**Funding guidelines**

What we want to see in your application

In the application, we ask questions about your organisation, the trip, how the trip is funded and how you will make sure the trip is safe.

**Your organisation**

We find it helpful to know more about your organisation, the services you provide to the children and the context of the community you work in. The applications most likely to get a grant can paint a picture of their local community. This can be done by giving us relevant data and statistics, as well as any other information you can give to us.

**Your trip**

It is important to provide the details of the trip you are taking the children on. We are looking for you to clearly tell us the destination, the dates of the trip, and the duration. We also want to know the aims of the trip – especially what your group will gain from the experience. We are looking for trips that provide fun and new experiences that the children would not otherwise have access to, especially those that broaden their horizons and allow them to explore new environments.

**The costs of your trip**

You will need to provide a budget with your application. You can download a sample budget. We are looking for budgets that show the different costs of the trip (expenditure), the amount of money you will receive (income), and any money left to raise (shortfall). We want to understand the direct costs of the trip. We are unlikely to cover large overheads or staffing costs.

We also want to know how your organisation will ensure that no child misses out due to financial pressure. If families or carers need to contribute, please tell us what support is available.

**How you will keep your trip safe**

We want trips where children's safety and safeguarding are the main focus. To ensure everyone stays safe, you must provide a risk assessment for the trip.

You can find an Example Risk Assessment here. You can use this form as a template or submit an assessment in the format your organisation already uses.

The risk assessment should tell us:

* The possible risks that may take place during the trip,
* The steps you will take to reduce these risks,
* How likely each risk is to happen.

You can find more information on what we look for in the Safeguarding section of the website.

**Please remember that the risk assessment you submit must not include any sensitive information about children, such as their names or specific health conditions.**

Using AI

Artificial Intelligence (AI) is becoming more common in our work and lives. AI tools, like ChatGPT, can be powerful aids, offering new ways of working that save time, improve accessibility, and support creativity.

We understand that some people may want to use AI when writing their application for the Holiday Grant Programme. Please refer to our AI guidance for more information

What we will not fund

The Holiday Grant Programme will not fund trips if they have any of the following features:

**Types of organisations**

* Organisations that cannot provide a copy of their most recent audited or independently inspected annual accounts. If you are a school, this means your latest school inspection report.
* Organisations whose main activity is providing holidays or trips for children. We cannot support the running costs of play or holiday schemes. This includes us contributing towards your organisation’s regularly planned activities.
* Organisations (except schools) with an income or expenditure of over £2 million.
* Organisations that are for-profit or do not have charitable aims.

**Types of trips**

* Trips outside the four nations of the UK (England, Northern Ireland, Wales, Scotland).
* Trips to expensive places like theme parks, musicals, or sporting events.
* Trips that have already taken place.
* Trips that will happen in less than five weeks.
* Trips for children over the age of 13.
* Trips that are educational or meet curriculum aims.
* Trips where the main goal is to promote a particular religion or to try to convert children to a faith.
* Trips that include families and not only children.
* Trips where some children might be excluded due to cost.
* Trips over multiple days to multiple venues.
* Trips that spend too much time travelling, the focus should be on the children’s fun experience.

**If you have applied to The Henry Smith Charity:**

* Organisations that have already been funded or rejected by the Holiday Grant Programme in the same calendar year.
* Organisations that already have an active grant or a pending application with a different grant programme in The Henry Smith Charity.

**If your grant is approved

Bank Information**

When you are approved for a grant, we will ask you to send a Bank Statement to confirm the Bank account, allowing us to process the payment.

By sending this in, you are also accepting the Terms and Conditions included in the offer letter.

**What happens after the trip**

If your organisation receives a Holiday Grant from us, you must send us a short final report after your trip or holiday. You can download a sample report form from this webpage to see the questions we ask. Reports are completed and submitted online using the same login account you used to apply. If you agree to send us some photos in the report, we will send you a link to upload them.

**How to access your report forms**

After your trip, we will email you to let you know that your Report Form is available in your account. This email will include a link to the application portal.

You can access the form by logging into your account. You have up to three months to complete and submit your report.

If you agree to share photos with you, we will give access to a separate form in the same portal.