

## Making Local Life Better

### Eligibility and Guidance Notes

#### Fund Aims

The Making Local Life Better Fund is made up of money from many local private donor funds that the Community Foundation attracts and manages. Between them, donors fund a wide range of needs, but all aim to support local people and local communities.

**The grants are between £500 and £3000 and split into two categories for you to apply for:**

#### **Category One: One off/specific projects or items**

This application form is for one-off costs: a single item purchase such as new equipment, a new pilot / trial project. Applications will be reviewed at quarterly panels and you will be notified of the outcome.

#### **Available Funding**

Grants are available across Leicestershire and Rutland for up to £3,000 and must be spent within a year of receiving the grant.

#### **Category Two: Core Operating Costs**

This annual organisation overview form will tell us about your everyday work and running costs. Your details will be held securely on our database and presented to donors upon their request. This is a rolling process so you will only hear if you are successful and this could be at any point in the year.

#### **Available Funding**

Let us know your full annual costings; **however any funding awarded will only be a small proportion towards this (£500 to £3,000)** and must be spent within a year of receiving the grant.

*Eligible groups may apply to both categories but must complete two separate application forms based on each category criteria above.*

### What Kind of Organisation Can Apply?

You can apply if you operate in Leicester, Leicestershire or Rutland and are one of the following:

- Registered charity
- Constituted Community group ( e.g. a committee, a constitution with charitable purposes and a bank account in the group name)
- Company Limited by Guarantee with charitable aims
- Community Interest Companies (CIC)
- Charitable Incorporated Organisations (CIO)
- Social Enterprises (including some co-operatives, community benefit societies, limited co by guarantee.)

- Parish Council (for non-statutory funded work)
- PTAs
- Churches and other religious organisations (if the funded activity is not deemed to be proselytising)

NOTE: Funding to charitable companies or CIOs is restricted to funding their charitable objectives only.

**NB** –any **national charities** would need to be able to demonstrate that they have a **local branch**. This would include a local bank account, finances, and demonstration of fundraising and delivery in the local area only.

## Who Cannot Apply?

- **We cannot fund individuals.** If you are an individual or a family facing difficulties, we recommend that you contact Charity Link on [info@charity-link.org](mailto:info@charity-link.org) or 0116 222 2200

## We CANNOT fund the following:

- Projects taking place outside Leicestershire and Rutland, or not mainly for Leicestershire and Rutland communities
- Activities or organisations, which promote a single political or religious cause. Faith based organisations may still be funded provided that the grant benefits the wider community and is not intended to influence people's religious choices or to promote a particular belief system.
- Sole traders
- Statutory organisations like schools, colleges or local councils (but PTFAs, Parish Councils etc may apply for projects which do not overlap with statutory responsibilities)
- Statutory bodies such as city and county councils or health institutions cannot apply.
- National charities (but we may consider locally managed branches benefitting Leicestershire and Rutland communities).
- Organisations demonstrating poor management of previous grants, or poor financial health
- Payment of deficit funding or repayment of loans
- Sponsorship of events
- Retrospective funding: that is, projects that will have started before an application can be processed, or repayment of money you have already spent
- Zoom licences are not eligible as part of project budget apart from in exceptional circumstances where it can be clearly demonstrated why a paid version is required to support beneficiaries.
- We cannot replace loss of income.

## The following may be considered but are rarely a priority

- We will not normally consider 2 projects concurrently unless a high need can be demonstrated
- Purchase or maintenance of vehicles is not usually funded, but we may be able to support reasonable travel costs
- Animal welfare is usually only considered if the project also benefits people (e.g. disabled riding schemes or training animals which aid people with additional needs)
- Trips abroad: occasionally donors have supported trips as part of a wider project with a clear benefit of a community or people in specific need, but this is very rare.
- Capital builds are not funded, but sometimes a donor may wish to support a clearly identified and costed item once a build is underway.

## What documents do I need to apply?

### **We will need the following documentation from you:**

- A written constitution or set of rules summing up your charitable aim/benefit to the community. “ Such as memorandum and articles of association (M&AA)
- The names and addresses of a minimum of three unrelated management committee members.( trustees/ directors etc). Please also highlight your cheque signatories.
- A bank account in the name of your organisation, with two unrelated signatories
- A copy of your most recent annual accounts or financial records
- A photocopy of a bank statement no more than 3 months old
- A copy of your safeguarding policy
- A copy of your Equal Opportunities policy

**Please be aware that we will not be able consider your application unless all documents are submitted.**

*If you have any problems attaching documents to the application form, please send them via email to: [grants@llrcommunityfoundation.org.uk](mailto:grants@llrcommunityfoundation.org.uk)*

## Additional advice information and guidance.

### **Application Form (Category 1) / Organisation Overview (Category 2)**

Clear, concise, and informative applications are good.

We need to see the following demonstrated in your application:

#### **Evidence of need for your project, and the difference it will make.**

We are interested in your organisation, the people you are helping, and how you are helping them.

You should include:

- Evidence to show that there is a need in your community and how you are meeting this need
- The length of time and the numbers of people you are working with
- The outcomes you want to achieve (e.g. what you will deliver and to how many people) and the impact you anticipate your work will have on the people you are supporting
- Any consultation or research you have carried out
- How you partner with, or offer something different to, other similar groups nearby
- A realistic and accurate budget. Make sure you provide a full clear project breakdown for the funding you are requesting (staff or volunteer costs, any equipment, overheads etc) and include a basic budget for the entire project if you are only applying to us for a portion of it.
- How you have considered sustainability: what will happen once the funding has ended. This may include how you look for funding, elements of fundraising if possible etc
- Evidence of Good Management: This could include the experience of your committee members, staff or volunteers or staff who will carry out the project, a realistic plan and timescale for the project.

## The Process.

- There is no deadline for applications: funding requests are considered within the timelines listed above
- All applications will be assessed by the Community Foundation, in accordance with our guidelines.
- Assessments will be reviewed by our independent advisory panel.
- A decision will be made at either a panel meeting or by individual donors.
- Applicants applying for one off/ single item projects will be notified by email as soon as a decision is made by the panel.

- Applicants for Core Costs will be notified of the amount if a donor chooses to support towards this.
- All Successful applicants will need to return a signed grant agreement to guarantee money will be spent as outlined.
- Payments will then be transferred into the organisation's account.

### **Grant Reporting: Feedback about how you spent the money.**

- Successful applicants may receive an interim monitoring phone call from our grant review group.
- All successful applicants will be required to complete a written report at the end of the project.
- We will ask how the grant was spent, the difference the project has made, what was achieved, any key issues and lessons learnt. You should ensure you have procedures in place to measure key outcomes before you begin your project.
- All grant applicants will be asked to supply at least one case study or short story of how the grant was spent. Where possible, photographs should always be included.

**Please contact a member of the grants team if you have any queries or need help at any stage of the application process. We are always happy to help in any way we can.**

**Telephone: 07310 166 399 or 07496 179 376**

**Email: [grants@llrcommunityfoundation.org.uk](mailto:grants@llrcommunityfoundation.org.uk)**