

ST JOHN'S SMALL GRANTS FUND

INFORMATION FOR ASSESSORS

St John International

What is St John's Small Grants Fund?

A strategic initiative from St John International

St John International has created a £1M fund for making small grants. The fund is open to applications from any Establishment, Priory, Association or Commandery.

The intention of the fund is to provide direct short-term funding support that can catalyse activity in every Establishment, whether large or small. The Small Grants Fund is a way for St John to deal with the unique needs, both difficulties and opportunities, that emerge from the wide variety of contexts that we work in.

Access to the fund is a direct benefit that the Order of St John offers to Establishments around the world. It is part of how the Order is creating a supportive environment for Establishments to utilise and succeed in.

SJI are recruiting Small Grants Assessors from across the St John family to evaluate proposals and decide whether to award funding or not.

What will the Fund support?

The main conditions of the fund are:

- **Projects between £10,000 - £50,000**
- **Projects must be implemented within 6months of receiving the money**
- **To provide funds for otherwise unaffordable activities delivered by Establishments that support or enable the delivery of the St John Mission.**

Projects could include:



St John people will decide how the funds are used

A Community Management Approach:

Standardised process

St John International will develop standardised application forms and budget templates. All proposals must use standard templates. Examples will be provided also.

A standardised evaluation criteria will be developed, and training can be provided for Establishments

Funding decisions made by St John people

Volunteers from any and all Establishments will be identified and trained up to assess applications.

When an application is received, 6 of the trained assessors will meet to make a decision on the application and whether to award funding.

Establishment implements

If funding is awarded, then the Establishment will receive funding promptly, and will then have 6 months to implement the project. A standardised report will be presented to SJI upon completion.

TEC will periodically review the effectiveness of the fund performance in increasing activity and engagement across the Order, along with ensuring there is equity of access for all Establishments.

What are the benefits of a Community Managed fund?



Who can be a Small Grants Assessor?

We are looking for 40 Small Grants Assessors from across the St John family.

All training will be provided.

Assessors for the small grants fund will be trained to assess the value the proposed action brings to the Order's operations by interrogating 5 distinct issues: **Relevance, Effectiveness, Efficiency, Impact and Sustainability.**

When a proposal is sent to SJI, trained Assessors will be asked to volunteer to join an **evaluation committee** for the proposal. 6 volunteers will be sent the proposal documents and be invited to an online meeting, normally lasting about an hour.

Meetings will be facilitated by St John International staff. A series of prepared questions will guide discussion through the 5 areas before the evaluation committee members vote on whether to award funding or not.

We are looking for people who:

- Currently hold a "middle management" position in their St John Establishment.
- Are responsible for managing a team/department budget.
- Are responsible for delivering operational activity.
- Are prepared to undertake St John International Assessors' Training (around 2 hours online)
- Are prepared to join a **minimum** of **two** proposal evaluation meetings per year.

This opportunity is open to both staff and volunteers.

What would my involvement look like?

- All 40 Assessors will be added to a WhatsApp group.
- Once a proposal comes in, a callout will be made for 6 assessors to join an evaluation committee. No Assessor who may be involved in the project delivery will be able to join.
- When 6 Assessors have volunteered to join the evaluation committee, a Teams Call will be arranged. This should happen within a week of SJI receiving the proposal.
- Feedback on the proposal (including the money, if offered) will be delivered to the applicant within 2 days of the evaluation meeting.

Apply here!



St John