

Application Guidelines

Dear Applicant

These Guidelines are to assist you in completing the General On-line Application Form. Please read the Guidelines carefully as part of the application requires you to supply supporting information in hard copy that you must submit with the completed form to reach us by the deadline date. Contact the Grants Team if you have any difficulties, we are happy to discuss your application before submission.

The online application form is available via the link on our website:

http://www.essexcommunityfoundation.org.uk/apply_for_a_grant/how_to_apply/index.html

Follow the instructions you will receive via email and note that there are two parts to the form. You must answer all the questions on Part A – **do not say “see attached”**, please avoid using bullet points and avoid use of unexplained acronyms and jargon. Do **not** use uppercase only. Part B requests your organisation’s bank details and invites you to nominate two independent referees who must be contactable by e-mail. Two signatories are required on Part B to accept the Terms and Conditions of any grant offer made. Application Parts A & B should then be posted (or hand delivered) to Essex Community Foundation together with the required essential documents. Fax or email documents will **not** be accepted. Please keep a completed copy of your application form for your records and ensure that you use sufficient postage as we are unable to cover the costs of collecting underpaid post.

Only Part A is submitted electronically. Your application is not deemed complete until both parts A and B together with requested attachments are received at our address below by the deadline date.

Please contact the Grants Team or visit the website for all deadline dates. Our general grants rounds are the 9th January and 9th September each year.

N.B. If you are applying to the Southend Fund in particular please note that the deadline date is 16th March each year.

Essex Community Foundation
121 New London Road
Chelmsford
Essex CM2 0QT
Tel: 01245 356018
Email: grants@essexcf.org.uk
www.essexcommunityfoundation.org.uk

What does Essex Community Foundation support?

Essex Community Foundation awards grants in the main 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; successful applications can demonstrate the following:

- A strong case for support
- Clear aims and objectives
- That wherever possible the organisation or 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 many of our fund holders are particularly interested in small grass roots groups.

How much can I apply for?

Generally the maximum you can apply for is £10,000. However, please note our average grant is £3,500 (and £2,500 from the Southend Fund). If the total project costs are more than £10,000 then please outline how you will secure the balance on your accompanying project budget indicating any funds already secured. Please do call the Grants Team on 01245 356018 if you have any questions.

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 grants are for one year. Funds that can support projects over a number of years will be indicated on our website as appropriate; please call the Grants Team if you have any questions.

Which Fund should I 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 but in general this one application accesses most of the funds.

Essex Community Foundation will match applications to the most appropriate fund for your project so do not worry if you do not know which fund you are applying to. You do not need to submit more than one application form.

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

- Please provide a full breakdown of costs being requested (including salary rates, if applicable)
- Provide at least two quotations for equipment or construction/building works.
- Include a Project budget/Business Plan

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

Please be realistic – funders expect to see that management and additional equipment costs, overheads and essential training have been taken into account. Do not forget to include VAT where applicable.

Management & Governance

- You must have a recognised governing document e.g. Constitution, Memorandum of Articles, outlining charitable objectives and containing a charitable dissolution clause.
- If you are working with vulnerable people you must have a Safeguarding Policy – see below
- You must demonstrate the capacity and knowledge to deliver your project
- You must have a bank account in the organisation's name with at least 2 out of 3 unrelated signatories

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
- that you are independent
- you earn 50% or more of income from trading
- evidence that more than 50% of profit 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

We actively encourage membership / support from appropriate infrastructure / umbrella bodies e.g. local CVS - the fee for joining could be added to your funding request.

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/committee meeting where it was agreed 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.

Safeguarding and Equal Opportunities

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.

You must also be able to demonstrate how you address Equal Opportunities within your organisation.

What happens once I have submitted my Application Form?

Acknowledgement of receipt

An automatic e-mail will be received on submission of Part A. Please note that we will also acknowledge receipt of **complete** applications by email i.e. when Parts A & B plus essential documents have all been received at our office.

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 during office hours.

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 by letter or email.

Successful applicants may have additional Terms and Conditions relating to the use of the grant in addition to those on Part B of the form, which will be communicated within the offer letter and may need to be addressed 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 for 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 for making a final decision.

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 offer letter. This form must be returned within 13 months of the grant award date 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.