

Grant Guidelines

What is the Cornwall Community Foundation (CCF)?

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

The **Cornwall 100 Club** award grants which aim to “support local projects in Cornwall and the Isles of Scilly that engage local people in making their communities better places to live”. In particular they encourage projects which incorporate a combination of the following themes:

- Transport e.g. home collection and transport to events/venue
- Poverty & Crisis
- Older People
- Communities & Local Environment e.g. regeneration of community areas, litter picking, hedge clearing
- Young People
- Disabled
- Minority Groups e.g. BME, Migrant Workers & Travellers

What can be funded?

Your request for funding must be for a specific project such as the purchase of equipment, an educational outing, or an ongoing service which will run for a specific time period such as weekly mini bus hire for the elderly to attend a local residential home for daily activities.

Overseas trips can be funded but only in exceptional circumstances and the applicant will have to show the benefit.

Who can apply?

Any not for profit organisation e.g.:

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

Sorry, but this fund cannot help:

- Individuals
- Statutory organisations (such as health authorities, schools, hospitals) or applications which replace a statutory service
- Other grant making organisations

- Regional offices of National bodies if they are not independent i.e. you must have your own accounts and committee
- Groups whose aims are not for people e.g. animals and plants

Grants will not be awarded for:

- Works or equipment already committed, bought or completed (including trips)
- Outside County benefit
- 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 with benefit to residents of the same
- If you are a National Organisation you are only eligible if you have a regional office and have control over your own finances and strategic decisions
- Your turnover must not exceed £50,000 per annum
- You must have volunteers involved with your project
- Core costs such as room rental and salaries may be considered if towards a specific project
- Your project must be completed within one year of the grant offer unless agreed otherwise by CCF

How much can you apply for?

Grants typically range from £500 to £5,000.

The average grant award from March 2010's panel was £1,474.95

Exceptions will be considered if you can clearly demonstrate demand and the capability to deliver the project.

When can you apply?

Two panel meetings will be held annually. Please contact CCF for details of meeting dates and application deadlines. If you have internet access please click on 'Grants' at this address: www.cornwallfoundation.com

Making an application

You will need to complete an application form, obtainable from 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
- Up-to-date financial information in the form of your most recent signed accounts. If your organisation has only recently started please include an estimated budget for your first year and copies of bank statements for the last 3 consecutive months (or since starting if less)
- A full breakdown of each cost for the project/activity
- For single items exceeding £2,000.00 please attach at least 2 written quotes for each item.
- Signed suitable reference

You will be asked to confirm you have:

- A suitable Health & Safety Policy or Risk Assessment for the project
- A suitable Child Protection/Safeguarding Children & Young People Policy if you work with children and young people
- Your staff and volunteers have passed CRB checks

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 reference with your application please explain why (without a suitable reference being enclosed, your application might not be viewed).

What happens next?

Once we have received your application and CCF confirm it meets the criteria our assessor will 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 Cornwall 100 Club Grants Panel at the next scheduled meeting.

You will receive the result of your application in writing within 10 working days of the panel 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 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.

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 that there are limited monies available for Cornwall and the Isles of Scilly, **so not all eligible applications can be funded.**

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 or one year of the grant offer, whichever is sooner. When returning the form please include copies of receipts obtained for all items purchased and the completed asset register form for all items purchased of £500 or more with a useful life of 1 or more years. No further grant applications will be considered until this has been received and approved by CCF.

This is used to evaluate your project and its success.

The Cornwall 100 Club Panel Members, their employees 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.

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
grants@cornwallfoundation.com