**Howards Funeral Directors – Community Assistance Programme**

**About the Howards Funeral Directors Community Assistance Programme**

In these challenging economic times, we have established the Howards Funeral Directors Community Assistance Programme to help fund good causes provided by local charities and not-for profit organisations working for the benefit of people who live within three miles of an area in which Howards Funeral Directors operate. Businesses, individuals and ‘for profit’ organisations are not eligible.

Howards Funeral Directors Community Assistance Programme will be a rolling programme during 2025, where community groups or charities can apply for funding during May 2025, September 2025 and Feb 2026. Applicants will generally be informed of the outcome of their application within one month of the application window closing.

Organisations can request the total cost of the project or a contribution towards the project up to the cycle maximum amount of £1000 (May 25), £1000 (Sept 25) and £1000 (Feb 26)

**Funding**

Sadly, there may be good applications that we will not be able to support because there is not enough money available. We make our decisions based on the information you provide in your application, the programme criteria, and outcomes. We use our professional judgment to make the difficult choices between the projects seeking funding and our decision cannot be challenged. If your application is eligible, but not funded at the first attempt, you may reapply.

Grants are available to fund local activities which improve the quality of life of residents and the wider community. Projects must align with one of more of the four fund categories

1. Health
2. Education
3. Employment opportunities
4. Poverty / Social Deprivation

The Fund aims to support ongoing activities that benefit residents of all ages and priority will be given to:

1. Projects addressing the needs of the most disadvantaged in the local community
2. Projects led by people who can demonstrate a clear understanding of community need and strong connections in that community

Examples of projects that might be funded – this list is not exhaustive

* Health and wellbeing activities for older people e.g., exercise classes
* Literacy or numeracy club
* A charity supporting young people with specialist advice to manage mental health
* Kitchen equipment for a youth project to set up a holiday club
* Supporting a community centre wanting to start a regular lunch club
* A healthy eating project that supports families to cook healthy meals on a budget
* Projects that promote involvement in the local community e.g., volunteering

Examples of projects that cannot be funded – this list is not exhaustive

* Work that has already taken place
* Applications for furniture/office equipment e.g., racking, desks, chairs etc
* Applications for vouchers
* Political donations or promotion of a political cause
* Fundraising activities or challenges
* Running costs and organisation overheads
* Activities which collect funds for redistribution to other charities or individuals
* Overseas appeals
* Marketing promotions
* Research projects
* Projects or activities that the state has a legal obligation to provide

**Grants and applications for grants**

* Applications for grants will be accepted up to the maximum of £1000
* All applications must be made by completing the application form which is available at [www.howardsfuneraldirectors.co.uk](http://www.howardsfuneraldirectors.co.uk) by emailing [Howards.community@funeralpartners.co.uk](mailto:Howards.community@funeralpartners.co.uk)
* The application must be submitted by the closing date and sent to [Howards.community@funeralpartners.co.uk](mailto:Howards.communityfund@funeralpartners.co.uk)
* Please read the instructions carefully
* Please state your organisation's name in the subject line along with the fund name*.*
* Where possible, please send all your attachments in one e-mail by zipping your documents. However, if you need to send more than one e-mail, please number them, i.e., 1of2
* You will receive an email confirming receipt of your application

If the funding application is successful, the below supporting documents will be required to be sent by email

* Your Governing Document, i.e., your constitution *or* memorandum and articles
* Names and addresses of your Management Committee
* Annual Accounts *or* Income & Expenditure (l &E) Sheet for your last financial period for smaller groups. For new organisations with no income, please provide an l &E forecast
* An Income & Expenditure forecast for the current financial year
* Safeguarding Policies if working with young people under 1 8 or vulnerable adults
* If applicable a copy of the Risk Assessment completed for the required activity

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| **Opening date for applications** | **Closing date for applications** | **Successful applicants informed by** |
| 5th May 2025 | 16th June 2025 at 12 noon | within one month of the application window closing |
| 15th Sept 2025 | 27th October 2025 at 12 noon | within one month of the application window closing |
| 2nd February 2026 | 16th March 2026 at 12 noon | within one month of the application window closing |

#### Who can apply?

The following **not-for-profit organisations** are eligible to apply:

* Constituted community group
* Registered charities
* Social enterprises
* Community Interest Companies (CICs) Limited by Guarantee - **not** CICs Limited by Shares
* Faith based groups

#### Applicants must:

* Demonstrate that the proposal is in response to identified community need
* Have a minimum of 3 unrelated Trustees/Directors/Management Committee members
* Have a Governing Document, i.e., a constitution or Memorandum & Articles
* Have a Bank Account in the name of the group, with at least 2 unrelated signatories - or provide details of another group who will be managing any grant awarded, with a copy of the partnership arrangement
* Have Annual Accounts, or for smaller groups, an Income and Expenditure Sheet for the most recent financial period. If a group is new with no previous income, they will need to provide an Income & Expenditure forecast
* Have a Safeguarding Policy if working with young people under the age of 18, and/or working with vulnerable adults.
* Have the relevant insurance in place, including public liability (if required) before delivering activity.

**Equality of Opportunity**

It is a requirement of our funding that your organisation commits to equality of opportunity and good relations duty.

**Funding Decision Process**

We will review your application against our funding decision criteria, and we will compare your application against other applications which we may receive. Our decision-making and prioritisation process for funding will typically include, but may not limit itself to, how much we feel levels of deprivation or disadvantage may be alleviated by any funding we provide, along with performing a review of the experience and expertise of the applicant in supporting deprived groups.

By awarding funds this is not an indicator that Howards Funeral Directors are affiliated in any way with the project. The funds are a charitable gesture and there is no expectation that the organisation will recommend Howards Funeral Directors

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| Completed application forms received by  Howards Funeral Directors |

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| Applications reviewed and shortlisted by local team |

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| Awarding panel review applications and make award ***NB further information may be requested at this stage*** |

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| Successful applicants informed |

**Timetable for spending the grant**

Successful applications will have three months from the date of offer to append any grant awarded. If the award is not spent within the three-month period, we may ask for the funding to be returned.

**Monitoring and Evaluation**

Monitoring and evaluating the projects funded by our grants enables us to better understand the impact of the grant. It helps us understand community need more fully, enables us to learn from your project and can also help us put together information that can help inform our future plans.

Between one and three months after the funding has been awarded, we will carry out a follow up visit with you. This forms part of our monitoring process.

**Celebrating your Howards Funeral Directors Community Assistance Programme Award**

Sharing your successes will help inspire other groups to make a difference in their community and highlight the great work you have done. With your permission your activity will be shared on social media and our website. We may also issue a press release so will require your permission, participation, and cooperation for taking and using photographs and conducting any interviews providing comment or quotes.