

# Guidelines

## Holiday Grants Programme

The  
Henry Smith  
Charity

founded in 1628

The purpose of the Holiday Grants programme is to provide access to recreational trips or holidays for groups of children who experience disadvantage or who have disabilities. In particular we are interested in contributing to trips that would not take place without our funding.

### Who can apply and what sort of trips do you fund?

Schools, youth groups, not for profit organisations and charities are all eligible to apply.

Applications can be made for grants towards a single trip, which could be a day trip or a longer residential of up to seven days in length. This could be to a countryside or city location but must be outside of the children's immediate locality. Examples include camping, trips to adventure activity centres or the seaside.

If you are planning a day trip please ensure it does not involve a disproportionate amount of time spent travelling.

Grants are only available to support **children who are aged 13 and under**.

**It is very important to us that our funds are targeted at children experiencing disadvantage.** By this, we mean those who are located in an area of high deprivation, according to the National Indices of Deprivation. In particular we are interested in funding trips for children in geographical areas that fall within the **bottom 20%** of these indices. We are also interested in assisting those children who **do not** have any contributions towards the costs of the trip from their parent/s or carer/s.

Please note that sometimes we do consider applications for groups of children living in deprived circumstances within more affluent areas. In this case, it is essential that the need for support is clearly explained.

For groups of children with disabilities, we are able to be more flexible regarding the level of deprivation, although we still do take it into account as one factor in our overall assessment.

You may find it helpful to look at deprivation statistics for your area. There are different websites depending where you live. Links to these sites can be found in the Holiday Grants section of our website.

### How much can we apply for?

We award grants of between £500 and £2,500 only.

We are able to fund a maximum of two-thirds of the total cost of a holiday or trip as we expect some of the funding to be raised elsewhere. Please note that if we are able to make a grant towards your organisation, we may not be able to award you the full amount requested.

**It is important to us that no child be excluded on financial grounds from a trip we are supporting.**

### **When can we apply?**

Applications will be considered based on the date of the trip as shown below:

<b>Date/s of Trip</b>	<b>Date Period Applications Considered</b>
<b>1 February – 30 April 2017</b>	Applications accepted 24 <sup>th</sup> Nov 2016 - 17 <sup>th</sup> March 2017
<b>1 May – 30 June 2017</b>	Applications accepted 1 <sup>st</sup> March 2017 - 19 <sup>th</sup> May 2017
<b>1 July – 31 August 2017</b>	Applications accepted 1 <sup>st</sup> May 2017 - 21 <sup>st</sup> July 2017
<b>1 Sept – 31 December 2017</b>	Applications accepted 3 <sup>rd</sup> July 2017 - 17 <sup>th</sup> November 2017

We must receive your application at least 6 weeks before the date of the trip to allow for administrative processing and decision making.

### **What don't you fund?**

- Trips outside of the UK
- Trips to theme parks or similar high cost attractions
- Trips for children over the age of 13
- Multiple trips with the same group of children
- Trips with a focus on education rather than fun
- Trips for families
- Trips for individual children
- Organisations that provide Children's Holidays
- The running costs of play or holiday schemes
- Trips that have already taken place
- Trips to pantomimes

### **Useful Information**

- Each application is considered on its own merits, but demand for our grants is very high and always exceeds the budget available. We cannot guarantee that each application will be successful. Decisions are made on a first come-first served basis (within the application periods stated) until funds are spent.
- We are able to provide funding for a maximum of two consecutive calendar years. After this, you will need to wait for a further two calendar years before being eligible to re-apply.
- If you already have a current grant through one of our other programmes you cannot apply to the Holiday Grants programme until it is finished.
- Please also note that if your organisation applies for a holiday grant and is declined, you will need to wait until the next calendar year before being eligible to apply to any of our other grant programmes.
- You must be able to demonstrate that your organisation has a financial need for support.
- If a grant is awarded, you must submit a report at the end of your grant via your online account. If a report is not submitted or it fails to cover the questions asked, we will not be able to consider further requests for funding.

- You must be able to provide a copy of your most recent audited or independently inspected accounts or, if you are applying from a school, your most recent Ofsted report.

## **Applying for funding**

Unlike our other programmes, applications for the Holiday Grants Programme can be submitted via our online application process. **We strongly recommend that you use Internet Explorer when completing the form.**

To submit your application, please follow the steps below.

### **Step 1      Read our Guidelines for the Holiday Grants Programme carefully to make sure you are eligible to apply**

Once you are happy that your organisation and the project you are seeking funding for is eligible, follow the 'Make an Application' link on the How to Apply page of our website.

### **Step 2      Create an Account so you can apply**

You will be asked to set up a new account or sign in to an existing account.

If you are setting up a new account, you will receive a welcome email, confirming your account details and providing your personalised link. We suggest that you retain a copy of this email for your records.

### **Step 3      Eligibility quiz**

In order to help applicants to identify whether they fit the criteria we have an eligibility quiz which you must answer before you can access the form. This is to help ensure that you do not waste your time applying if you are not eligible for support. Please answer all the questions and submit your response.

If your responses show that your proposal **will not** meet our guidelines, you will not be able to make an application.

If your responses show that your proposal **will** meet our guidelines, you will be able to access our Holiday Grants form to make an application.

### **Step 4      Completing your application**

Please provide all relevant information in your application. You must answer all the questions and provide the attachments requested.

To prevent formatting problems, avoid using bullet points and always copy and paste text into Notepad (Windows) or TextEdit (Mac) before adding to the application form.

You can save your incomplete application and return to it later, simply by clicking 'Save & Finish Later'. You will then receive an email confirming that your application has been saved, that includes your tracking number and a copy of your current application for your records.

To return to your incomplete application, you can follow your personalised link that was provided in your welcome email. Otherwise, you can use the 'Return To Existing Application' link in the Holiday Grants section of our website.

For your convenience, you can access a sample PDF version of the application form on our website. Please note that this is for guidance only, and you must submit your application via the online application process.

If you are unable to use our online process, please contact us.

## **Step 5      Submitting your application**

Once you have completed your application, please click 'Review & Submit', this allows you to read through the application in full and send it through to us. If you are happy with the contents of the application and are ready to send it to us, please click the 'Submit' button. Please note, once you have submitted your application, you will not be able to change it.

Once you have submitted your application you will receive a confirmation email from us to let you know it is being processed.

If you need to return to your application at any time, please log into your online grant profile. To see your submitted application, click the 'Show' dropdown box and choose 'Submitted Applications'.

## **Holiday Grants - Frequently Asked Questions**

### **Online Application Process FAQs**

#### **I have an online account with you from my last grant, which was made. Will my log-in details still work?**

Yes. Your account with our grants application system is still valid and you can use it to make applications. Look at the emails we sent you when you created your account if you can't remember your log-in details.

#### **Why do I have to set up an account?**

The Henry Smith Charity processes all its Holiday Grant applications through an online portal and in order to access the application form you must have an account.

#### **I have forgotten my password**

Go to the Log-In page. You can access this by clicking on the 'Return to Existing Application' link on the Holiday Grants section of our website.

Please type your email address into the 'Email' field and click 'Forgot Password'.

You should receive an email with a temporary password that needs to be reset immediately. If you cannot find this mail, check your spam folder.

### **When I login to my account nothing happens**

Your browser may not accept cookies which stops the online application form from launching. You need to adjust your browser to accept cookies.

### **Our fundraiser has left and we do not have the login details**

Please contact us at [administration@henrysmithcharity.org.uk](mailto:administration@henrysmithcharity.org.uk) with the relevant email address and we can reset the login details for you.

### **Can you send me a paper copy of the application form?**

For your convenience, we provide a sample PDF copy of the application form on our website. Please note that this is for guidance only. We can only accept applications submitted via the online application process.

Please also note that the questions in the online application form may have been updated since the PDF documents were produced.

You can find the sample application form in Holiday Grants section of our website.

You can also print out a copy of your application by clicking the 'Printer Friendly Version' link at the top right hand corner of the form.

If you are not able to access our application system to submit an application, please contact Sarah Pearce on 020 7264 4988.

### **What browser should I use when completing the application form?**

We strongly recommend that you use Internet Explorer when completing the online form. In particular, previous applicants have experienced problems when using Google Chrome and Firefox.

### **Do I have to complete the application form in one sitting?**

No, you can save and come back to your application at a later time by clicking the 'Save & Finish Later' button at the bottom of each screen.

### **I made a mistake when I was answering the quiz questions and now the link to the quiz gives me an error message and I can't access the quiz.**

If you have made a mistake filling in the quiz, if you clear your browsing history on your browser, you should be able to access the quiz through the link if you try again.

### **When I click on the Back and Forward buttons to go through the application form I find that I have to login again**

To move to the next page, please click the 'Next' button at the bottom of the page. You can also navigate between sections by clicking on the page title which appears as a ribbon at the top of the application form.

***Do not use the 'Back' or 'Forward' buttons on your browser to navigate through your application.***

### **When I copy and paste text into the form, I have experienced formatting and technical problems. How can I prevent this?**

Before copying text into the form, first paste the text into either Notepad (Windows) or TextEdit (Mac) to remove unwanted formatting. We also strongly suggest that you avoid using bullet points and other similar design elements.

### **When I fill in the application form it shows American dates or requires American spelling**

Unfortunately some browsers will assume that you are submitting information to an American organisation and will change the format accordingly. To change this you need to change the setting of your browser.

Our system will pick up the dates in the correct format but will not change American spelling back to English.

### **Can you have a look at my application before I submit it?**

We are not able to review applications prior to submission and we can only see the content of your application once it has been submitted.

### **How will I know that my application has been submitted?**

After you have submitted an application you will receive a confirmation email. It will give you a number for your application and will provide a full overview of the details you provided.

Please make sure that you keep this email for your records.

### **Can I edit my application after it's been submitted?**

Unfortunately an application cannot be edited after submission. You will have to resubmit the application.

However, you can retrieve a copy of the submitted application if you login to your account and then simply copy and paste the answers that you still want to submit.

To void the submitted application please contact us with your details and the application reference number and let us know that you would like to withdraw the application.

### **The system is not accepting my details when trying to create a new account**

This usually happens when an account for this email address already exists (perhaps set up by a former employee or colleague). Please click on 'Forgot your Password?' and follow the steps to have a temporary password sent to this email address, which then will allow you to change it to your preferred password.

### **Can we view previous submitted applications?**

Yes, if you log back into your account you can log back in to your Henry Smith Online account and select 'Submitted Applications' in the drop down window in the bottom right corner of the accounts page.

### **I was working on an application last year, where has it gone?**

We're sorry about this. Usually applications expire if not activated / worked on within a six month time frame. However, sometimes this period is shortened due to maintenance updates or changes to application forms.

### **Why isn't the application form showing the right details?**

Try clearing the cache and cookies of your browser. Try following the instructions at: <http://www.wikihow.com/Clear-Your-Browser's-Cache>

### **Why does it say our files are not being accepted?**

There are two likely reasons why the system is not accepting an attachment:

Either the file is too large (needs to be smaller than 10Mb) or it's an unrecognised file type.

You can only upload files with the following file extension: pdf, doc, docx, xls, xlsx, ppt, pptx, txt)

### **Can I attach more information (eg a business plan / impact report) to my application?**

Please do not attach additional information. In order to be fair to all applicants we have designed our application form to provide the information we need.

## **Holiday Grants Online Reporting Process FAQs**

### **I'm ready to send my report, how do I access the form to send it to you?**

Shortly after your grant is awarded we will send you an email to let you know that your Holiday Grants Progress Report form is available to be completed online, when you are ready. You will have up to three months from the date of the award letter to report to us.

### **How do I log in to my Henry Smith Online Account to send a Progress Report to you?**

You can log into your account via the How to Apply page in the Holiday Grants section of our website. Please note, if you have forgotten your password since you made your application, there is an opportunity to reset it yourself when you click on the link above.

### **I've logged in to my account to fill in my Progress Report, but I cannot find it?**

Once you logged in to your Henry Smith Online Account, Progress Report forms can be accessed by clicking on the 'Requirements' button on the left under the Henry Smith Logo.

Please note that you will not be able to access your form if it has expired. For the Holiday Grants programme your form will expire a month after the stated due date. If your form has expired, please contact the office and we will be able to help.