



Guidance for Small Grants 2025

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Introduction

Wakefield Tetley Trust provides grants to support charitable and voluntary activity in the London boroughs of Tower Hamlets, Southwark and the City of London. We aim to support high quality charitable work that will improve the lives of people and communities experiencing disadvantage. If you would like to know more about the grants we make, do look at our Annual Report and Accounts, they can be found at the [Charity Commission website](#).

Small Grants

Who we want to support

The Small Grants programme aims to support work with individuals and communities who are marginalised or disadvantaged for example because they have difficulty in accessing resources, face discrimination or may experience poorer social, economic and health. We want our funding to benefit people who are particularly disadvantaged and that might include:

· Carers · Disabled people · Children with additional need and disabilities · People from Black, Asian and minority ethnic communities · Refugees · People with no recourse to public funds · People in manual or insecure work · Families affected by domestic violence and abuse · People experiencing poor mental health · People living alone who may be isolated

The programme will be open to small charities and community groups, **especially those working at grassroots and community level**, providing services and activities in **Tower Hamlets, Southwark and the City of London**. We understand that charities and community groups working with marginalised communities may be under financial stress, so we will fund project costs or core costs including staff salaries and running costs.

We particularly encourage applications from grassroots organisations. We know that funding is hard to come by for local voluntary groups that don't often have staff, such as tenants and residents' associations and self-help groups.

The funding we offer

We offer grants from £500 - £5,000. Please note that grants of £5,000 will be exceptional, most awards will average £3,000. Keep this in mind when making your application and get in touch with us first if you are considering an application for the maximum amount.

Applications will be accepted from registered charities and community groups with annual incomes of £500,000 or less. We are happy to consider your organisation's average income over three years if you would prefer to use that.

What costs will we contribute to?

We will consider requests for project costs, time limited activities, core costs including staff salaries, rent and running costs, requests for service adaptations or to meet additional costs that you incur to adapt your services to reach vulnerable people.

Definitions of project funding and core funding

Project funding means grants restricted to the delivery of a specific project or defined set of activities, often (but not always) including a percentage contribution towards general running costs.

Core funding means grants restricted to either a specific element of overheads (for example, rental costs or the Director's salary) or grants available to be used for essential running costs more broadly. If you request core funding, we are more likely to support your application if:

- ✓ You are a registered charity established for 3+ years
- ✓ Your unrestricted reserves (including designated funds) are less than your future 12 months expenditure or projected expenditure
- ✓ You don't have employed or paid fundraisers
- ✓ Your core costs relate to regular activities or services in place for at least 12 months
- ✓ You can demonstrate an effective use of volunteers
- ✓ Your organisation doesn't have outstanding loans
- ✓ Your core costs relate to ongoing work not new work, that fits the Small Grant priorities,
- ✓ Over 70% of your existing work is in Tower Hamlets, Southwark or City of London

Eligibility checklist

Please note, **you cannot apply to this programme if you received continuation funding from the Trust this year.**

To be eligible, your organisation must

- ✓ Be a small and local third sector organisation based in and providing services and activities in the London Borough of Tower Hamlets, Southwark and the City of London
- ✓ Be a registered charity or community group with a constitution or a set of rules which governs its activities or a Community Interest Company Limited by Guarantee (special criteria apply, please go to page 5). Registered charities can apply on behalf of small un-constituted community groups but please contact us to discuss eligibility first
- ✓ Have its own bank or building society account where two or more named people (including one trustee or management committee member) must authorise all payments
- ✓ Provide annual accounts for the previous financial year (the programme does not support newly established organisations)
- ✓ Have an annual income of £500,000 or less. We are happy to consider your organisation's average income over three years if you would prefer, please contact us to discuss
- ✓ Have a sound track-record of charitable work in Tower Hamlets, Southwark or the City of London
- ✓ Have submitted a progress report if you have received funding from us in the past

Your application is unlikely to be processed if you can't meet the criteria. Get in touch if you are unsure.

Exclusions

Our permanent exclusions are

- Grants to individuals
- Work that has already taken place
- Applicants who have been rejected by the Trust within the last twelve months
- Organisations already in receipt of a grant which has not expired
- Organisations with significant unrestricted reserves
- Organisations in serious financial deficit
- The promotion of religion
- Animal charities
- Statutory bodies and work that is primarily the responsibility of central or local government
- Health trusts, health authorities and hospices (or any sort of medical equipment or medical research)
- Environmental improvements
- Building restoration or conservation
- Uniformed youth groups
- Schools or projects working with schools or vocational training

Our Small Grants programme opens on Thursday 15 May. Applications will be accepted by the following deadlines:

Thursday 29 May, for a decision by Thursday 03 July

Thursday 03 July, for a decision by Thursday 31 July

How to Apply

We ask you to complete an application form and we will confirm by return email if your application is eligible and will be assessed.

The **Small Grants application form** is available in Word or PDF format and is downloadable from our website or sent to you on request, email us at enquiries@wakefieldtrust.org.uk. The PDF version is for reference only, the Word version is the one you should complete and return to us as a **Word** document.

If you have not applied to us before, we may ask you to give us a referee contact as part of the assessment.

We ask you to clearly demonstrate

- Your recent good track record in delivering your work
- A case for why you need this small grant and how it will help
- Your understanding of the challenges you face and how you will respond
- That you learn lessons as you go along and put the learning into practice

Supporting documents

You will need to submit separate supporting documents with your application form

- ✓ Your constitution or equivalent (or a link to the Charity Commission website where this is listed)
- ✓ A list of your key Officers, Trustees, Directors or Management Committee and Executive staff
- ✓ Your latest Annual Report and Accounts (or a link to the Charity Commission website where they are listed)
- ✓ A detailed budget for the work you applying for

If you have any questions or need help to complete the form, please contact us.

How we assess your application

Our trustees meet regularly to assess applications on the following:

- The financial viability of your organisation and your financial plan for this work
- That governance is satisfactory, there are no concerns and there is a good track record
- Evidence that the work is targeted to the most vulnerable and marginalised groups and individuals
- Evidence that the work is helping people in a way that is not already provided by another organisation to the same people or is available elsewhere.

If you are awarded a grant

We will notify you of the grant in an Offer Letter and will ask you to sign our Standard Terms and Conditions before we can release the grant funds.

Reporting back to us

- We will agree a date with you to return a Monitoring Report to us, usually within 3 months of the work (or project) ending.
- If your grant was for core funding, we encourage you to submit a report that you already produce, this could be an impact report, your annual report, or an existing report to another core funder. We offer a simple template report if you prefer to use that instead.
- We want to support opportunities for learning, so we encourage you to report when things did not go well, not just successes. Your openness to sharing lessons learned means a lot to us.
- We welcome video and photographic reports and opportunities to visit and meet with your staff or volunteers and users.
- We will sometimes offer or ask for the opportunity to report back by telephone or online meeting.

Confidentiality

We reserve the right to make public the grant amount offered to your organisation. Other detail is retained by us, except it can be given in confidence to our advisers and as required by law and/or by regulators such as the Charity Commission.

We might use personal information provided by you to conduct appropriate identity checks. Personal information you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information.

Data protection

We will use the information you give us during the application process and during the lifetime of any funding for administration, analysis and research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law. We will sometimes add additional conditions to an individual grant to take account of circumstances. These will be included in the grant offer letter.

Acknowledgement

We ask you to not publish details of your grant until after you have signed the Terms and Conditions.

We ask you to acknowledge our funding in your communications about the work we are funding or, say, your annual report or website. In turn, we routinely list our grant to you in our annual report

and accounts. If we publish details of your project on our website, social media or elsewhere, we will consult you in advance on the content.

Press releases

We don't issue press releases but if you wish to include acknowledge our funding in a press release of your own, please use this standard paragraph about our Trust in your own release.

Notes to Editors: Wakefield Tetley Trust is a small grant-maker working in Tower Hamlets, Southwark and the City of London. We aim to support people in need by funding local charities and community groups. We welcome applications that to support work with individuals and communities who are marginalised or disadvantaged for example because they have difficulty in accessing resources, face discrimination or may experience poorer social, economic and health. In 2024 the Trust made grants of £213,152 towards work in support of our aims.
www.wakefieldtrust.org.uk.

Images

We are always grateful if you can share photos and videos of the work we have supported. If you send these as part of your report to us, please give details of anyone to be credited and confirm that you are happy for us to use the images you have sent to us, and have the relevant permissions. Where children are featured, we do need your confirmation that you have written parental permission to use those photos or videos.

The Trust's rights (summary)

We sometimes add additional conditions to an individual grant, and these will be included in the grant offer letter.

We may ask to visit you to see the work funded during the life of our funding.

We can publish the name of your organisation and the broad nature of our offer, but we won't disclose further details publicly except as required by regulators.

We will use the information you give us during the application process and the lifetime of any funding for administration, analysis, and research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public, except as required by law.

We reserve the right to withhold a grant or require repayment if:

- We find that any false information is supplied to us deliberately
- The work undertaken is not the work for which the funding was approved and where we have not approved these changes
- Your organisation becomes insolvent or goes into administration, receivership or liquidation and the funding has not been spent on its intended purpose

To see the full conditions of receiving a grant, you can request our Standard Grant Terms and Conditions.

Contact Us

We do not list contact telephone numbers on our website. Email us via the website or the enquiries@ address below and we'll get back to you.

Joint Clerks to the Trustees are Cherry Bushell and Elaine Crush.

Wakefield Tetley Trust

Marshall House

66 Newcomen Street

London SE1 1YT

enquiries@wakefieldtrust.org.uk

www.wakefieldtrust.org.uk

Reg. Charity No. 1121779

Normal office hours are Mon-Thursday 9-6pm.