

## Grant Guidelines

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### What is the Cornwall Community Foundation?

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.

**Grassroots Grants** are a key element of the Government's strategy for building stronger and more active communities by increasing small grant funding for community groups, promoting sustainability and strengthening independent grant making capacity across England.

Aims are to increase:

- Grant funding
- Capacity support building to grass roots groups so they can continue or expand work in advocacy, community voice and services for local people
- Long term funding through endowment building

Outcomes:

- Improved access to funding
- More funding invested in organisations
- Greater capacity to respond to local issues
- Stronger organisational capacities
- Stronger communities

### 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.
- A local educational outing, event or workshop, including travel
- Volunteer training
- Activities which allow a group to expand an existing project
- Contribution to rent (if related to a specific project)

### Who can apply?

Any not for profit organisation (except those with sole political or religious purposes) e.g.:

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

## Sorry, but this fund cannot help:

- Individuals
- Statutory/Public Sector organisations such as health authorities, schools, hospitals, councils such as parish, town or district, or applications which replace a statutory service
- Other grant making organisations or bodies who fundraise or distribute grants on behalf of other 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
- Your current turnover/income must not exceed £30,000 per annum (averaged over 3 years), increased from £20,000 as at 9<sup>th</sup> February 2009
- Groups that have not been running for a year will need to prove their sustainability
- You must be volunteer led and benefit your community
- Your project must be completed within one year of the grant offer unless agreed otherwise
- You can apply for full cost recovery elements and core costs such as room rental and salaries
- Any grant monies awarded must be spent and evidenced (by sending CCF a completed End of Grant Report with receipts) no later than the 1<sup>st</sup> March 2011

## How much can you apply for?

Grants range from £250 to £5,000.

£5,000 is the maximum grant any organisation can receive during the *life* of this programme (2008-2011).

## When can you apply?

Panel meetings will be held quarterly for grant amounts above £900 and below. Please contact CCF for details of meeting dates and application deadlines. If you have internet access please click on 'Grants' at this website: [www.cornwallfoundation.com](http://www.cornwallfoundation.com) for a list of dates.

## Making an application

You will need to complete an application form, currently by hand, 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
- Up to date financial information in the form of your most recent signed accounts (for applications over £900 only)
- A full breakdown of each cost for this project/activity including two quotations (for applications over £900 only)
- Signed suitable reference (for applications over £900)

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

You must ask for the appropriate Application Form (separate forms exist for grant amounts above & below £900)

### 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). This only applies for applications over £900.

### What help is available?

If you require any assistance completing your application form or with the documents requested to accompany it, free support is available by contacting the organisation in your District:

*Carrick, Restormel or Isles of Scilly:*

Cornwall Rural Community Council  
Nikki Mills – tel: 01872 273952

*North Cornwall or Caradon:*

East Cornwall Council for Voluntary Service  
Anna Hoyle – tel: 01208 832763

*Penwith or Kerrier:*

Penwith Community Development Trust  
Doug Polman – tel: 01736 334670

### 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. Therefore please 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 Grassroots Grants Panel at the next scheduled meeting.

You will receive the result of your application in writing within 5 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 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) the End of Grant Report must be completed no later than **1<sup>st</sup> March 2011** as the Grassroots Grants Scheme ceases next year and **ALL** grant awards must be spent in full and evidenced by this date. 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.

In addition you may also be requested to complete an evaluation questionnaire(s) as a condition of your grant.

Grassroots Grants Fund Panel Members or CCF may wish to participate in a monitoring visit. This is an opportunity for them to see your project whilst underway, meeting the contacts and beneficiaries.

You will also be required to complete an Asset Register form for any items purchased with your grant exceeding £500 (net of VAT) with a useful life of one year or more.

### 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](mailto:grants@cornwallfoundation.com)