

Application Guidelines

Dear Applicant

Thank you for requesting a Grant Application Pack to apply to the Braintree District Community Investment Partnership Fund.

These Guidelines are to assist you in completing the Application Form. Please read the Guidelines carefully as part of the application requires you to supply supporting information that you must submit with the completed form. Contact the Grants Team if you have any difficulties, we are happy to discuss your application before submission.

Applications can be written, typed or information can be pasted in. Copies of the form can be downloaded from our website www.essexcommunityfoundation.org.uk.

Completed applications should be sent by post. Fax or email forms will **not** be accepted. Please keep a completed copy of your application form for your records and please ensure that you use the correct postage following the new guidelines as we are unable to cover the costs of collecting underpaid post.

Please contact the Grants Team or visit the website for deadline dates.

Essex Community Foundation
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Essex
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Tel: 01245 356018

Email: grants@essexcf.org.uk

What does Essex Community Foundation support?

Essex Community Foundation awards grants to voluntary or community groups and organisations, which are charitable in purpose and are working for the benefit of people in Essex, Southend or Thurrock. Our support generally falls under the broad heading of social welfare, most successful applications can demonstrate the following:

- A strong case for support
- Clear aims and objectives
- That wherever possible the project is user led
- That the grant will make a real difference to people within their community

We support core costs / revenue costs, new or continuing projects, one-off initiatives, capital costs, and are particularly interested in small grass roots groups.

How much can I apply for?

The maximum amount for the Braintree District Community Investment Partnership Fund is £25k. If the project cost is for more than this you will need to demonstrate where the remaining finances will come from.

What will Essex Community Foundation **NOT** support?

Please note Essex Community Foundation will NOT support the following:

- Projects that operate outside of Essex, or benefit non-Essex residents
- Political or religious activities which are not for the wider public benefit
- Statutory agencies including Parish Councils and Schools in the discharge of their statutory obligations
- Contributions towards General Appeals e.g. £10k request for a project totalling £100k
- Activities which support animal welfare
- Retrospective Funding i.e. grants for activities which have already taken place

How long is funding for?

In general our funds are for one year, however the Braintree District Community Investment Partnership Fund may consider projects over more than one year; please call the Grants Team if you have any questions.

Is this the right fund to apply to?

In order to make grants, Essex Community Foundation manages funds from a diverse range of sources. There are different funds within the Foundation and in general one application accesses most of the funds. The Braintree District Community Investment Partnership Fund can only benefit Braintree residents.

What information do you need to tell us?

Please ensure that your application demonstrates how your project or service will meet the following criteria:

Evidence of need

- How do you know that this activity is necessary/desirable?
- Has the project been requested by users of your organisation?
- What research have you done and what information do you have that supports this view?
- How urgent is the need for this activity?
- What are the consequences if you do not secure funding?

Evidence of community use/ involvement

- Are you working with any other organisations?
- Is the organisation open to the wider community?
- How will you publicise this service/ project to the community?

Value for money

We do not consider an application that does not specify an amount

- Please provide a breakdown of costs being requested.
- Provide at least two quotations for equipment or construction/building works.
- Include a Project budget/Business Plan

Please be realistic – funders expect to see that management and additional equipment costs, overheads and essential training have been taken into account.

Management & Governance

- Do you have a governing document i.e. Constitution
- If you are working with vulnerable people we would expect you to have a Safeguarding Policy or Child Protection Policy
- Do you have the capacity and knowledge to deliver this project

If you are a Social Enterprise (including CIC), you will need to demonstrate:

- that you have social and/or environmental objectives and evidence that these are being achieved
- be independent
- earn 50% or more of income from trading
- evidence that more than 50% is being put back into the social/environmental purposes
- that all residual assets would go to social/environmental purposes on dissolution
- a track record or sound business model through the provision of a business plan

Essential Documents Checklist.

The requested supporting information is an important aspect of your application to the Foundation and we are unable to assess your application until we have received all the necessary signed paperwork, including minutes of the Board meeting where it was discussed to approach Essex Community Foundation for funding. Therefore, please **do not** submit your application until all the supporting information is available. If your organisation does not have all of the required documents please contact your local Council for Voluntary Service who may be able to assist you.

Please note it is not possible for Essex Community Foundation to return any documentation to you; therefore please do not send original documents.

Equal Opportunities and Safeguarding

Essex Community Foundation recognises that it has a duty, as has every organisation working with children or vulnerable adults, to put in place safeguards to protect these client groups according to legislation with regard to beneficiaries, trustees, staff and volunteers. The Foundation is also committed to ensuring that all grant recipients understand and are aware of this duty and must, where relevant, have in place a safeguarding policy that is in line with current legislation and best practice, and procedures for dealing with issues of concern or abuse towards the prevention of risk.

Best practice includes obtaining Criminal Record Bureau (CRB) or Enhanced CRB and other relevant checks for appropriate trustees, staff and volunteers. We would expect to see a statement to this effect within all safeguarding policy documents.

What happens once I have submitted my Application Form?

Acknowledgement of receipt

Please note that we can only acknowledge receipt of applications by email, so please ensure an email address is included on the application form.

Assessment

All applications received at the Foundation are subject to a detailed assessment. A Grants Assessor may contact you to discuss your application. Please ensure the person named on the application has knowledge about the project and will be happy to discuss it in further detail.

Grants Decisions

The assessment and approval process can be time consuming but we endeavour to provide a decision within 10 weeks of the application deadline date or receipt of the application if no deadline applies. Once the final decisions have been made both successful and unsuccessful applicants will be advised in writing. Please note the Braintree District Community Investment Partnership Fund meets quarterly.

Successful applicants will be required to sign terms and conditions relating to the use of the grant prior to the funds being released.

Under no circumstances may a grant be used for any other purpose than that identified in the Terms and Conditions issued. Should you need to request a change of use to any award made, you **MUST** contact Essex Community Foundation before committing any expenditure, failure to do so may result in the award being withdrawn and all monies returned.

Trustee Approval

Unfortunately we cannot fund every application that we receive therefore decisions have to be made to establish who we can fund and the amount we can provide. Sometimes we may only be able to fund certain aspects of an application, on other occasions we may be able to draw money from a number of funds to fully meet a request.

The assessors decisions and recommendations are passed to a committee of trustees who are responsible for the funds under their management and a final decision is made.

Monitoring and Evaluation

We monitor and evaluate all successful applicants to ensure that funding has been appropriately spent. A Monitoring and Evaluation form will be sent out at the same time as the Terms and Conditions. This form must be returned within 13 months of receiving the grant or sooner if the project/activity is finished.

The satisfactory completion of the monitoring and evaluation form is a pre-requisite for any future grant application.