

## Reaching People Environmental Fund

### Eligibility and Guidance Notes

#### About the Fund

The Reaching People Environmental fund was set up to give Leicester, Leicestershire and Rutland access to a greener life and leave an environmental legacy.

Reaching People have chosen Leicestershire and Rutland Community Foundation to administer the fund.

#### Available Funding

Grants are available for projects anywhere in Leicester, Leicestershire and Rutland.

#### How Much Can I Apply For?

You can apply for:

- **Up to £5k**

*NB*

- *This fund is only eligible for organisations whose **annual income does NOT exceed £1Million**, but priority will be given to small locally run organisations.*

#### Open and Close Dates

- Fund opens: 9 am 1<sup>st</sup> November 2022
- Fund closes: 5 pm 23<sup>rd</sup> February 2023
- Groups will be notified of the outcome of their application by end of May 2023
- Funded projects should ideally begin June 2023 and **MUST** be completed by June 2024

#### What types of projects will the fund support?

Activities or projects need to meet one of the following environmental fund themes:

- Reduce pollution
- Support wildlife
- Increase recycling and the reuse of materials
- Protect habitats and green spaces
- Raise environmental awareness and understanding

#### Example Projects:

- Growing Food Projects with a link to foodbanks
- Gardening project on reclaimed land
- Allotment projects which can demonstrate a strong community focus
- Organisations who address problems of isolation and/or loneliness by bringing people together locally and contribute to an environmental project e.g., gardening, reusing materials for crafts
- Education on the environment e.g., craft projects using recycled materials to raise awareness.

#### We welcome projects:

- From small local organisations
- Organisations working directly with local communities
- Organisations working with isolated people in most need
- Organisations working collaboratively and sharing resources.

## What can the grant be used for?

You can apply to cover costs such as:

- Equipment and materials
- Staffing, including Specialist or qualified staff and management time for the project
- Volunteer expenses.
- Costs of organising the project or activities.
- Realistic marketing costs to promote your project or event
- Overheads relating specifically to the project (such as insurance / room hire / rent etc.)
- Food and non-alcoholic drinks
- Costs of making your event accessible to all, such as BSL interpreters, translation services, additional signage.
- Training and skills development

## 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
- Company Limited by Guarantee with charitable aims
- Community Interest Companies, Community Interest Organisations
- Social Enterprises (including some Co-operatives)
- Parish Council (for non-statutory funded work)
- PTAs if registered charities of constituted groups
- Churches and other religious organisations (if the funded activity is not deemed to be proselytising)

### NB:

- **Grants are restricted to funding the organisations charitable objectives only as listed in their governing documentation.**
- **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 PTAs, 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

## Making Local Life Better Eligibility and Guidance Notes

- 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 loss of income.

## What documents do I need to apply?

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

- **A written constitution** or set of rules that show how your group is managed and states your charitable aims/benefit to the community and includes a charitable dissolution clause.
- The names, email and personal addresses of a minimum of three **unrelated management committee members** (trustees/ directors etc) who are independent and unrelated, and none of whom have more than 50% control. Please also highlight your bank signatories.
- **A photocopy of a bank statement no more than 3 months old**, in the name of your organisation. Your account must have *a minimum of 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.
- **Three quotes** for equipment or items over £750
- A copy of your **Safeguarding Policy**  
This MUST 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.
  - Regular 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 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 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**

## 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 an environmental need in your community and how you are meeting this need through this project?
- 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 including a Reaching People nominated representative.
- A decision will be made at a panel meeting.
- Applicants will be notified by email as soon as a decision is made by the panel.
- 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.

- A statement of the environmental impact achieved/outcomes achieved by the project

**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.**

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