloaded from our website.

HISTORY OF THE FOUNDATION

Sir Charles Hayward was born in 1893 in Wolverhampton, Staffordshire. In 1911, he started his own business making wooden patterns for the developing engineering trade. His early involvement in the motor industry proved to be a springboard for his later success culminating in the formation of Firth Cleveland Ltd. He was Chairman from its inception in 1953 until 1973 when he retired.

Sir Charles used his personal fortune to establish and endow two charitable trusts, The Hayward Foundation and The Charles Hayward Trust. The two charities were combined on 1 January 2000, to become The Charles Hayward Foundation.

MISSION

- The Foundation seeks to be an independent and effective grant maker
- The Foundation seeks to be clear and transparent in its activities
- The Foundation sees the value in supporting activities which have been demonstrated to work and can be replicated, but is also open to creative approaches
- The Foundation seeks to promote self-reliance and independence in individuals and groups
- The Foundation strives to be approachable, responsive and professional in all its dealings

GENERAL GUIDELINES

The following information is intended to provide a general overview. After which, it is important that you refer to the main grant programme's funding categories for specific information and guidance.

Geographical area:

The area of operation for our main grant programme is the British Isles. We consider the quality of projects more important than their geographical location.

We also have an overseas category as part of our main grant programme, which awards grants to UK registered charities undertaking projects in the Commonwealth Countries of Africa.

Who can apply?

We only fund UK registered charities.

Grant programmes:

Our main grant programme currently make grants in the following categories for charities with an income of **more than** £350,000:

- Social & Criminal Justice
- Heritage & Conservation

Our Overseas category is for UK registered charities with an income of between £150,000 and £5,000,000.

Within **all** of the above categories we fund project costs and capital expenditure. For guidance on the types and size of grants we make, please refer to specific category guidelines.

Our funding priorities:

Generally, when funding projects, we value projects that develop, expand and replicate a tried and tested approach but we are also interested in supporting creative solutions to problems which seem to be entrenched and elude resolution.

We value projects that are preventative and provide early intervention. We favour projects that respond to a well researched and clear need, provide intervention based on evidence of what works, are able to demonstrate value for money and have a clear understanding of short-term effects and long-term impact of the intervention they propose.

What we do not fund:

Individual categories may have their own additional exclusions, but generally we do not fund the following:

- General appeals
- Core costs
- Individuals
- Grant making charities
- Loan and deficits
- Endowments
- Retrospectively, i.e. costs already incurred prior to receiving a decision from the Foundation

When to apply:

Our main grant programme has a two stage grant process as follows:

Stage 1: A Grant Committee meets on a quarterly basis. The Committee's role is to put applications forward to stage 2.

Stage 2: Applications recommended by the Grant Committee are considered at one of the Trustees' meetings which take place on a quarterly basis and are usually held in: February, April, July and November.

Re-applying:

Charities that have previously received a grant or applied unsuccessfully are asked to wait two years before applying. Unsuccessful applicants may not re-apply with the same project.

Conditions attached to grant offers:

The grant offer may be withdrawn after 12 months if it is not taken up.

MAIN GRANT FUNDING CATEGORIES

SOCIAL & CRIMINAL JUSTICE

The overall aims of our funding in the social and criminal justice area are to prevent people entering the criminal justice system and to support those already in the system to move on and rebuild their lives. We fund early intervention programmes with young children and their families, tailored preventative work with young people at risk, and holistic support services aimed at reducing re-offending and aiding re-settlement.

The Foundation also looks to alleviate the consequences of domestic abuse and criminal exploitation of vulnerable persons.

Who can apply?

If you are a UK registered charity and have an annual income of **more than** £350,000 you may submit an application under this our main grant scheme. For registered charities with an income of **less than** £350,000, please refer to the social and criminal justice category under our small grant programme – separate guidelines for which can be downloaded from our website.

We fund projects in the following sub-categories:

- Targeted early intervention programmes aimed at reaching the most troubled and vulnerable families in a community
- Preventative and diversionary projects for young people at risk of offending including tailored interventions identifying and addressing the particular needs of girls and young women
- Programmes, particularly those with a focus on young offenders, combining prison based and community interventions dealing with rehabilitation of offenders, accommodation and support on release, helping with maintaining family relationships, mentoring, and mapping and creating pathways to employment
- Schemes offering viable alternatives to custody, in particular for women and young people
- Programmes of support directed towards rehabilitating the victims of domestic abuse and criminal exploitation

Our funding priorities:

- The trustees look for a holistic approach addressing multiple and complex needs with a range of appropriate interventions

- They like to see programmes tailored to individual needs and local situations involving families and communities; these can be designed and delivered in partnership
- The Foundation is open to creative and specialist approaches and trialling new solutions
- Programmes should be of appropriate duration and intensity, have a clear rationale and be properly monitored and evaluated
- There should be a plan for the future, including an 'exit strategy'

What we do not fund:

- Policy and research
- Uniformed organisations
- Short term interventions
- Trips and youth volunteering

How much can I apply for?

- The trustees will fund projects over 1 to 3 years with grants of £10,000 – £25,000 per annum.
- They may invest up to £25,000 in a pilot project, if it addresses complex problems in an innovative way and may lead to replication if proven effective.

How to apply:

For this category we ask you to write an application letter and to ensure that the following is included:

Name and location of organisation

The official name of your organisation and its location.

Contact details

Give your name and position within the organisation, contact telephone number, email and postal address.

Description of organisation

Provide a description of your present work and the priorities you are addressing. Quantify the scale of your operation - how many people do you help and how?

Description of proposed project

Describe the project you are undertaking, detailing the number of people and groups who will benefit and how. Specify how life will be improved for the target group.

Project aims

Please describe how your project is meeting 'our funding priorities' specified in this category.

Project cost

For larger projects give a breakdown of the costs. Capital and revenue costs should be kept separate.

Funds raised and pledged

Give a breakdown of the funds raised to date towards your target, separating capital and revenue, where applicable. Include the amount of any of your own funds or reserves going into the project, and any money you intend to borrow.

Outstanding shortfall

Specify the amount of money you still need for capital and revenue separately.

Timetable

State the timetable for the project; when it will start and be finished.

Accounts

Include one set of your latest accounts, annual report if available, and a list of your trustees if these are not referenced in the accounts. If your accounts show a significant surplus or deficit, high or low reserves, please explain this briefly.

HERITAGE & CONSERVATION

In this category trustees wish to make larger grants to projects of a unique nature and of national importance.

Who can apply?

If you are a UK registered charity and have an annual income of **more than** £350,000 you may submit an application under this our main grant scheme. **We do not run this category under our small grant programme.**

We fund projects in the following sub-categories:

- Purchase of land or reclamation of recently purchased land to be used for nature reserves where these will be maintained in perpetuity
- Conservation and preservation of pictures, manuscripts, books and objects for public display, use & interest
- Development of libraries, museums and galleries
- Adaptation of former Industrial Heritage sites to creative and educational spaces

Our funding priorities:

Our main focus in this category is on protecting, restoring and interpreting past inventions, discoveries, industrial sites and defining moments that have shaped our history and identity, and displaying them in a modern context for public engagement, use and learning.

What we do not fund:

- Community arts troupes
- Community arts centres
- Conservation of gardens
- Environmental conservation & endangered species
- Animal rescue
- Art and history workshops
- Academic Institutions
- Churches
- Opera, Ballet and Theatre; including artistic productions
- Heritage railways
- Building repairs

How much can I apply for?

The trustees will fund a select number of one off projects with grants of £20,000 - £50,000

How to apply:

In this category we ask applicants to submit an outline proposal. You will be invited to make a more detailed application if the grants committee decides to take your project to the second stage. Even for those applicants who progress to the second stage we **cannot** guarantee funding. The outline proposal should include:

Name and location of organisation

The official name of your organisation and its location.

Contact details

Give your name and position within the organisation, contact telephone number, email and postal address.

Description of organisation

Provide a description of your present work and the priorities you are addressing. Quantify the scale of your operation - how many people benefit from it?

Project aim

Referring to 'our funding priorities' in this category, please explain why your project is of a unique nature and of national importance.

Description of proposed project

Describe the project you are undertaking, detailing the number of people and groups who will benefit and how.

Project cost

For larger projects give a breakdown of the costs. Capital and revenue costs should be kept separate.

Funds raised and pledged

Give a breakdown of the funds raised to date towards your target, separating capital and revenue, where applicable. Include the amount of any of your own funds or reserves going into the project, and any money you intend to borrow.

Outstanding shortfall

Specify the amount of money you still need for capital and revenue separately.

Timetable

State the timetable for the project; when it will start and be finished.

Accounts

Include one set of your latest accounts, annual report if available, and a list of your trustees if these are not referenced in the accounts. If your accounts show a significant surplus or deficit, high or low reserves, please explain this briefly.

OVERSEAS

In this category we are looking to fund projects that improve the livelihoods of disadvantaged communities in Commonwealth countries of Africa.

Who can apply?

If you are a UK registered charity delivering projects in Commonwealth countries of Africa and have an annual income of between £150,000 and £5,000,000 you may submit an application. We *do not* run this category under our small grant programme.

We fund projects in the following sub-categories:

- Clean water and sanitation
- Basic health programmes
- Self sustainability through training in farming skills and income generation activities

Our funding priorities:

- Projects that adopt a holistic approach throughout all project stages and have a well defined 'exit strategy'
- Projects being delivered at the grass-roots level through an established and proven delivery partner who is fully engaged with the local community
- Projects that clearly demonstrate the local communities involvement and that necessary training and education is in place to sustain the project beyond the delivery partner's departure
- The applicant must be able to demonstrate that robust governance and monitoring procedures are in place

We do not fund the following:

- Overseas disability awareness
- Disaster appeals
- Education
- Gap years, electives, project visits overseas

How much can I apply for?

The trustees will fund one off projects with grants of up to £15,000

How to apply:

For this category we ask you to write an application letter and to ensure that the following is included:

Name and location of organisation

The official name of your organisation and its location.

Contact details

Give your name and position within the organisation, contact telephone number, email and postal address.

Description of organisation

Provide a description of your present work and the priorities you are addressing. Quantify the scale

of your operation - how many people do you help and how?

Description of proposed project

Describe the project you are undertaking, detailing the number of people and groups who will benefit and how. Specify how life will be improved for the target group.

Project aims

Please describe how your project is meeting 'our funding priorities' specified in this category.

Project cost

For larger projects give a breakdown of the costs. Capital and revenue costs should be kept separate.

Funds raised and pledged

Give a breakdown of the funds raised to date towards your target, separating capital and revenue, where applicable. Include the amount of any of your own funds or reserves going into the project, and any money you intend to borrow.

Outstanding shortfall

Specify the amount of money you still need for capital and revenue separately.

Timetable

State the timetable for the project; when it will start and be finished.

Accounts

Include one set of your latest accounts, annual report if available, and a list of your trustees if these are not referenced in the accounts. If your accounts show a significant surplus or deficit, high or low reserves, please explain this briefly.