



# THE STEVEN GERRARD FOUNDATION (SGF) FREQUENTLY ASKED QUESTIONS 2012





### **Who does SGF support?**

SGF was set up in 2011 to support disadvantaged children, including their education and health; children with disabilities; street children; and children going through family breakdown. Our main focus is on projects which have a long-term impact on disadvantaged children. A child is regarded as anyone under the age of 18 years old. On very rare occasions we will consider projects which also *but not exclusively* support young people (up to 25 years old). There is a full list of who we will and will not support in our application guidance.

### **Where does SGF support disadvantaged children?**

We focus mainly on supporting children in the UK but will occasionally assist children internationally as well. We have a particular interest in projects in Liverpool because SGF's Founder Steven grew up there and has seen firsthand some of the needs of children. All applications – for both UK and international projects – follow the same application process.

### **What size of grants does SGF allocate?**

SGF awards grants of up to £10,000 per year for a maximum of three years. Whatever the size of grant you require, all applicants follow the same application process. Note that we are extremely unlikely to fund a project for a second time so it is important you demonstrate how your project will be sustained beyond the SGF funding period.

### **What is SGF's criteria by which it scores applications?**

SGF scoring criteria is based on the following:

- Disadvantaged children, including children and health; education; family breakdown; disabilities; and street children
- Our guiding principles
- Who we will/not support
- Project applications which, via the application form, demonstrate need, excellence in meeting need and sustainability.

### **What do you mean by 'sustainable project'?**

SGF wants to support projects which are (if applicable) able to continue after SGF funding has finished. It is important you demonstrate this in your application.

### **Can you give some examples of projects you might support?**

SGF supports projects which demonstrate they can meet the needs of disadvantaged children effectively and sustainably. We welcome a wide range of projects. Examples of projects are:

- A physiotherapy project for children with disabilities to help them become more mobile
- A drama project which helps children with mental health issues to grow in confidence

- A mentoring project for children affected by family breakdown to support them in making key life choices.

**Why is the Consortium for Street Children (CSC) supporting the SGF grants programme?**

CSC has experience in setting up and running grants programmes and the CSC network supports children with a wide range of issues including family breakdown, disability, access to education and healthcare. The term 'street children' includes children for whom the street is a central reference point including those at risk of going onto the streets, working on the streets and/or living on the streets.

**Are there deadlines for applications?**

Yes. The current grants cycle is open from 25<sup>th</sup> January to 5pm on 9<sup>th</sup> March 2012. Future grants cycles will be announced later this year.

**I would like to apply on behalf of a branch of a larger organisation. Am I able to do so?**

Yes. You will need to state this in your application.

**Can I submit more than one application?**

No. Organisations can only submit one application per cycle unless a branch of an organisation is applying. Different branches of the same organisation can each put in one application.

**Do you fund research?**

No. SGF focuses on supporting projects for disadvantaged children.

**Do I need matched funding in order to apply?**

No. However, if your project requires additional funding in order to run, you must make this clear to us in the application form.

**Will you only fund new projects?**

No. We will look at applications both for existing and new projects.

**Will you fund part of a project?**

Yes. For example, we will look at applications which ask SGF to fund five children to access educational opportunities where the whole project supports 20 children. You need to make clear which part of the project you would like SGF to fund in the application form.

**Why does the application form ask us to outline potential project risks?**

All projects have risks. We want to see your awareness of those risks and how you plan to address them. We believe that a project that is aware of risks and looks at how to tackle them is more likely to be sustainable.

### **Can you explain the financial terms you use?**

Project *fixed* costs are those costs associated with a project which are 'one-off' rather than regular running costs, such as the purchase of equipment

Project *running* costs are costs specific to the project for which you are applying for funding, including the cost of staff for the project, travel and venue hire

Project *overhead* costs are a percentage of indirect costs related to the project such as office space, electricity etc.

### **Can I call you if I have questions about the application form or process?**

Yes. Please read through these FAQs first but if you still cannot find the information you are looking for contact [grants@stevengerrardfoundation.org](mailto:grants@stevengerrardfoundation.org) or call (+44) 1704 320 045 (Monday to Wednesday 9am to 5pm).

### **How do I withdraw my application?**

Contact [grants@stevengerrardfoundation.org](mailto:grants@stevengerrardfoundation.org) or call (+44) 1704 320 045 (Monday to Wednesday 9am to 5pm).

### **How long will you take to assess my application?**

We will get back to you within six weeks of the grant cycle closing date to let you know whether you have been shortlisted or not. If you are shortlisted, we will phone you or arrange a face-to-face meeting if we have further questions about your application. The shortlist will be looked at by an independent judging panel and you will hear our final decision five weeks after you have been told you have been shortlisted.

### **Can I get feedback if my application is unsuccessful?**

SGF will not give feedback on applications unless your organisation is shortlisted.

### **If my application is unsuccessful can I reapply at the next grants cycle?**

Yes. An organisation can reapply if you match our criteria.

### **What happens if my application is successful?**

If your application is successful, you will be contacted by the SGF Grants Manager within one week of the independent judging panel making its decision. Note that this is likely to be three months after the grants cycle has closed. You will then be sent a formal offer of a grant and a Memorandum of Understanding to complete and send back to SGF. The first year of funding will be paid in advance of the project commencing, at a date agreed by both parties.

### **If my application is successful, what monitoring is required?**

SGF acknowledges that monitoring can be time-consuming and repetitive as different funders have different requirements. At SGF we have a simple monitoring form but if you



already have monitoring reports in place, we are happy to discuss you sending us these instead. We will however want updates on how your work is progressing every six months\*. We will also invite you to a sharing learning meeting on a yearly basis.

\*Organisations can submit monitoring reports on the sixth and eleventh month of each project year so that the report can be approved by SGF trustees and the following year's funding released in time for the start of year two/three.

### **Can my organisation apply for further funding once the grant is spent?**

Organisations can re-apply but it is very unlikely we will fund an organisation twice within a five year period.

### **How do I appeal the decision of SGF?**

All complaints and queries will be dealt with by the SGF Grants Manager. If the issue needs to be escalated, it will be taken to the board of trustees. Decisions made by SGF are final, including which organisations are awarded grants and whether a grant is to be discontinued.

### **How involved is Steven Gerrard in the Foundation?**

Steven is very involved – he plays a key role in the direction and decisions of the Foundation and is part of the judging panel. Steven also enjoys visiting some of the supported projects.

### **Is Steven able to support us in other ways?**

Unfortunately Steven gets a lot of requests for support including signing memorabilia and so will be unable to accept unsolicited requests.

### **How can I make a comment or complaint?**

Contact [grants@stevengerrardfoundation.org](mailto:grants@stevengerrardfoundation.org) or call (+44) 1704 320 045 (Monday to Wednesday 9am to 5pm).