

### *What is the Cornwall Community Foundation (CCF)?*

The Cornwall Community Foundation invests and manages funds and distributes grants on behalf of individuals, companies, charitable trusts and statutory agencies to meet needs in Cornwall and the Isles of Scilly.

*The Caradon Area Community Fund* has been created to provide a sustainable source of funding that will meet the needs of existing and future grass root community and voluntary groups and projects working to improve people's lives in the Caradon area (for a detailed map of the Caradon Area please see page 4).

**Mission:** The purpose of the Fund is to offer opportunities to grass roots community and voluntary groups in the Caradon area to receive small grants so they may create and/or deliver projects for the benefit of their community and members via a simple, effective, inclusive programme.

In particular the fund would like to support projects adopting any of the following themes:

- Safety, including crime and disorder
- Sustainable neighbourhoods, including the environment and housing
- Prosperity, skills and jobs
- Lifelong learning
- Transport
- Health and healthy living
- Culture, sports and the arts
- Community cohesion including issues of race and disability

### *What can be funded?*

Your request for funding must be for a specific project. Examples could include:

- Purchase of equipment such as computers, furniture, cameras, play, kitchen etc. Please note electricity surge protection must be purchased for these items (this can be included in your grant application costs)
- A local educational outing, event or workshop, including travel (only *one* outing or trip in a 12 month period, per group, will be considered)
- Volunteer training
- Contribution towards a larger project
- Both established and start up group applications

### *Examples of successful awards to date*

Funding for, or towards:

- IT and digital equipment
- Umpiring course for netball club
- Community Cinema equipment
- Hall hire and dance teacher costs for dance group
- Cricket club equipment
- Day trips to Monkey Sanctuary and Crealy Adventure Park
- Clock repairs for historical building
- Table tennis equipment
- Artists for carnival

### *Who can apply?*

Any not for profit organisation e.g.:

- Registered charities
- Voluntary Groups
- Community Groups
- Clubs
- Friends Associations
- Sports Clubs

## *Sorry, but this fund cannot help:*

- Individuals
- Statutory / Public Sector organisations (such as health authorities, schools, hospitals) or applications which replace a statutory service
- Councils, including district and parish. Grants could however be accepted by these organisations on behalf of another e.g. where the applicant has no bank account
- Other grant making organisations
- Regional offices of National bodies (unless they can show independence)

## *Grants will not be awarded for:*

- Works or equipment already committed, bought or completed (including trips)
- Projects which do not directly benefit the Caradon area
- Unspecified expenditure or general requests for monies
- Requests not directly relating to the proposed project

## *What are the criteria?*

- Your group must be based in Cornwall or the Isles of Scilly, specifically in the Caradon Area, with benefit to residents of the same
- Your turnover must not exceed £20,000 per annum
- You must have volunteers led and your group must benefit your community
- Your project must be completed and monies spent in full within one year of the grant approval

## *How much can you apply for?*

Grants range from £250 to £500.

## *When can you apply?*

Advisory Group panel meetings will be held bi-annually. Please contact CCF for details of meeting dates and application deadlines. If you have internet access please click on 'OUR

GRANTS at this website:

[www.cornwallfoundation.com](http://www.cornwallfoundation.com) for a full list of dates.

## *Making an application*

You will need to complete an application form, available from our website or by telephoning CCF on 01566 779333. Your application will need to demonstrate:

- How your project fits the criteria
- Signed evidence your organisation is not for profit and has charitable purposes e.g. if you are a company limited by guarantee enclose copies of your Memorandum & Articles of Association, if a community group, your Constitution or Set of Rules etc.
- Your finances i.e. copies of your most recent accounts or your last 3 consecutive months bank statements
- A full breakdown of each cost for this project/activity including quotations where relevant
- You have a suitable Health & Safety Policy or Risk Assessment and insurance for the project
- You have a suitable Child Protection & Safeguarding Adults Policy if you work with children, young people or vulnerable adults. This must include the names and telephone numbers of two contacts at your organisation who are responsible for safeguarding. If you only have 1 contact please list the agencies you would refer to in their absence e.g. social services, Barnardos, Childline etc.
- Your staff and volunteers have been CRB checked and cleared

## *What help is available?*

If you require any assistance completing your application form or with the documents requested to accompany it, please contact Cornwall Community Foundation (details at the end of these guidelines).

## *What happens next?*

Once we have received your application and CCF confirm it meets the criteria our assessor may contact you by telephone to discuss the application in more detail. Please therefore ensure the contact provided is available during office hours and has knowledge of your group.

Following this initial assessment, your application will be considered by the Caradon Area Community Fund Advisory Group Grants Panel at the next scheduled meeting.

You will receive the result of your application in writing within 10 working days of this meeting and, if successful, a letter of agreement for signature and return.

Should you be unsuccessful in your application you can re-apply for subsequent rounds provided you meet the grant criteria.

### *Publicity*

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

Unless otherwise stated, grantees agree to photographs supplied to CCF (preferably in jpg format), or taken by CCF, to be used for publicity purposes.

### *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.

### *Decisions*

Please note there are limited monies available for the Caradon Area Community Fund, **so not all eligible applications can be funded.**

The decision of the Caradon Area Community Fund Advisory Group 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 end date or one year of the grant offer, whichever is sooner. No further grant applications will be considered until this has been received and approved by CCF.

This is a condition of any grant offer and is used to evaluate your project and its success.

The Caradon Area Community Fund Advisory Group Grants Panel Members or CCF may also wish to participate in a monitoring visit. This is an opportunity for them to visit your project whilst underway, meeting the contacts and beneficiaries.

### *The Caradon Area Community Fund – Advisory Group*

Membership of the Advisory Group consist of 3 Caradon Area Council Representatives, 3 Cornwall Community Foundation Representatives, 3 Business Sector Representatives (from Ginsters, Coodes Solicitors and the Federation of Small Businesses), 3 Community/Voluntary organisation Representatives (from the Citizens Advice Bureau, East Cornwall Council for Voluntary Services and Cornwall Rural Community Council).

### *Need more information?*

If you need more information please contact:

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

Tel: 01566 779333  
grants@cornwallfoundation.com

# The Caradon Area

