

## The William Colton Youth Sports Fund

### Eligibility and Guidance Notes

#### The Aims of the Fund:

The William Colton Sports Fund was established in 2012. It is named after William Colton, a self-made rope and twine manufacturer who established his business in the mid-19<sup>th</sup> century in Leicester. William eventually became a city alderman and the family business is now a packaging materials distributor based in Loughborough.

This fund is to support sports clubs, societies or groups that deliver sporting activities that benefit the physical and mental health of young people between the ages of 5 and 21

#### *Please note:*

***This fund does not currently support football, darts, equestrian or dance based projects***

#### Location and Organisation Priority:

- Sports Group and Organisations delivering sporting activities in areas of deprivation both urban and rural.
- Smaller organisations that have limited access to larger funds.
- Sports Group and Organisations delivering sporting activities across Leicester, Leicestershire and Rutland, with priority given to applications delivering in the borough of Charnwood.

#### Priority to fund:

- Equipment
- Training or coaching qualifications
- Volunteer out of pocket expenses e.g. travel cost
- Staffing, rental or hire costs that are clearly budgeted and only used for the project.

#### Size of Grants:

Grants are available across Leicestershire and Rutland from **£1,000 up to £3,000** and must be spent within a year of receiving the grant.

#### Who can apply for a grant?

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

- Registered Charities
- Constituted Community or voluntary groups.
- Companies Limited by Guarantee with charitable aims.
- Community Interest Companies\*
- Co-operatives\* - registered Community Benefit Societies and registered Industrial and Provident Societies
- Social Enterprises\*
- Friends' organisations (PTFA'S)\* and Parish Councils\* (so long as proposed projects do not overlap with statutory / principle authority responsibilities).

- Faith based organisations\* (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).

*\*Funding to Community Interest Companies and other non-charities may include conditions to restrict funding to charitable objectives only.*

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

## We are unable to fund the following:

- **Football, darts, equestrian or dance based projects**
- Projects taking place outside Leicestershire and Rutland or not mainly for Leicestershire and Rutland communities
- 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.*
- Activities or organisations which promote a single political or religious cause.
- Sole traders.
- Statutory organisations like schools, colleges or local councils.
- Statutory bodies such as city and county councils or health institutions.
- National charities without a local branch.
- 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
- We cannot replace any loss of income.
- Projects constituted and operating outside of the UK, including trips abroad.

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

- We will not normally consider two 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.
- Full capital builds are not funded, but sometimes this 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), including a charitable dissolution clause.
- 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, provide 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 equipment or items over £300
- A copy of your safeguarding policy. This **MUST** include the following:
  - 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.
  - Regular Risk Assessments should be carried out to ensure children and young people in their care are safe.
  - A Vulnerable Adults Policy that includes a description of how abuse is different for adults.
- A copy of your Equal Opportunities policy. This **MUST** include:
  - References Equality Act 2010
  - Policy should cover the following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
  - Equal access to services.
  - Employment.
  - Preventing harassment and ensuring everyone is treated equally.
  - Complaints are dealt with fairly.

**Please note we are unable to process ANY applications that DO NOT attach the required documentation.**

*IMPORTANT: Groups who hold a current live grant from this fund may not re-apply until their full funding has been spent and end of grant report received.*

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**

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 and also a realistic plan and timescale for the project.

## The Process

- **ALL** the applications we receive for The William Colton Youth Spots Fund go through the same process of assessment to ensure:
  - relevance to the criteria the donor or funder has set,
  - evidence of need,
  - safeguarding,
  - budget and accountability, etc.
- 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 sent to private Donors for consideration.**
- All applications will be assessed by the Community Foundation in accordance with our guidelines.
- A decision will be made by this donor
  - Donors consider a number of points when deciding on grant awards, including how applications meet the priorities of their 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. 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 year 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 and 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.**

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

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