

Guidelines for the Small Grants Programme

These guidelines relate to the Hoping Foundation's Small Grants Programme. You can apply to us for a small grant from \$500 - \$5000. These grants are for organizations and projects, and are not available for individuals.

To ensure the overall success of this project or programme, the roles and responsibilities of the Hoping Foundation and all partner projects involved in this application are outlined below:

Roles and responsibilities of the Hoping Foundation

- 1) The Hoping Foundation will monitor and evaluate programme implementation through an established reporting system – this will include regular contact with each of the projects, and possibly a field monitoring visit.
- 2) The Hoping Foundation will make payments to each project as it commences.
- 3) On completion of the project, all projects will be asked to complete a Final Project Report to be sent to the Hoping Foundation, together with some photographs of the project in action and writings from children involved.
- 4) If in the event the Hoping Foundation has reason to believe that the partner is no longer able to fulfil the obligations outlined in this application, the Hoping Foundation reserves the right to cancel all or part of the grant that has not been spent.

Roles and responsibilities of partner projects

- Stage 1) Before any awarded grant is processed by the Hoping Foundation, you will be asked to provide us with:
- A completed application form signed by at least two representatives from your organization.
 - This will need to include details of your bank account for transfer of the grant. If your project does not have a bank account, we will try to identify a suitable organization that can administer the grant for you.
- Stage 2) We will be in contact with you throughout your project duration. Please keep us updated on developments and let us know if there are any problems.
- Stage 3) The Final Project Report should include the following:
- The project's main achievements.
 - Number of beneficiaries – girls, boys, children and young people who benefited from the project.
 - Photographs of some of the activities of your project.
 - We would like you to ask some of the children who participated in the project to write about or draw their feelings, experiences and ideas from activities of the project, and to then send us these writings and drawings.
- Financial reporting and budget:
- i) Requests for funds to be used other than originally agreed must be submitted to the Hoping Foundation in writing.
 - ii) These requests can only proceed with agreement from the Hoping Foundation.
 - iii) You will need to complete the financial reporting section of the Final Project Report.

The deadline for the Final Project Report, photographs and children's writings and drawings is six weeks after the project has been completed.

TRUSTEES

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