

Adult Care and Support Small Grants

Grant Guidelines

What is the Cornwall Community Foundation?

The Cornwall Community Foundation manages and distributes funding on behalf of individuals, companies, charitable trusts and statutory agencies to meet needs in Cornwall and the Isles of Scilly, making their communities better places to live.

The **Adult Care and Support Fund** awards small grants to organisations in Cornwall that can make a real difference in their local community. The funds are aimed at prevention and to help people aged 16 years and over who need extra support, to live as independently as possible. The focus of projects must be on social inclusion and integration. Examples of beneficiaries could include older people, carers and/or people with a disability. The type of disability a person may have could include learning, physical, sensory or mental health issues for example.

Key Criteria

- You are a not for profit voluntary or community group
- You are a group operating for the benefit of older or disabled people or carers
- You have an income below £50,000 per annum (although exceptions will be considered)
- You provide services which promote equality and independence
- You do not currently have a contract or service level agreement with the Department of Adult Care and Support
- You are based and benefitting people living in Cornwall
- You work in the community
- You are in need of financial help, are well managed, and have plans in place to continue
- You must provide evidence that all your volunteers and staff are CRB checked and cleared

Your organisation must (you should also aim to qualify for at least 5 of these criteria to be eligible):

1. Aim to improve the physical and emotional health of local people
2. Be community based
3. Prevent long term dependence on statutory health and social care services
4. Raise awareness of adult abuse and the Council's Safeguarding Protocol (details can be found on the following website: <http://www.cornwall.gov.uk/index.cfm?articleid=14581>)
5. Help people access 'everyday services' which can be taken for granted e.g. shops, GP surgeries, leisure opportunities etc.
6. Provide support to isolated people
7. Provide evidence there is a shortage of service in your area
8. Enable people with a disability to live full and active lives in their own communities

9. Help people to help themselves. The aim is that people will not become dependent upon your support and you will have plans to help your beneficiaries to move on or gradually receive less support over time
10. Create a voice for historically disadvantaged groups such as older people or people with a disability

Who can apply?

- ANY not for profit organisation such as:
- Registered charities
- Community groups
- Clubs & Societies
- Friends associations of residential homes
- Friendship groups

Please note that priority will be given to small, local groups.

Sorry, but this fund cannot help:

- Individuals
- Organisations from the Isles of Scilly
- Statutory organisations (such as health authorities)
- Trips abroad
- Mini buses
- Works or equipment already committed, bought or completed

How much can you apply for?

Grants typically range from £250 to £5,000 but applications outside these amounts will be considered in exceptional circumstances.

When can you apply?

At any time, as grants panel meetings are held quarterly throughout the year. If you have internet access please click on 'Grants' at this address: www.cornwallfoundation.com or contact CCF for details of meeting dates and *deadlines* for receipt of completed applications.

Making an application

You will need to complete an application form, obtainable from our website or telephoning 01566 779333. Your application will need to include:

- How your project fits the criteria for the fund
- Evidence that your organisation is a registered charity or has a constitution (set of rules) that shows it has charitable purposes
- Up-to-date financial information in the form of accounts. If your organisation has only recently started please include an estimated budget for your first year or bank statements if available
- A full breakdown of costs for this project/activity (must show value for money)
- Evidence that any volunteers or staff that work with children/young people/Safeguarding adults have been CRB checked and cleared
- What other sources of funding have been sought (preference will be given to organisations who can part fund their own projects)
- Details showing how your organisation will increase its own capacity by, for example, increasing the number and diversity of volunteers, offering training etc.
- Signed suitable reference

Please enclose a signed, suitable, reference:

This should be from someone that knows the organisation and the project, but not directly related. If you cannot provide a references with your application please explain why (without a suitable reference being enclosed, your application might not be viewed).

Change of Grant use

Grants awarded *must* be spent for the approved purpose within the timeframe you specify on your application form, failing which it may be necessary for funds to be returned. If circumstances change and you wish to amend your original project you must write to CCF detailing the proposed change, with cost impacts, for the panel to consider. No work should be undertaken without the prior approval of CCF otherwise it may also be necessary for funds to be returned.

What happens next?

Once we have received your application it will be assessed by our staff, who will contact you for further information. Following this initial assessment, your application will be considered by our Panel at the next Grants Panel meeting. You will then receive the result of your application and, if successful, a Fund Agreement for signature and return. *Funds are limited so not all eligible applications will be successful. It is estimated approx. 5-10 awards will be made each year.*

The “small print”

Grantees are requested to co-operate with any reasonable requests by CCF for publicity reports relating to the use of the grants.

Unless otherwise stated, grantees agree to photographs supplied to CCF, or taken by CCF, to be used for publicity purposes.

Grants awarded must be spent for the approved purpose within the timeframe you specify, failing which it may be necessary for funds to be returned and no further applications considered.

The decision of the Grants Panel is final.

Monitoring and evaluation

Grantees must agree to complete an End of Grant Report (on a standard form supplied by CCF) within six weeks of their project or activity ending and no later than one year, as outlined in the Fund Agreement. No further grant applications will be considered until this has been received and approved by CCF.

Need more information?

If you need more information or help filling in the application form please contact:

Cornwall Community Foundation
The Orchard, Market Street,
Launceston, Cornwall, PL15 8AU

Tel: 01566 779333
office@cornwallfoundation.com