



## **SPORT RELIEF** **GRANT GUIDELINES**

### *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.

*Sport Relief is a* grant making programme managed by Cornwall Community Foundation, to support work where there is clear evidence of a sustained beneficial impact on people's lives that are excluded or disadvantaged through low income, rural or social isolation, age, disabilities, race, sexuality or gender. Priority is to be given to small, locally based groups or organisations in areas of disadvantage that have a clear understanding of the needs of their community and are undertaking actions as a means of addressing these needs. This can also include "Communities of Interest" which cover a wider geographical area.

There are still many communities in the UK that suffer from economic and social deprivation and the current economic climate may make this situation worse. This programme aims to empower local people enabling them to create lasting change in their communities. Projects should be run by people directly affected by the issues they are dealing with.

### *Who can apply?*

- Community Groups
- Resident Associations
- Community Centres
- Social Enterprises/Community Interest Companies
- Credit Unions

### *What can be funded?*

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

- Community sport activities
- Furniture projects
- Projects providing access to benefits advice
- Projects combating fuel poverty
- Community consultation exercises
- Community employment projects

- Food co-ops
- Running costs; including salaries, core costs and project costs
- Committee and volunteer/staff training

*Sorry, but this fund cannot help:*

- Individuals
- Statutory organisations including schools
- Trips abroad
- Buses, mini buses or other community transport schemes (not including transport costs forming part of a project)
- Building costs, including access adaptations to buildings

*What are the criteria?*

- Your group must be based in Cornwall or the Isles of Scilly with benefit to residents of the same
- You must have volunteers and benefit your community
- Your project must be completed within one year of the grant offer unless agreed otherwise

While groups will be using a range of activities the Sport Relief funding will be evenly distributed to sports projects that:

- increase access to sport and exercise for people who face social exclusion and isolation
- help people who are experiencing difficulties in their lives

and community groups running projects that:

- increase local services
- builds skills of local people
- increase community cohesion
- respond to local economic needs

This work can cover a small geographical area such as a housing estate or village, but consideration will be given to work covering a slightly larger area such as a town or borough where there is evidence of community involvement.

**PLEASE NOTE: AS FUNDS ARE LIMITED WE-**

- will prioritise first time applicants
- would expect to see an element of fundraising by the club/organisation
- will prioritise applications for development and new opportunities showing a wide community benefit, although applications for maintenance are still welcome

*How much can you apply for?*

Grants between £1,000 and £10,000

The average grant award from May 2010's panel was £1,501.77.

*When can you apply?*

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 details, when available.

### *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
- Up to date financial information in the form of your most recent signed accounts
- A full breakdown of each cost for this project/activity including two quotations for any single item costing £900 or more

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 and/or Safeguarding Vulnerable Adults Policy if you work with vulnerable adults
- Your staff and volunteers have passed CRB checks
- Details and signature of an independent referee who knows your project well and is not a member of your group or family. We will write to them separately asking for a reference

### *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 Sport Relief 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 on each occasion.

### *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 first 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) within six weeks of their project or activity end date or one year of the grant offer, whichever is sooner, unless agreed otherwise by CCF. No further grant applications will be considered until this has been received and approved by CCF.

The Sport Relief 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.

## *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)

