

## **Grant Application Guide**

To support you with your grant application we recommend that you read the following guide

- **Section One** will give you general tips and hints, which should help with any grant application you make regardless of the funder.
- **Section Two** will give you tips on the application form used by Leicestershire and Rutland Community Foundation.
- **Section 3** will give you tips on required documentation you will need to submit with your application, as well as general additional information and guidance and the process.

### **Section One**

#### **Fund Criteria**

Read, read and read again!!

- Is your group eligible to apply?
- All funds have different criteria. If the service you deliver does not match a fund, find one better suited to your delivery.

#### **Research**

- Is there a need or just a desire by you or the people that attend?
- Who else is delivering similar work in the area / how do you link with them?
- Can you demonstrate a need? We are interested in understanding more about the need for the project or activity. Have you undertaken any surveys, had feedback from current users, identified a gap in provision etc.? Is it because there is nothing else in the area? Has it been set up in response to local demand?

#### **Wording**

- Do not use jargon - funders need to understand what you require.
- Get the application proof read by an outsider... Do they understand what you need?

#### **Be Realistic**

Think about ...

- What can you actually deliver in the time frame with the grant amount requested? You need to be able to demonstrate that you can achieve this.
- Carefully think about the number of people you are supporting. Bigger is not always better!
- Think about who you are supporting and how much time they may need.
- If you are applying for capital equipment, tell us what you want to buy and what benefit it will have i.e. what you will use it for. Who will own and look after it? What will happen with the equipment after the initial project is over?

#### **Budget**

- Be accurate, demonstrate you know your costings

- Do not forget to include all project costs e.g. hall hire, on cost for salaries, volunteer oncost expenses.

**Example of a good Project Request:**

This example explains what they are requesting the money for, how they will deliver the work, who they will support and why:

*“We are requesting funding to train 10 new volunteers to deliver support to people who have experienced domestic violence. Each volunteer will complete an OCN accredited 6 day training course ‘volunteering with survivors of domestic violence’ which will equip them with increased knowledge and understanding of DV and increased skills provide practical and emotional support to survivors. Each volunteer will use their training to provide regular tailored support for an individual DV survivor, helping them to live a safe and healthy lives. Each volunteer will work with up to three individuals.”*

**Section Two – LLRCF online application forms**

**Tips:**

**How to navigate our fund page**

Apply for funds / Making Local Life Better Fund (previously Donor Matching

**Making Local Life Better Fund (previously Donor Matching Scheme) – Temporarily Closed**

General Information on The Making Local Life Better Fund

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.

**Grant Size** Funding requests of up to £3,000 are considered.

Please read the **\*\*Making Local Life Better Eligibility and Guidance\*\*** before submitting an application.

If you have previously submitted an application to us through the Donor Matching Scheme, please email us at [grants@llrcommunityfoundation.org.uk](mailto:grants@llrcommunityfoundation.org.uk) for your Application ID and Password. This will speed up your application process as some information will automatically be filled in.

If you have any questions or need help applying, please email the grants team at [grants@llrcommunityfoundation.org.uk](mailto:grants@llrcommunityfoundation.org.uk)

Each Page has a brief overview of the fund and grant size

The most important thing for you to do first is to read IN FULL the Eligibility and Guidance Notes This will save you time .... You may not fit the criteria, be located in the right area for the fund or your services may not match to the fund delivery aims

Once you are happy you are eligible then you can start your online application

## Important things to note

- You can hover over the ‘?’ symbol next to each question on the online form for help on how to respond.
- Each text box has a maximum word count, which is detailed at the bottom of each answer box.
- Text boxes/fields marked with a red line need completing – without an answer you will not be able to submit your form.
- It is a good idea to draft your responses using a word processing programme such as Microsoft Word, so that you can check your spelling and word count as you go along.
- As you enter your information on the online form, remember to save your progress periodically by clicking on the < symbol on the right hand side, to prevent you from losing your work in case of internet issues.

## Important boxes:

Please briefly describe the main aims of your organisation and the activities or services you provide:

Presentation Test Group helps people live independently and positively contribute to their community. We offer bed spaces for the homeless across Loughborough and North West Leicestershire and run open access Drop In and community services for those that are homeless, at risk of homelessness and/or vulnerable in their communities.

0 word of 50

This section is 50 words only but will be used when we are looking for specific donor requests so it is helpful for you to include bullet points if your service covers multiple areas e.g.

- Domestic Violence
- Employment Support
- Befriending Services
- Lunch Club

### Project Details

PLEASE NOTE: The end date given will be used to remind you to complete your End of Grant monitoring form. We do not fund anything that has already been paid for or already happened.

Project name

Project / funding start date  Project / funding end date

Which area (estate, town, village borough) do most of the people who benefit come from

Which local authority will the activity take place in?

Please provide a BRIEF overview of the project for which you are requesting funding

Please explain your overall project in a few sentences. For examples see blue box.

0 word of 250

Please provide details of your project or ongoing work for which you are requesting funding

Please describe your project /activity and how it meets the local need. Feel free to bullet point

Please note that ALL projects must be for a MAXIMUM of 12 months delivery ....and we cannot fund retrospectively  
 Reminder ...Keep descriptions brief ...Tell us....

- What you are delivering
- How you know there is a need for it
- Who it is helping
- How many people it is helping (remember more isn't always better!)
- Use the blue i for examples

### Beneficiaries

How many individual people will benefit from this grant?

Primary Beneficiary - Select a single option to represent the primary beneficiary group for this grant

Please list any other beneficiary groups who will benefit from your grant

These sections really help us with data analysis and we hope they will help you too with monitoring. We are keen to capture who you are helping....everyone is important and grant giving is not based on how many people you are helping or their backgrounds, but it is important for us to capture all of this data. So when inputting secondary information ONLY choose the 3 main ones!

### Ethnicity

Primary ethnic group - select a single option to represent the primary ethnic group for this grant

Please list any other ethnic groups who will benefit from your grant:

### Issues

Primary issue - select a single option to represent the primary issue that will be addressed by this grant

## Section 3

### Supporting Documentation

REMEMBER to attach all of your supporting documents. **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)

- 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, email and personal addresses of a minimum of three unrelated management committee members (trustees/ directors etc). Please also highlight your cheque signatories. *NB. If your charity is set up with a person of significant control, you will need to clearly explain how decisions are made.*
- A bank account in the name of your organisation, with two unrelated signatories
- A copy of your most recent annual accounts or financial records. If you are a new organisation a forecast of your 12 months income and expenditure from the date you became incorporated.
- A photocopy of a bank statement no more than 3 months old
- Three quotes for capital items over £300.
- A copy of your safeguarding policy

This should include:

- Definitions of abuse and signs of abuse and reporting procedure in case of disclosure.
  - The name of the person responsible for child protection.
  - All staff, volunteers and Trustees that are working directly with vulnerable adults and/or children have the appropriate DBS checks.
  - Risk assessments should be carried to ensure children and young people in their care are safe.
  - A Vulnerable Adults Policy includes a description of how abuse is different for adults.
- A copy of your Equal Opportunities policy
    - This should include:
      - References Equality Act 2010
      - Policy should cover age, being married or in a civil partnership, being pregnant or having a child, disability, race, religion/belief or lack of, gender, sexual orientation, being or becoming a transsexual person.
      - Equal access to services.
      - Employment.
      - Preventing harassment and ensuring everyone is treated equally.
      - Complaints are dealt with fairly.

## Additional advice information and guidance

### Application Form

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**

- Deadline for applications is dependant on the fund. You can find this out on each fund's dedicated web-page.
- Once we have received your application form you may then receive a telephone call or email. This enables us to clarify any queries or gather any supplementary information we might need in addition to your proposal. **This is not an indicator of an outcome as your application will be taken to a panel for decision making.**
- 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 (depending on the fund).
  - Panels/donors consider a number of points when deciding on grant awards, including; group's capacity and ability, demonstration of need, financial management and capability, quality of delivery and management of grant. They will also consider how applications meet the priorities of the fund. As with all funding streams in the voluntary sector, funding is never guaranteed and we receive many more applications

than there are funds available. Panels and donors often have to make difficult decisions on how to best award the limited funds available.

- 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 organisations will be required to complete one monitoring report at the end of the project and may be required to engage with the Foundation regarding a press releases depending on the fund.
- Monitoring and evaluation enables us to better understand the impact of our grant making. It helps us understand community need, enables us to learn from our grant making and inform future strategies, and also enables us to show donors the impact of their funding and hopefully encourage them to give more! It should also help you to collect valuable information on how service users benefit from your work, what works and what doesn't, how you can make your services more effective, as well as demonstrating to funders the value of your work. The Foundation considers organisations' previous track record in managing grants whenever we receive a new application.
- We will be asking 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 processes in place to record this information from the start of your project.
- If you fail to return end of grant reports or receipts within a reasonable time your group will no longer be welcome to apply for Foundation funding, and we will take steps to reclaim the entire grant.

**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.**

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