

How to apply for a grant from the Community Foundation

The Community Foundation is committed to supporting local groups that deliver opportunities, support and help to the people in our communities. We recognise that everyone has a unique contribution to make and we aim to treat people with equal respect. As a grant maker, we will consider all requests fairly and will do our best to take any particular need into account. We are keen to support people who experience discrimination or disadvantage for whatever reason.

We can make grants for most types of community activity or project. In the past we have supported:

- Projects run by and for disabled people
- Community groups
- Children and young people's groups
- Projects run by and for people from minority ethnic communities
- Sports groups
- Older people's groups
- Environmental projects
- Training
- Women's groups

These are only some examples. We are interested in **your** ideas for what is needed in **your** community.

The things we do not normally support are:

- Non charitable activities
- Sponsorship and fundraising events
- Small contributions to major appeals
- Large capital projects
- Activities that have taken place before we award a grant
- Grants which will be used to make grants to a third party
- Political activities
- Acts of religious worship
- Activities that are statutory responsibility
- Projects that take place outside Somerset

How to apply

All you need to do is to complete the application form and send it to us with the supporting documents indicated. You only need to make one application which we will match with an appropriate fund.

NOTE: If you are unsure about the eligibility of your project you can, in the first instance, complete a short 'Expression of Interest' form which will allow you to test your ideas before embarking on the full application form. This can be downloaded from our website or alternatively you can request a paper copy from the office.

Please read the notes 'Filling in the application form' overleaf as they will explain what information we need to help us assess your application. Some of the questions are easier to answer than others, but **you must complete the whole form** otherwise we will not have enough information to make the right decision.

How we make decisions

When your application is received it will be acknowledged within 3 working days. If the application form is not fully completed or you have not sent us the additional information we ask for, we will send it back to you.

Complete applications are reviewed by a member of our Grants Team. This may involve the Grants Manager contacting you by telephone or visiting you.

What we look for in an application: When we assess your application we are looking for evidence that it is a good quality project and that you are the right organisation to carry it out. We use the application form, supporting information and what you tell us to decide this.

If the application is eligible for funding, it is presented to the grants committee. This is a group of local people with a good general knowledge of local communities. Once they have made their decision we will write to you.

We cannot make grants to all the applications we receive. Your project may be worthwhile but we just might not have the right fund or enough money to award a grant. If your application is turned down, we will tell you why it was not successful. If you wish to challenge the decision you may do so, but only if your complaint is to do with the fairness of the process and not on the merits of the project. Details of the appeals procedure will be made available on request.

Keeping people safe

If you work with children or young people we will ask you about your child protection arrangements. The Community Foundation's policy is that all groups applying for a grant who work with children and young people must have, or be working towards, a Child Protection Policy before any grant is paid. This also applies to organisations who work with vulnerable adults.

Filling in the application form

Q1 This should be the name and address of the organisation that wants the grant and that will be responsible for how it is used.
The main contact should be someone for the organisation who knows enough about the project to be able to answer any questions.

Q2 You do not have to be registered charity but we can only give grants for activities or projects that have a charitable purpose.

Q5 This should be a brief summary of the work of your whole organisation rather than the project you want a grant for. For example, a lunch club might say:
We are a lunch club that provides lunches for up to 20 people 3 times a week.

If you run a holiday club you might say:

We are a holiday activities club that provides sport leisure and arts activities for young people aged between 8 and 13 during the school holidays and at weekends.

It may be helpful to refer to the aims found on your organisation's constitution.

Q8 By 'staff' we mean people who are paid by your organisation. Full time means 35 hours per week. If they are paid for less than this they are part time.
Do not include the management committee under volunteers.

Q9 Tell us exactly how you plan to spend the grant. For example, if you are a lunch club and you want a grant to buy new equipment you might say:
We want a grant to buy new crockery and cutlery. We also want tables and chairs.

Or if you are a holiday activities club you might say:

We will use the grant to rent a music studio and a technician for one session a week during the summer holidays.

Q12 How much are you applying for? This should match the final column total in Appendix A.

Your budget (Appendix A) should reflect the full costs of the activity. It should include the direct cost of the project and a proportion of '**core**' costs such as rent, electricity, telephone, stationery etc.

When we talk to you about your application we will ask how you arrived at the figures, for example are they based on quotes, estimates or existing costs.

Appendix A should also show where any other money is coming from and whether your group is putting any money towards the project from its own funds.

Q13 Tell us how you know the project is needed and why this is important to your community. You should describe who will take part and/or benefit. Tell us a bit about their situation, for instance are they disabled, a lone pensioner, unemployed or have a physical or mental illness. Then explain how your activity/project will make a difference to them.

For example, the luncheon club might say:

Our club provides a social event where elderly people, often lone pensions and many with disabilities, can come together and share each other's company. The existing crockery and cutlery is old and we do not have full sets of each. 7 new people have asked to come to the club and we do not have enough tables and chairs for them. For some of them this is the only time in the week when they go out.

Or the holiday club might say:

We asked the young people at the club what activities they would like to do. 20 out of the 60 members said they would like to learn more about producing their own music. We are running sessions at the club for different age groups and with different instruments. The studio sessions would complement these.

Q16 How will you know if the project is a success? If you are awarded a grant, you will have to send us a brief report on how it was spent and what difference it made to your group or community. You will need to think about how you will collect this information. Some of the things you might do include keeping attendance sheets, taking photographs or asking group members for their comments.

Q17 These figures should be taken from your annual accounts. You must send your latest annual accounts with the application. If you are a relatively new organisation and do not yet produce annual accounts you can send your most recent bank statement.

Q19 We will only do this if you are awarded a grant and we will let you know before we do.

Checklist

We cannot process your application unless you have:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Answered every question |
| <input type="checkbox"/> | Signed the form |
| <input type="checkbox"/> | Enclosed your organisation's set of rules/constitution |
| <input type="checkbox"/> | Enclosed your most recent accounts/bank statement |
| <input type="checkbox"/> | Enclosed the list of names and addresses of your management committee |
| <input type="checkbox"/> | Enclosed a copy of your child protection/vulnerable adults policy) if appropriate |