

**THE STEVEN GERRARD  
FOUNDATION (SGF)  
GRANTS APPLICATION  
GUIDANCE  
2012**



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# OVERVIEW AND GUIDING PRINCIPLES

## Overview:

The primary goal of the Steven Gerrard Foundation (SGF) is to support disadvantaged children including their education and health; children with disabilities; street children; and children going through family breakdown. We focus mainly on children in the UK but will occasionally assist children internationally as well. We have a particular interest in projects in Liverpool.

SGF awards grants of up to £10,000 per year for a maximum of three years.

Our vision is a world in which all children are able to reach their full potential. To work towards this we have developed principles which guide our grants process.

## Our guiding principles are:

- Enabling all children to reach their full potential
- Meeting children's immediate and long term needs – as outlined by children themselves
- Placing children's safety and well-being at the heart of what we do
- Sharing learning to enable projects to develop and grow and developing our learning as a Foundation so that we can better help disadvantaged children
- Supporting projects which deliver quality over quantity.

Every child deserves the opportunity to reach their full potential, but SGF recognises this can be especially difficult for disadvantaged children, many of whom face a lack of access to support that meets their real needs. We realise that SGF grants can only meet a fraction of the huge demand, but by supporting excellent projects and sharing learning, we aim to maximise impact.

As a Foundation we put children first, so we want to fund projects which demonstrate they have a track record of meeting need effectively. We are aware that you, the organisations, are the experts in recognising and responding to children's needs because you work directly with them.

SGF places emphasis on projects which involve children in identifying their own issues and solutions, designing and monitoring projects. Children's in-depth participation empowers them and helps to make projects effective and sustainable. We are interested in supporting projects which deliver high quality sustainable support to children – we would prefer to see long-term changes in a small number of children than short-term impact on a large number.

Child safeguarding is core to our work – we prioritise organisations that take a proactive approach to keeping children safe and include children in the design and implementation of safeguarding policy and practice. All organisations must have a Child Safeguarding/Protection Policy in order to apply.

We pride ourselves on offering longer-term support (grants of up to three years) to enable projects to become stable and sustainable, whilst giving organisations time to learn and share their learning across the sectors to promote effective interventions.

SGF also encourages sharing what works less well as this is key to the learning process. SGF is a flexible donor – if something is not working in your project, tell us why and how you would like to alter the project to make it more effective.

Monitoring and evaluation is an important part of the SGF learning process so that we can work together to demonstrate the impact of the project and share successes and challenges effectively. However, we are aware of the extra resource it can require so we have a simple, easy-to-use monitoring template which aims to complement the monitoring you already have in place. Alternatively, we can look at substituting our template for any monitoring process you are already using so as to minimise additional work.

SGF favours applications which restrict some of the annual grant to monitoring the funded project and supporting SGF in sharing lessons learnt, especially amongst other grants recipients.

We care about the environment – unless otherwise requested, all communication will be via phone/email.

# WHO WE WILL AND WILL NOT SUPPORT

## You can apply for support if:

- Your project supports disadvantaged children
- Your organisation is in line with SGF's guiding principles
- You are a charity registered in the UK
- You can provide a copy of your Child Safeguarding/Protection Policy and your latest annual accounts

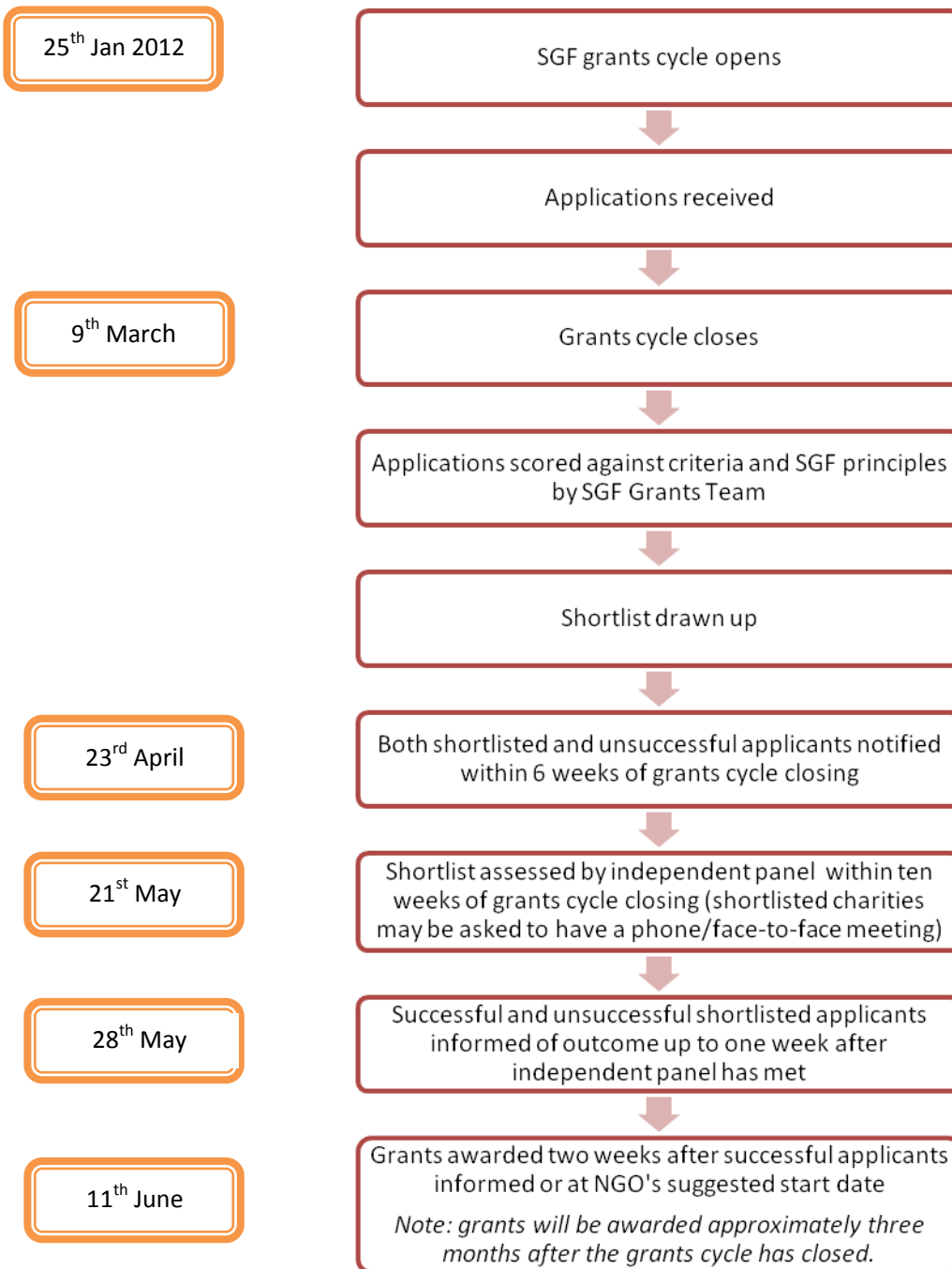
## SGF will not support:

- General appeals
- New charities (you need to have at least a two year track record of delivering effective support to disadvantaged children)
- General running costs
- Individuals
- Research
- Charities registered outside the UK\*
- Organisations set up for the sole purpose of generating income
- Statutory organisations or work that is primarily the responsibility of local/national authorities
- The independent education sector
- Charities without a Child Safeguarding/Protection Policy
- Retrospective funding (support for work that has already occurred) or loans
- The promotion of political or religious views
- Charities which do not support equal opportunities including any organisation which discriminates against children including on the grounds of religion or race
- Any organisation which does not have the insurance, safety procedures and policies required to run the project effectively and with the best interests of children, staff and volunteers as a priority
- Financially unstable organisations

\*Charities applying for funds can have partners which operate outside the UK

**SGF will only accept one application form per organisation per grants cycle. If your organisation is currently receiving SGF funding you cannot apply for a second grant.** We are unlikely to fund your organisation twice within a five year period. Unsuccessful applicants can apply for funding in the next grants cycle.

# THE SGF GRANTS PROCESS



SGF uses a scoring system to determine which organisations are shortlisted. This enables us to assess each application equally and fairly. It is therefore important that you answer each question clearly and concisely, showing us strong evidence of need, attainable outcomes, sustainability, accurate budgets and your ability to deliver the project successfully.

The independent judging panel looks at the shortlisted applications. If you reach this stage you may be asked to answer further questions either at a face-to-face or phone meeting. We will give you at least five working days' notice and will be as flexible as possible with

dates and times. Your referees may also be contacted. This part of the process is to help us gain a more in-depth understanding of your proposed project.

The independent judging panel includes individuals with a background in:

- The Third Sector
- Delivering support to disadvantaged children
- Child safeguarding
- Grant making
- Finance

Steven Gerrard will also be part of the judging panel.

# BEFORE COMPLETING THE APPLICATION FORM

- Read through the guidelines and check you meet all our criteria
- Ensure your work is aligned with SGF's guiding principles
- Read through the application form and make sure you are able to complete all the questions
- Check you have both a Child Safeguarding/Protection Policy and your latest annual accounts which can be emailed/posted to SGF

## Confirm:

- Your project can begin three to six months after the grants cycle closing date
- You have the organisational capacity to meet the work you outline in your application form and SGF's monitoring requirements (see FAQs for more details). Failure to do so could result in your funding being terminated
- You have the authority to apply for funding from SGF on behalf of your organisation
- You agree to SGF sharing information about your project with donors, the media and general public (note: children's wellbeing and safeguarding will always be prioritised)
- You agree to your organisation being available for occasional visits by SGF staff, trustees and representatives.

**Only move onto the application form if you are able to tick all the boxes.**

## Further information:

For any queries please check our FAQs. If the FAQs do not answer your question, contact [grants@stevengerrardfoundation.org](mailto:grants@stevengerrardfoundation.org) or call (+44) 1704 320 045 (Monday to Wednesday 9am to 5pm).