

# SMALL GRANTS GUIDANCE



## About the fund

John Lyon's Charity has provided the Young Ealing Foundation £100,000 to distribute as small grants to children and young people's organisations in Ealing. The core purpose of the fund is to support groups that cannot access funding directly from larger funders, such as John Lyon's Charity. The small grants will provide funding at a micro-level where it is most needed, helping small groups to grow and develop.



**JOHN LYON'S  
CHARITY**

This fund is specifically targeting the Third Sector beyond the reach of the Charity's Main/Open Grants Programme, supporting children and young people **up to the age of 25 (or up to 30 for disabled young people / young people with additional needs)** in the **Borough of Ealing**.

- **Companies House Registrations:** Please note that from organisations on Companies House, only Community Interest Companies (CICs) are eligible for this funding. Community Interest Companies' constitutions should have an asset lock and there must be a minimum of three unrelated directors and two unrelated bank signatories, which are indicators of good governance.
- **Registered Charities:** Registered Charities that have been in receipt of **John Lyon's Charity's** Main/Open Grants in the previous three years are not eligible. Registered Charities that have only received a smaller grant (for example, a SHAF grant) are eligible to apply.
- **Schools:** Schools should be referred to John Lyon's Charity for funding and are not eligible to apply to this fund. If an eligible community organisation is working with schools, the grant can **only** be used for work with **state-maintained schools**.
- **School Holiday / Half-Term Activities:** We **cannot** fund school holiday or half-term activities through this programme. For school holiday and half-term provision, please check the John Lyon's Charity School Holiday Activity Fund (SHAF):  
<https://www.jlc.london/grants/schools/school-holiday-activity-fund-shaf/>

## Eligibility Criteria

To be eligible to apply, your organisation must meet the following criteria:

- Be a Young Ealing Foundation member
- Deliver activities within the Borough of Ealing targeted at children and young people aged up to 25 (or up to 30 for disabled young people / young people with additional needs)
- Have an ordinary business bank account in the legal name of your organisation with at least two unrelated signatories
- Have a governing document (Constitution, Articles of Association, or Trust Deed) and be properly constituted and regulated
- Have an up-to-date Safeguarding Policy and meet all statutory safeguarding and regulatory requirements
- Have a Complaints Policy
- Process and manage all personal data relating to beneficiaries, trustees, staff, and volunteers in accordance with UK Data Protection Legislation (UK GDPR and the Data Protection Act 2018)

## Available Funding

Eligible organisations can apply for grants up to **£8,000 (£10,000** if the project supports young people with Additional Needs / Disabilities) for either:

- **Projects working with children and young people**
- OR
- **Core costs** – only if your organisation exclusively supports children and young people

*Please note: Where the grant is to support the cost of all or part of a staff post, the **London Living Wage** is the minimum amount that must be paid for that post.*

## Funding is NOT available for

- **School holiday or half-term activities** (for holiday/half-term provision, please check <https://www.jlc.london/grants/schools/school-holiday-activity-fund-shaf/>)
- Retrospective funding (any spending commitments made before the date the grant is formally awarded)
- Duplicate funding (costs, activities, or related administration expenses already funded by another grant or funder)
- Work with independent or fee-paying schools (any work with schools must only be with state-maintained schools)
- Activities for beneficiaries outside the Borough of Ealing or above the age limit (25, or 30 for disabled young people)
- Staff posts paid below the London Living Wage
- Statutory obligations

- General charitable appeals
- Lobbying and campaigning
- Endowment funds
- Mother tongue teaching
- Promotion of religion or politics
- Feasibility studies
- Research
- Medical care (including rehab) and resources
- Telephone helplines
- The School Journey or trips abroad
- IT equipment for mainstream education providers (primary, secondary, FE colleges)
- Bursaries for higher education (including postgraduate)
- Foodbanks and projects that aim to teach healthy eating and reduce obesity
- Therapeutic gardens or school vegetable gardens
- Breakfast clubs run by schools
- Salaries of posts employed by local authorities
- Staff salaries in schools for teachers or core school staff
- Projects that focus on teacher training rather than direct delivery for children
- Hardship appeals

## How to Apply

You must complete the Small Grants Application form which is available on our website – [www.youngealingfoundation.org.uk/grants](http://www.youngealingfoundation.org.uk/grants). In addition, you must also complete the budget template provided.

## Top Tips for a Good Application Form

Eligible applications will be put to the grants panel consisting of young people and the local sector leaders. With this in mind, when completing your application form please remember these tips:

- **Describe the work you do**, its importance and the people you support in a way which is clear and understandable. Avoid using jargon and let your passion for your work shine through.
- **Tell us the operational aspects of your project.** The panel will want to know how many young people, how many sessions and how you will deliver the project and with what staff.
- **Ask for what you need** – make sure you are asking for an appropriate amount of money for the size/scale of the work you are doing.

- **Use your young people!** Youth voice in an application adds depth and essential perspective to any funding application.
- **Be clear in your budget** – make sure you elaborate on costs. For example, include the salary and hours of any staff costs (ensuring any staff posts meet at least the **London Living Wage**). Do not just put "Youth Worker £X Amount".
- **Using AI tools responsibly** – if you choose to use artificial intelligence (AI) tools when preparing your application or reports, you remain responsible for the accuracy, completeness, and appropriateness of all information submitted (including ensuring it reflects your organisation's work and tone of voice). You must review and verify any AI-generated content before submission and must not input confidential or personal data into publicly available AI systems.

## Grant Conditions & Reporting (What to Expect if Successful)

Successful applicants will sign a Grant Agreement and must adhere to the standard terms and conditions required by our funder, **John Lyon's Charity**:

- **Purpose and Financial Records:** Grants are restricted and must be used exclusively for the approved project or core costs. You must keep separate, accurate, and up-to-date financial records (including invoices, receipts, and payroll records) and make them available for inspection if required. Grants will not be increased in the event of an overspend, and any projected or actual underspend or significant delay must be reported immediately and may need to be repaid.
- **Changes & Incident Reporting:** You must obtain written agreement before making any changes to how the grant is spent, or to its aims, structure, delivery, outcomes, duration, or key staff. You must also promptly inform us in writing of any serious safeguarding, financial, cyber/data breach, or regulatory incidents.
- **Monitoring & Evaluation:** You must complete and return monitoring reports by the specified deadlines. Anonymised project outputs, evaluation findings, and case studies may be used and shared by Young Ealing Foundation and John Lyon's Charity for reporting, learning, and publicity.
- **Branding & Acknowledgment:** You must acknowledge the grant in your publicity materials (including website, social media, annual report, and print literature) using the exact spelling **Young Ealing Foundation**.
- **YEF Website Directory:** All successful grantees must list their funded project on the Young Ealing Foundation Website Directory. Full details and instructions will be sent out with your formal Grant Agreement.

## Deadlines and Decisions

Detailed below are the key dates for this round. Current YEF members submitting before our Soft Deadline (11:59pm, 22nd November) will receive informal feedback from the YEF team to help polish their proposal prior to panel assessment. Organisations currently in the process of applying for YEF membership may still apply for funding, but will not receive informal feedback.

The Hard Deadline for all submissions is strictly 10:00am on 3rd December. The grants panel will meet in mid-December, and grant payments will be released before Christmas, subject to due diligence checks. Being unsuccessful in previous rounds does not prevent you from applying.

|                             | Date & Time                 | Notes                                                                 |
|-----------------------------|-----------------------------|-----------------------------------------------------------------------|
| <b>Soft Deadline</b>        | 11:59pm, 22nd November 2026 | Eligible YEF members receive informal feedback on draft applications. |
| <b>Hard Deadline</b>        | 10:00am, 3rd December 2026  | Final cut-off for <b>all</b> applications.                            |
| <b>Grants Panel Meeting</b> | Mid-December                | Applications reviewed by youth and sector leader panels.              |
| <b>Grant Payments</b>       | Before Christmas            | Disbursed to successful applicants (subject to due diligence).        |

## Talk to Us

If you have any further questions about the fund or the application form, please feel free to get in touch on [Yevgeni@youngealingfoundation.org.uk](mailto:Yevgeni@youngealingfoundation.org.uk).