

## **Making Local Life Better Fund**

### **Eligibility and Guidance Notes**

#### **Fund Aims**

This small grants programme matches applications from local charitable organisations to the private donor funds that the Community Foundation manages.

There are no set themes or criteria because each donor fund has different aims. Some prefer to support specific projects; some will fund running costs. They may focus on one geographical area, or they may support any need in Leicestershire and Rutland.

What they share is a wish to support local people, local communities and the often “unsung unseen” local groups that meet local needs.

#### **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.

#### **Eligibility**

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

- Registered charity.
- Constituted Community group.
- Company Limited by Guarantee with charitable aims
- Community Interest Companies
- Community Interest Organisation
- Social Enterprises (including some Co-operatives)

NOTE: Funding to Community Interest Companies and other non-charities is restricted to funding to charitable objectives only.

#### **We CANNOT fund the following:**

- Projects taking place outside Leicestershire and Rutland, or not mainly for Leicestershire and Rutland communities
- Sole traders
- Emergency needs
- Statutory organisations like schools, colleges or local councils (but PTFAs, Parish Councils etc may apply for projects which do not overlap with statutory responsibilities).
- National charities (but we may consider locally managed branches benefitting Leicestershire and Rutland communities).
- Activities or organisations which promote a single political or religious cause.

- 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.

## **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 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.

## **Documents you will need to submit with your application**

To be eligible to apply, you must be able to provide the following:

- A written constitution/articles/set of rules expressing this charitable aim or benefit to the community or public.
- The names and addresses of a minimum of three unrelated trustees or management committee members.
- A bank account in the name of your organisation, with two unrelated signatories
- A copy of your most recent annual accounts or financial records showing your organisation's balance of funds, income and reserves.
- A photocopy of a bank statement no more than 3 months old.
- A copy of your safeguarding policy (if you will be working with children or vulnerable adults)
- A copy of your Equal Opportunities policy.
- 3 quotes for capital items over £500

Until we have received all of the above, your application cannot be assessed or taken to panel

## **Additional advice information and guidance.**

Through this fund, decisions are made in two ways:

- 1) A panel makes decisions on behalf of some donors
- 2) Some donors get sent applications and make decisions themselves on what to fund. This process may take more time as they decide which projects are the right match for them.

### **Application Forms**

Short, clear, informative applications are good. We do not need to see many paragraphs about your history, repeated information, or lengthy descriptions. The panel will look for:

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

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

We want to know:

- The length of time and the numbers of people you are working with

- Any consultation or research you have carried out
- Evidence of support from people you work with
- How you partner with, or offer something different to, other similar groups nearby
- Anything that shows need you are meeting and how you meet it.

### **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.

### **Evidence of why your project needs funding**

- Your proposed budget should be realistic and accurate. 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 basic budget for the entire project if you are only applying to us for a portion of it.
- Sustainability: consider what will happen once the funding has ended. This may include how you look for funding, elements of fundraising if possible etc
- Applications for continuation funding (for example, for your volunteer or rent costs, year on year) are accepted. You will need to have reported how the previous grant was spent.

### **The Process**

- There is no deadline for applications: funding requests are considered on a rolling basis.
- All applications will be reviewed and assessed by our grants team.
- Eligible applications (which include all the required documents) are taken to a panel, where decisions and matches with donor funds are made.
- Some applications are taken directly to a donor, if they fit with themes of their fund with us.
- Applicants will be notified by email of the outcome as soon as a decision is made.
- Successful applicants will need to return a signed grant agreement and photography permission form (if appropriate).

### **End of Grant Report: Feedback about how you spent the money**

- All successful applicants will be required to complete a 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.
- All grant applicants will be expected to supply at least one case study or short story of how the grant was spent preferably with photographs. We often share this with the donor.

**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: 0116 26 24 916**

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