

# EEM Community Spaces Fund

## Step by step application guide



### Before you start

You don't need technical language or lengthy answers we're interested in understanding your organisation, your community and the activity for which you are seeking funding.

Most questions ask for around 200–400 words. That's roughly the length of a couple of paragraphs. Don't feel pressure to write lots, your chances of success are not linked to the number of words or characters you use – simply respond clearly and concisely.

**You are advised to prepare your application responses offline**, before copying and pasting them into the online application form.

If you're unsure at any point, email [grants@llrcommunityfoundation.org.uk](mailto:grants@llrcommunityfoundation.org.uk) we're happy to discuss your ideas before you apply.

### Step One: Register

Visit our website

(<https://www.llrcommunityfoundation.org.uk/eem-community-spaces-fund/>) and register by clicking on the apply now button.

LRCF launched a new online grant management portal on 7<sup>th</sup> September 2026, all applicants (new or existing) will need to register and create a new username and password. If registering with an email address previously used when applying for grants from LRCF then the system will connect you with your organisational history.

A screenshot of the registration screen for the Community Foundation. The header shows the logo and 'Community Foundation LEICESTERSHIRE & RUTLAND'. Below this is a note: 'Please note, your username is the email address you signed up with.' There are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A purple 'Log in' button is below the fields. At the bottom, there are links for 'Forgot your password?' and 'Not registered?'.

1. Registration screen

Once successfully registered you will see the following screen, known as the applicant portal:

Welcome to the Grant Management Portal

Funding Programmes

My Applications

My Monitoring Forms

## 2. Applicant portal

By clicking on the purple boxes you can access all funding programmes, resume started applications in 'my applications' and for successful grantees access monitoring forms. You will also be able to see historical applications, successful and unsuccessful.

Once you have clicked on the 'funding programmes' purple box you will see a list of available grant programmes. After selecting EEM Community Spaces from the list of grant programmes you will see the view below:



### Funding Program EEM Community Spaces

Status

Assessment Stage

Start Date

14/09/2026

End Date

31/12/2027

To start a new application or resume an existir

#### Programme Details

**Apply Here**

Funding Program Name

EEM Community Spaces

Programme Description

Community spaces are at the heart of local life. They bring people together, reduce isolation and support.

## 3. EEM Community Spaces landing page & apply here button

The landing page will include a summary of the grant programme. For more details, please see the applicant guidance information available on our website at <https://www.llrcommunityfoundation.org.uk/eem-community-spaces-fund/>

Email [grants@llrcommunityfoundation.org.uk](mailto:grants@llrcommunityfoundation.org.uk) if you have any questions.

Click the 'apply here' tab, circled red above, and you will be taken to the application form.

## Step Two: Complete application form

The application form is divided into the following sections, once confirmed as complete they will display a green tick.

- |                                     |                              |
|-------------------------------------|------------------------------|
| 1. Contact details                  | 4. Geographical area         |
| 2. About your group or organisation | 5. Themes & who will benefit |
| 3. About your project               | 6. What it will cost         |
|                                     | 7. Required documents        |

You do not need to complete the form in one go, however you are advised to prepare your application responses offline and copy them into the application form.

## Section 1: Contact details

In this section you are asked for your name, address, email address and phone number. We will only use these to communicate with you about your grant application.

As your application progresses through the assessment process you will receive automatic updates. Updates will confirm the following:

- Your application is eligible or ineligible for funding
- Your application has been assigned to an assessor
- Your application is ready to be submitted to the grants panel
- Your application has been reviewed by the grants panel

It is only at the final stage will you know whether or not your application has been successful. The grants panel is meeting on Monday 16<sup>th</sup> November, and we expect all decisions to be shared by Friday 20<sup>th</sup> November.

## Section 2: About your organisation

In this section you will be asked for more details about your organisation, including:

- Organisational start date
- Legal status: Is your organisation a registered charity, community interest company or other?
- Registration numbers where applicable. If you are an unincorporated community organisation you can leave this section blank.
- Whether or not you are part of a larger regional or national organisation
- Total income in your last financial year
- Numbers of staff and volunteers involved in your organisation
- Details of your organisation's Chair and management committee members
- As part of our EDI monitoring, we ask whether or not your organisation's management committee identify as being led by a specific community. Options include: Older people, Communities experiencing racial inequality, Disabled people, Women & girls, Migrants, Children & young people, LGBT+

people, People who are educationally or economically disadvantages, Faith communities. If none apply, leave as 'none selected'.

- Organisational bank account details: account name, Bank or Building Society name. sort code, account number

## Section 3: About your project

This is the main part of the application, in which you can tell us what you want funding for. Questions include:

- Project name
- Preferred start date, activity is expected to start after 1<sup>st</sup> January 2027
- End date, activity is expected to finish by 31<sup>st</sup> December 2027
- Is this new work?

Programme Details

**Apply Here**

### About Your Project

Please enter a project name if you have one. 

Project/Funding Start Date 

Project/Funding End Date 

☐ Is this new work? 

Tell us about your organisation and your community space. Around 200-300 words. Please tell us: - what your organisation does - the community space you manage - who uses it - why it is important to your local community.

Tell us about your project. Around 300-400 words. Please describe what you want to do and why. We're particularly interested in projects that improve the long-term sustainability of community spaces, please see programme guidance.

#### 4. About your project section of the application form

### Tell us about your organisation and your community space

This is where you help us understand who you are and why your space matters. Include:

- What your organisation does, for example: "We run a village hall that's been at the heart of our community for 30 years" or "Our youth centre provides a safe space for young people aged 11–18."
- Describe the building, for example: "A converted barn that hosts events, classes and community groups" or "A sports pavilion next to the football pitch."
- Who uses it? Be specific about your users, for example: "Families with young children, older people's groups, local clubs and charities" or "Young people"

from the estate, with particular support for those not in education or employment."

- Why it is important to your local community? What would be lost if this space wasn't here? What does it do that nothing else in the area does? For example: "It's the only affordable space where groups can meet. During lockdown, we provided food parcels to isolated older people. It's where our community comes together."

**Top tip:** Use specific examples. Say "We hosted 15 community groups last year" rather than "We host lots of groups."

### Tell us about your project

Describe what you want to do and why. Keep it straightforward. Include:

- What the project is, for example: "Replacing our old boiler with a modern, efficient heating system" or "Installing a new accessible toilet and ramp at the entrance."
- What problem does it solve or what opportunity does it address? For example: "Our heating costs have doubled in two years and we can't afford to keep the space open. A new boiler will reduce our bills by 40%" or "Currently, people using wheelchairs can't access our main hall. We want to install a ramp so everyone can participate."
- How it fits the fund? The fund supports projects that improve sustainability, accessibility, inclusion or environmental performance. Explain how yours does this, for example: "This will reduce our energy use and carbon footprint" or "This will allow us to welcome disabled users and families with buggies."
- What will actually happen? For example: "We'll replace the boiler, insulate the pipes and install thermostatic valves" rather than "We'll improve heating efficiency."

**Top tip:** Be realistic. Don't oversell what you're doing. A £5,000 grant is for focused, achievable projects.

### What different will this project make

Help us understand the real impact. Include:

- Who will benefit? For example: "Our 60 regular users, plus the 8 local groups that hire the space" or "Mainly older people (we run three pensioner groups) and families with young children."
- How your community space will be improved? What will be better after this project? For example: "The space will be warmer and more comfortable to use in winter" or "Disabled visitors and families with pushchairs will be able to access the main room for the first time."
- How the project helps your organisation remain sustainable? Explain the long-term benefit, for example: "Lower heating bills mean we can keep our room hire affordable for community groups and stay open even if our other funding is cut" or "Being fully accessible means we can host more events and groups, generating more income."

**Top tip:** Link this back to your community's needs. The grant isn't just about the building – it's about keeping your space open and serving people.

### Why is this project needed now?

Tell us about the challenge or opportunity you're responding to. Include:

- What's changed or what's urgent? For example: "Our boiler is 25 years old and is breaking down regularly. We've had three callouts this winter alone" or "We've been asked by disabled users and parents whether we can improve access. We now have the opportunity to do this."
- What happens if you don't do this? For example: "If the boiler fails completely, we won't be able to open the space at all in winter" or "We risk losing users and damaging our reputation in the community."
- Why now? For example: "We've got quotes, the work can happen in the spring, and we've been waiting for a funding opportunity like this" or "A local disabled user group has offered to help us plan the changes, and we want to strike while there's enthusiasm."

**Top tip:** Don't make it sound like a crisis if it isn't one. But do explain why you can't wait another year.

### How will you deliver the project?

Show us you've thought this through. Include:

- When the work will take place? For example: "March to May 2027, when the hall isn't being used for our main events" or "Summer holidays 2027, so it doesn't disrupt the youth centre's timetable."
- Who will carry it out? For example: "A qualified heating engineer, recommended by our local council" or "A local builder we've worked with before" or "Volunteers from our committee, overseen by a qualified surveyor."
- Have you got quotations? If yes, say so. For example: "We have three quotes, ranging from £4,200 to £4,800. We're going with the middle quote from ABC Heating because they're local and offer a five-year warranty." If you don't have them yet, that's okay, just say you're getting them: "We're obtaining quotations from three local builders before we apply."
- Do you need planning permission, building regulations approval, or permission from your landlord? Tell us if you've sorted this or if you're getting it, for example: "We've checked with the council and don't need planning permission. Building regulations approval will be obtained before work starts" or "Our lease allows us to make alterations with landlord approval, which we have."

**Top tip:** If you're planning to use volunteers, explain how they'll be supervised and supported. For example: "Our volunteers will do the painting; the qualified electrician will do the rewiring."

### Is there anything else you'd like the Grants Panel to know?

This is an option question, providing space for you to explain anything complex or unusual about your organisation or your request. Tell us here if:

- You have recently received a large sum of restricted funding, that without explanation may suggest that your organisation is not in financial need
- You don't own or lease the building, use this space to better describe your relationship and accountability
- There is a wider context, for example: "This is Phase 1 of a longer-term plan to make our space more sustainable. Phase 2 involves solar panels, which we're fundraising for separately."
- You face particular challenges, for example: "We're a small, all-volunteer organisation with limited admin support. We've never applied for grants before, but we're determined to make this work."
- There is real community support, for example: "We've consulted our users and 95% told us this project would make a real difference."

**You must tick the box and mark this section as complete.**

## Section 4: What geographical areas

Simply pick the geographical area in which your building is based.

The funder is looking to achieve a geographical spread of applications.

## Section 5: Themes and who will benefit

This section asks you to state how many people will directly benefit from this funding. It also asks you to choose from two dropdown lists:

- Which option best describes the people participant or benefitting from the activity
- Which option best describes the primary activity

## Section 6: What it will cost

In this section you will be asked:

- Total cost of the activity
- How much money you have already raised?
- Are you seeking funding from other sources?
- How much you are requesting from the EEM Community Spaces fund? (Maximum £5,000)

### What It Will Cost

Please enter numbers only in currency fields, as these will automatically add the '£' sign.

\* What is the total cost of the service/activity? (including the amount you are applying for with this grant)

Complete this field.

How much has been raised so far?

Are you currently seeking other funding for these activities?

#### ▼ Total Costs

\* Total Amount Requested

Maximum Grant Size Available

£5,000

\* Please provide an itemised breakdown of your estimated costs

Total Cost

### 5. Financial section of the application form

When providing a description of your budget, please do break it down by labour costs, equipment, materials etc.

**Remember:** Match funding is not required. But if you have other funding or are contributing yourselves, that's great – mention it here or in the next question.

**Top tip:** Make sure your figures are realistic. Get proper quotes from suppliers or contractors. Don't guess.

## Section 7: Required documents

Please attach proof of your organisational bank account, this could be a proof of account letter or statement. The document should clearly show:

- Account name
- Sort code
- Account number

## Final tips for applicants

- ☐ Answer honestly and specifically. Give real examples.
- ☐ Keep it simple. You don't need formal language or jargon.
- ☐ Be realistic about what £5,000 can do.
- ☐ Get quotations before you apply.
- ☐ Check the eligibility checklist – make sure you can tick every box.
- ☐ Proofread before you submit.

If you're stuck, email [grants@llrcommunityfoundation.org.uk](mailto:grants@llrcommunityfoundation.org.uk) we're here to help.