

# Grassroots Grants

## Guidelines for applicants

**The Capital  
Community  
Foundation**



Grassroots Grants aim to help build thriving local communities, bring people from different backgrounds together and empower them to achieve change in their communities. If you are a local voluntary or community group with a good idea, this grant fund may be able to help. You can apply for up to £5,000.

These guidelines set out who can apply, and what the grant could pay for.

Grassroots Grants is available for local groups throughout England. This leaflet is for groups in the London boroughs of Bexley, Bromley, Camden, Greenwich, Kensington & Chelsea, Lambeth, Lewisham, Southwark and Westminster.

## Who can apply?

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Community groups, voluntary organisations, charities, community interest companies and social enterprises.

**Your group must have been active in your local area for at least 1 year before you apply.**

**Your group must have annual income of less than £30,000.** This can relate to your last financial year or be taken as an average over your last three financial years. You will need to provide evidence of this in your application.

## Fund Themes

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Grants can pay for work that fits one or more of these categories:

### **Strengthening Communities**

Projects that encourage people to play an active part in making their neighbourhood a better place to live.

### **Bringing People from Different Backgrounds Together**

Projects where the diversity of people's different backgrounds is valued and celebrated; work to build positive relations and understanding.

### **Responding to Local Need**

Projects that address a problem specific to your community, demonstrating how you have identified the need and why your approach is the best way to tackle the problem.

### **Strengthening organisational capacity and ability**

Projects that address training needs of volunteers, management committee and staff members; projects enabling users to take a more active role in the organisation.

## What you can apply for

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### Grant size

You can apply for up to £5,000 for a period up until March 2011.

Groups already awarded Grassroots Grants funding of less than £5,000 (available per group through this fund) are able to re-apply for the difference: E.g. If your group was previously awarded £2,000, then you can re-apply for a maximum of £3,000. Please note - to re-apply you must have completed your previous Grassroots Grants funding and have submitted satisfactory monitoring.

### What can your grant pay for?

Funding is available for all costs related to the successful delivery of your project, including core costs and equipment.

## What you must have in place

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We can only consider applications from groups with the following in place:

- A strong volunteer base (in addition to the Trustees or Management Committee)
- Good links, and understanding of need in the local community
- An active management committee of at least three people (who are not related)
- Recent signed accounts and/or sound plans for managing your money
- A bank account in the name of the group, with at least 2 unrelated signatories
- A safeguarding policy if working with children and / or vulnerable adults. This should include the practical procedures you would have in place in your organisation to safeguard the children/adults
- A governing document (e.g. a constitution or set of rules)

At a minimum, the document must refer to the following elements:

- A. Organisation Name
- B. Objectives (including details of beneficiaries)
- C. Powers
- D. Trustees or Management Committee (including how they are appointed)
- E. Meetings and proceedings of charity
- F. Accounts
- G. Trustees or Management Committee members not to have a personal interest
- H. Power of dissolution
- I. Trustee or Management Committee signatures

## Exclusions

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The grant cannot be used to fund:

- Statutory organisations, such as Local Authorities, schools and the Police Force (including arms length organisations controlled wholly or in part by a statutory body)
- Regional or local offices of a national organisation
- Activities where the primary purpose is to promote religious beliefs, or where people are excluded on religious grounds
- Political groups or activities promoting political beliefs
- Commercial ventures
- Organisations that are for the sole benefit of animals or plants.
- There are some restrictions on the types of activities that can be supported for Asylum Seeker Groups.

If your organisation has had two unsuccessful applications to Grassroots Grants we are unable to consider any further applications to this fund from your organisation.

This funding cannot be used for the provision of services to asylum seekers when those services are inconsistent with immigration laws or Home Office policy. For the purpose of this fund, an 'asylum seeker' means a person who has brought an asylum or human rights claim in the UK which has not yet been determined by either the Secretary of State, or, as applicable, any relevant appellate authorities. Further information can be found at [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk).

## Submitting Applications

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The fund will be open until autumn 2010.

Please see the last page of these guidelines for deadline dates.

Please complete the application form and return to CCF along with your supporting documents as follows:

- Signed Accounts/Record of Income and Expenditure for the last financial year or your two most recent bank statements if your organisation has not received any income previously
- Signed Governing Document
- Safeguarding Policy (if working with children/vulnerable adults)

## Monitoring

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If your application is successful, you will be required to:

- Credit support from Grassroots Grants and CCF on all materials related to the funded work.
- Complete a project review form no later than 6 weeks after completion of your project.
- Maintain financial records for all grant spending and submit requested information to CCF.
- Be available for a potential monitoring visit.

## Contact Us

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Please contact our Grants Team if you have any questions about the fund:

**Tel: 020 7582 5117**

**Email: [enquiries@capitalcf.org.uk](mailto:enquiries@capitalcf.org.uk)**

**Capital Community Foundation**

**357 Kennington Lane**

**London SE11 5QY**

**[www.capitalcf.org.uk](http://www.capitalcf.org.uk)**

## Completing the Application Form

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The following gives guidance for completing the Grassroots Grants application form.

Please ensure you enclose all supporting documents attach the correct value postage stamps on your application as insufficient postage may result in delayed and lost applications.

Please remember to take a copy of your application as you may need to refer to it at a later stage.

Please complete the text sections of the application form in Arial, font size 12 if word processing.

If you need further assistance to fill in the form or help with any aspects of your project, such as drafting your safeguarding policy or constitution, preparing project budgets, please do not hesitate to contact us.

Your local Voluntary Action Council or Council for Voluntary Service will also be able to help you with your application. Please contact us for details.

## Part A

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### Questions 1-5

We need to know who and how to contact the person in your organisation who will be able to answer any questions we may have about your application. Please provide contact details including the full name of your organisation, the name of the person completing the form and his / her position in the organisation and contact details with the best time when they can be contacted.

### Question 6-7

You do not need to be a Registered Charity to apply to the Fund. We do however need to know your registration number if you are registered and your Companies House number if you are a registered company. If you are not a registered charity you will need to have a constitution or a simple set of rules which outlines what the group aims to do and how it shall be managed (please refer to the section 'What you must have in place' for full details of what should be included in your governing document) and at least 3 unrelated Trustees or management committee members.

### Question 10

The management committee or trustees are the people responsible for taking decisions for your group. Please complete the Appendix at the end of the application form providing full contact details for management committee members and paid staff (including sessional workers if known). Please also state the relationships, if any, between management committee members and/or paid staff. Continue on a separate sheet if necessary.

### Question 13a and 13b

To receive a Grassroots Grant, organisations need to have an account with a bank or building society. Please give details of your group's bank account. Your bank account name can be found on your cheques. We will require a minimum of two unrelated people in the group to sign cheques. We expect all transactions other than petty cash to be made by cheque. We do not expect wages or anything other than small expenses claims to be paid in cash. It is expected that you have a bank account in the name of your group but we accept that in some rare cases groups have not managed to set up an account at the time of the application. In these instances you can get another voluntary organisation to accept funding on your behalf. The organisation should be experienced in managing finances and may be contacted to discuss their experience in handling money on behalf of others. They will be expected to list the Grassroots Grant in their annual accounts, a signed copy of which must be submitted to CCF with your end of grant monitoring.

## Part C

### Question 4

Please give details of the project for which you require funding. This is your opportunity to tell us why you need Grassroots Grants funding and what is special about your work. Remember that you must demonstrate how your project fits in with the themes of the fund (4 main themes listed in the section 'Fund Themes').

### Question 7

If you do get a grant, we will ask you to provide feedback on what difference your activity has made to the lives of your beneficiaries. We will also ask you for information on the types of people your activity has helped. Please provide a short description about how you will record and judge the success of the project in order to evaluate it at the end.

### Question 9

In the table please let us know the total cost of your project. Please note the following:

- You can apply for a minimum of £250 up to £5,000. Maximum funding to any group over the course of the programme is £5,000.
- Funding is available for all costs related to the successful delivery of your project.
- You can apply solely for capital items.
- Please apply for the amount you need – do not just apply for £5,000 because it is the maximum available.

As operational costs are an eligible use of a Grassroots grant groups are encouraged to submit full cost recovery budgets.

Full cost recovery means securing funding for all the costs involved in the delivery of the work. The full cost of your organisation is calculated from the direct costs of your projects plus all your overhead costs e.g. rent, lighting, heating, insurance etc. Therefore, the full cost of each of your projects should be calculated from the direct costs of that project plus a relevant portion of overheads.

Please itemise the costs that will be incurred in running your project explaining how you have arrived at the figures. (See next page for example).

**Please provide a breakdown of the costs you are applying for. This should be no more than £5,000.**

Operational Costs/ Activity	Total
Salaries (1 worker @ £20 p/hr x 28 hours; 14 wks of 2 hrs)	£560
Rent (Munro Community Centre @ £50p/hr x 28 hrs)	£1,400
Volunteer travel expenses (14 travel passes for 2 vols @ £3.50 per ticket)	£98
Volunteer lunch expenses (£3.50 x 2 vols x 14 sessions)	£98
Direct support costs of project (2 hours a week of Manager)	£750
Proportion of office cost	£660
<b>Sub Total</b>	<b>£3,566</b>
<b>Capital Cost Item</b>	
Outdoor play equipment (quotes provided)	£1,200
<b>Sub Total</b>	<b>£1,200</b>
<b>Total Expenditure</b>	<b>£4,766</b>

Avoid listing large costs under vague headings. For example, 'Refreshments - £1,000' would need to be broken down further. Ensure that quotes/estimates are attached where appropriate e.g. for equipment or consultancy etc. All salaries must be broken down into the relevant hourly/daily/yearly rate.

Remember to separate your capital costs from your operational costs – capital costs are defined as being any single asset that costs more than £500 and has a life of more than 1 year.

Please note that only out of pocket expenses can be paid to volunteers who should submit to you receipts and/or proof of payment such as bus/rail tickets to keep for your records. Please see our information sheet on paying volunteer's expenses,

under the training and resource section of our website [www.capitalcf.org.uk](http://www.capitalcf.org.uk).

## Part D

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The referee must be someone who knows about your group but is not directly involved in it. S/he must not therefore be a member of your management committee, volunteer or user and must not be related to anyone involved in your organisation. They should be someone who has knowledge or experience of the voluntary and community sector and the particular geographical area you are working in. For example, community development workers, other funders, teachers, neighbourhood officer, police etc.

## Part E

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Capital Community Foundation would like to use information on all activities funded in order to promote the fund. If you have any objections to us using information about your activity should it be funded, please let us know by indicating on the form.

## Part F

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The declaration that the information supplied is correct must be signed by the Chair of the management committee (or another member of the committee if the Chair is completing this form, or if the Chair is unavailable). Applicants should be aware that Capital Community Foundation may share information about Grassroots Grant Fund applications with other agencies as part of the Fund's risk management strategy.

## Deadlines

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Please submit your application by one of the following deadlines:

<u>Deadline date</u>	<u>Notification of decision</u>
29 Jan 2010	Early March
30 April 2010	Mid June
13 Aug 2010	End September
08 Oct 2010	Mid November

**We regret we are unable to process incomplete applications, so please ensure you provide all supporting documents when submitting your application.**