

**Guernsey Community Foundation
Express Grants Scheme**

1. The Small Grants Scheme pays registered charities between £500 and £5000 to meet one-off or irregular expenses other than salaries.
2. The scheme is not to be used to secure funds to be put towards meeting a larger expense. For example, a charity that needed £20,000 to fund an event would not be entitled to apply for £5,000.
3. Similarly, the scheme is not to be used to top up other grants. For example, a charity that had already received £15,000 towards a £20,000 event would not be entitled to apply for £5,000.
4. Money is drawn from a ringfenced portion of the Grants Programme Fund.
5. Overarching Grants Programme rules apply: the money must be used to benefit Bailiwick residents, it cannot be used to further political agendas, etc. Causes supported via grant finding must align with the Foundation's adopted sustainable development goals.
6. The Foundation's reserves policy also applies: applicants to the Grants Programme are unlikely to get help if they have reserves that exceed the equivalent of 12 months' running costs. If some reserves are ringfenced for large-scale projects or additional abnormal upcoming expenses these can be netted off the total amount at the Foundation's discretion.
7. Charities complete a short version of the standard application form setting out how the grant will be spent and its expected impact. Applicants must provide the latest set of accounts. The Foundation reserves the right to request other documentation.
8. Once an applicant has provided the Foundation with all the information requested we will endeavour to make a decision within five working days.
9. The Foundation does not ask for impact reports in relation to small grants because the benefit of the grant should be immediately apparent, however exceptions can be made. The Foundation may ask the successful applicant for proof that a small grant has been spent as intended, e.g. in the form of a receipt.
10. There is no limit to how many times a charity can apply for funding, but success once does not guarantee success next time. Decisions take into account availability of funds and other factors.
11. The Foundation's decision is final. There is no right of appeal.