

CCF User Forum



CambridgeShire
Community
Foundation

Purpose of the User Forum

- Meet with other voluntary and community groups
- Share advice on writing a grant application
- Share advice on submitting high quality monitoring
- A chance to ask questions
- An opportunity to discuss your feedback

‘Writing a Good Application’

Advice Session

What is a good application?

- ✓ Comes from an eligible group – i.e. one that is ‘grant ready’
- ✓ Basic ‘housekeeping’ has been covered
- ✓ Meets fund criteria
- ✓ Clearly explains the project and how outcomes will be measured

Group is 'grant ready'

See <https://www.cambscf.org.uk/is-your-group-ready-to-apply.html>

- Set up as one of the not-for-profit structures we support
- Management Committee
- Governing Document / Constitution
- Equality Policy
- Safeguarding Policies (Adults and/ or Children)
- Accounts for the past two years
- Bank or Building Society Account
- At least two independent cheque signatories



Basic 'housekeeping' has been covered

- Followed advertised application process
- Requesting realistic amount (and using correct form!)
- Identified relevant funds which are open for applications
- Submit application and all supporting documents by the deadline
- No more than 2 live grants (although there are exceptions)
- Be available for telephone assessments

Meets fund criteria

- Geographical area, e.g: wind farms or housing developments
- Focusing on a specific need or issue, e.g: homelessness or children and families
- The proposed project is charitable and for the benefit of the community

Clear project and outcomes

- The application explains when and where the project will take place and identifies any partner organisations
- A clear budget outlines the total project cost and what you are requesting funding for (with quotes provided for items costing £500 or more)
- Any risks have been identified and a plan proposed for addressing them
- You detail how outcomes will be measured throughout the project and in the month following

Questions

'Grant Monitoring'

Advice Session

OUR PROCESSES SIMPLIFIED, IMPACT ASSESSMENT:



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Grant applications received – applications are assessed, taking into account the need for the project and potential impact, as well as value for money, sustainability and risk

Grant offers made – timescale for spending grant and reporting is specified, along with any specific conditions of the grant

Outcomes and impact agreed – when accepting their grant offer, recipients are asked to specify the expected outcomes and impacts of their project and the indicators they will measure to demonstrate these

Volunteer discusses data collection during visit – volunteer visitors make sure that grant recipients are on track with their projects and data collection, offering advice where necessary

Monitoring report submitted to CCF – following completion of the funded project, or by the date specified by CCF (whichever is earliest) grant recipients submit a standard monitoring report along with photographs and examples of their data collection tools

Monitoring report reviewed and feedback given to the grant recipient – monitoring is scored against a standard set of criteria and grant recipients are given the opportunity to provide additional information if their report is lacking

CCF provides feedback to donors in the form of regular fund reports and publishes an annual impact report

Grant Monitoring at CCF

- Measuring and reporting the social impact of a grant.

(Social impact is the wider and longer term changes resulting from a project, beyond the direct beneficiaries, that affect society or the community, related to improved quality of life, well-being and reduced costs to society.)

Outputs and Outcomes at CCF

- Our grants enable *projects* to be carried out which will lead to *outputs*, *outcomes* and *impacts* measured by *indicators* agreed at the project start. (recorded on an agreed Progress Monitoring Table)
- *Outputs* are the actual *deliverables* of a project and are usually measured as numbers of beneficiaries involved, number and type of activities, demographics, pictures, publications, publicity produced, etc.
- *Outcomes* are the *changes to beneficiaries* brought about by a project, such as people being more employable, leading healthier lives, having enhanced skills, young people engaged positively, achieving qualifications, etc.

Social Impact at CCF

- *Impacts* are the wider and longer term changes resulting from a project, beyond the direct beneficiaries, that affect society or the community, related to improved quality of life, individual well-being and reduced costs to society, such as a reduction in numbers of homeless people, less ASB, elderly people continuing to live in their own homes, etc.

Examples :

- homelessness
- mobile warden schemes
- youth activities

Why do Grant Monitoring?

- To provide detailed information and feedback on funded projects to donors, which describes how the grant was spent and what impact this had on the beneficiaries and the wider community.
- Good reporting essential in the competitive landscape for charitable funding.
- Good social impact measurement could secure more funding, enable groups to develop new work and improve services, help to market and raise profiles, as well as motivate and inspire staff and volunteers.
- Quite probably, groups will also uncover new project opportunities.

How to do Grant Monitoring

- Read the Guidance Notes and collect data throughout the project.
- Have your Progress Monitoring Table to hand
- Submit a grant-monitoring report detailing how the grant was spent and what impact this had on the beneficiaries and the wider community.
- Interim reports may be required to release balance of grant.
- Important to obtain third-party input rather than just the organisation's view.
- We also require a case study or story of change for a beneficiary.

Grant Monitoring Essentials

(Large Grants - £2,500 and above)

- Actuals versus targets with description of how evidence was collected. (Explain the background to missed targets).
- What impact was there on beneficiaries and communities.
- Verbatim feedback from beneficiaries and third parties.
- Case study or story of change.
- Photographs (minimum quality required).



Monitoring Feedback

- Following assessment of each monitoring report, groups are informed as to whether CCF has all it needs to compile impact reports for our donors and offer the opportunity to add further helpful data where our expected standard is not achieved.
- Panels look at monitoring assessments when considering future grants.

Questions

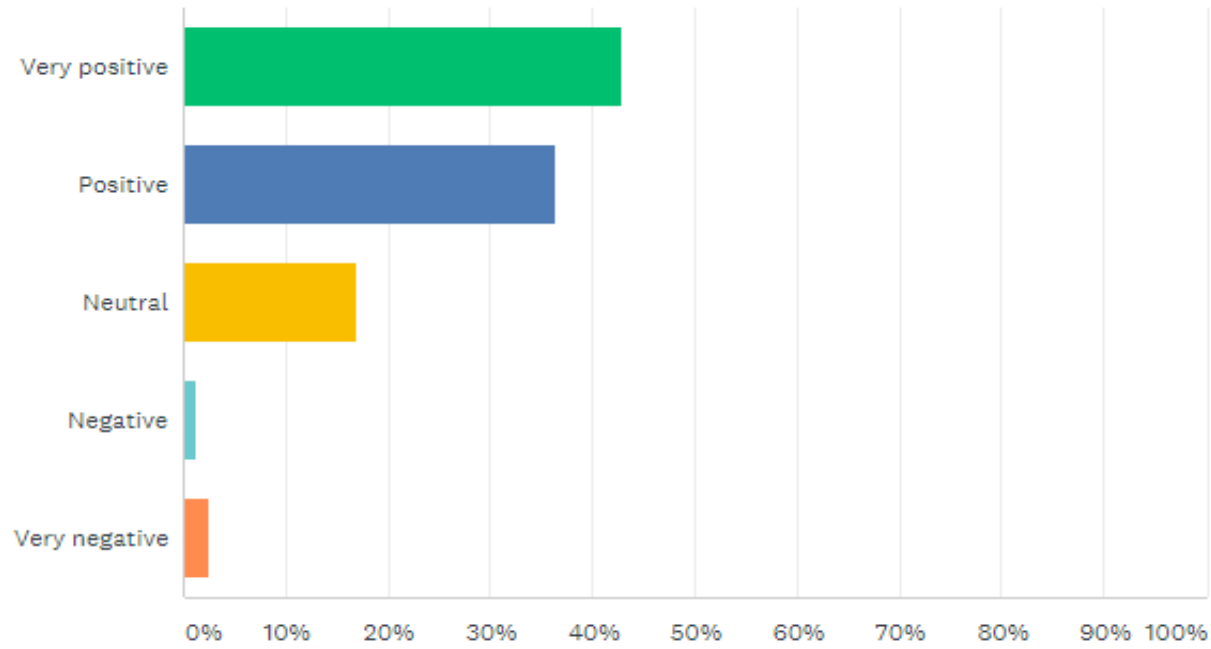
Feedback and Discussions

following User Survey



How do you rate the CCF's impact on your organisation?

Answered: 77 Skipped: 4

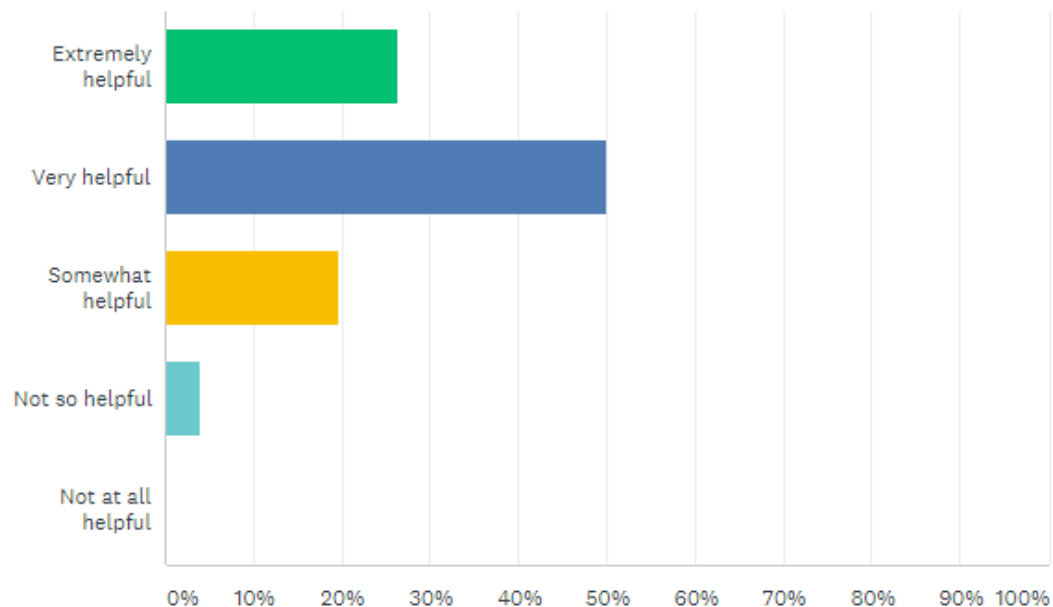


ANSWER CHOICES	RESPONSES
Very positive	42.86% 33
Positive	36.36% 28
Neutral	16.88% 13
Negative	1.30% 1
Very negative	2.60% 2
TOTAL	77

How helpful was our website and other information in enabling you to learn about our grant programmes?



Answered: 76 Skipped: 5

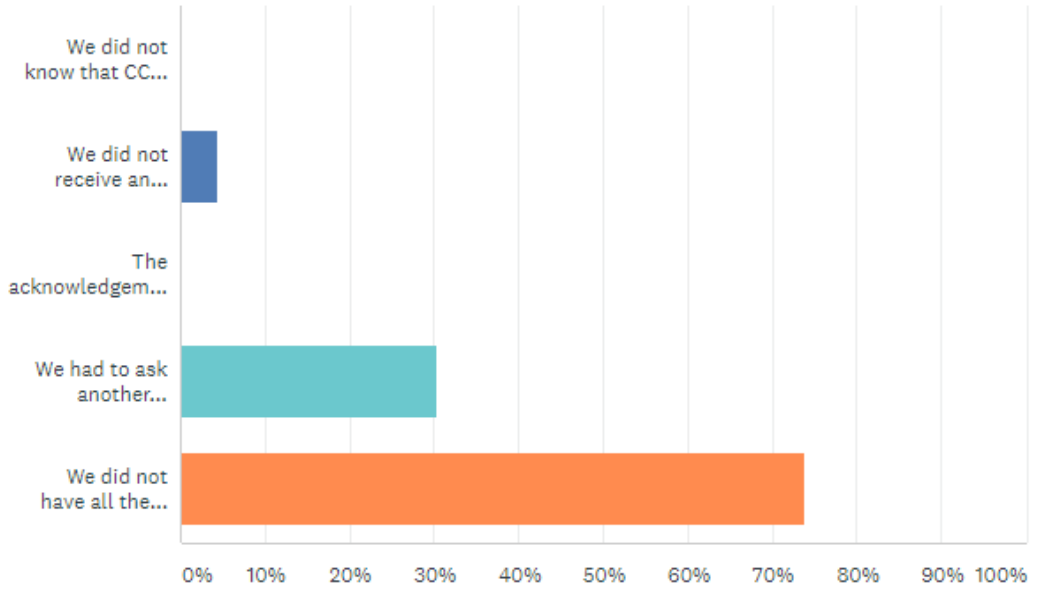


ANSWER CHOICES	RESPONSES	
Extremely helpful	26.32%	20
Very helpful	50.00%	38
Somewhat helpful	19.74%	15
Not so helpful	3.95%	3
Not at all helpful	0.00%	0
TOTAL		76

We understand that sometimes groups are unable to submit their application with all supporting documentation by the advertised deadline. If you experienced this, what delayed your submission? (please select any which apply)



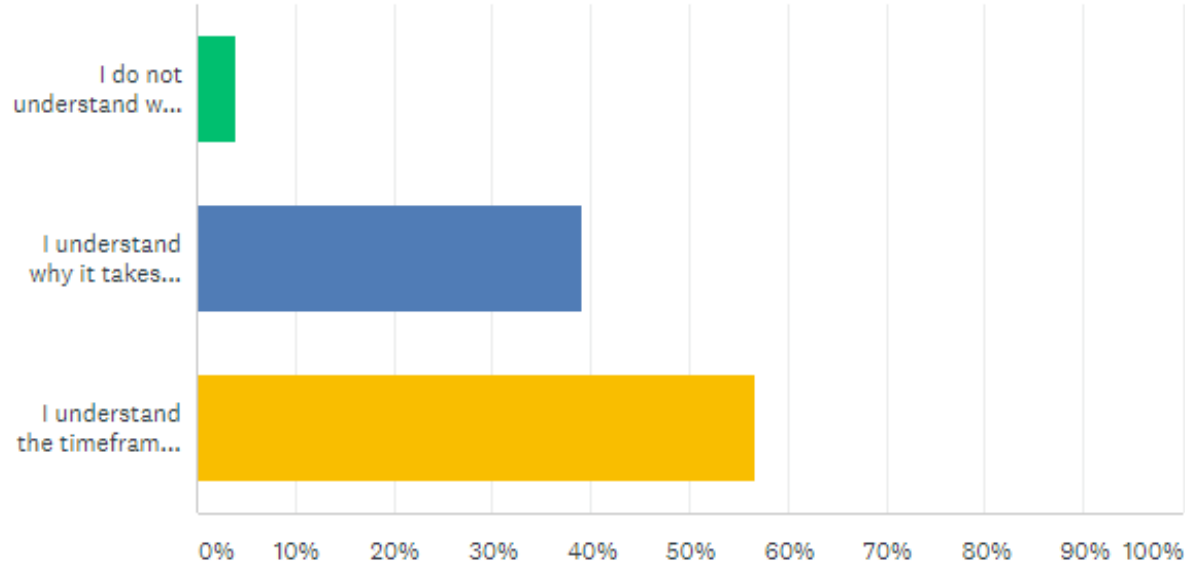
Answered: 23 Skipped: 58



ANSWER CHOICES	RESPONSES
▼ We did not know that CCF requires the documentation along with the application form	0.00% 0
▼ We did not receive an acknowledgement email advising us to send required documentation	4.35% 1
▼ The acknowledgement email went into SPAM or junk mail	0.00% 0
▼ We had to ask another committee member to provide copies of the required documentation	30.43% 7
▼ We did not have all the documents required or we had to update the documents we had	73.91% 17
Total Respondents: 23	

Which of the following best describes you?

Answered: 74 Skipped: 7



ANSWER CHOICES

RESPONSES

I do not understand why it takes 3-4 months to process a grant application before providing an outcome	4.05%	3
I understand why it takes 3-4 months but I would prefer it to take less time	39.19%	29
I understand the timeframe and appreciate the steps required to process an application	56.76%	42

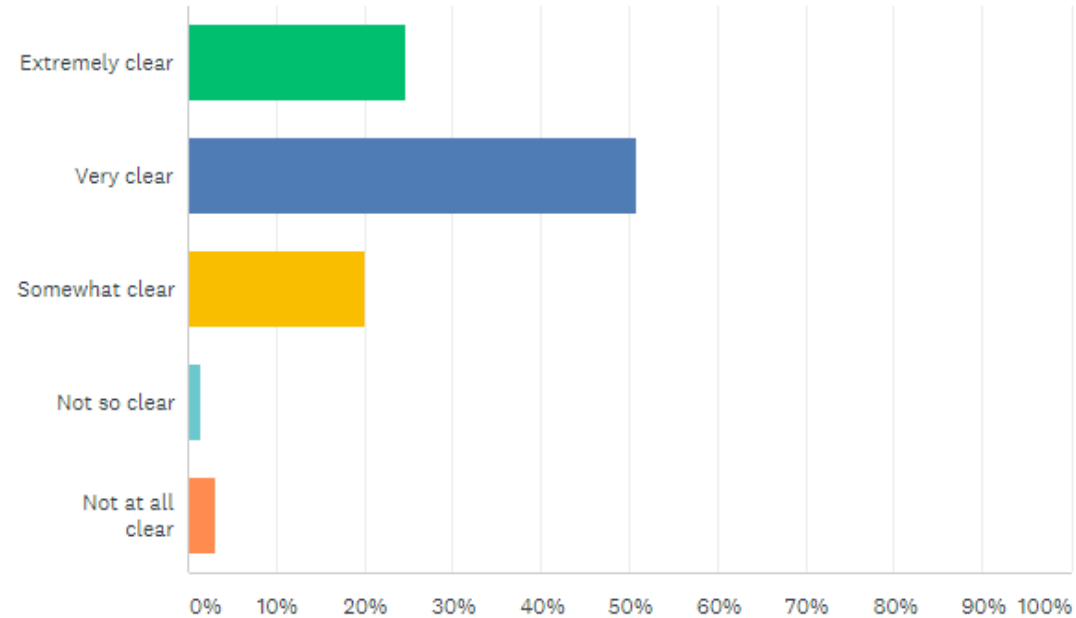
TOTAL

74

How would you rate the CCF Offer letter and Guidance Notes in terms of the information provided about the grant and the requirements for returning the grant acceptance forms?



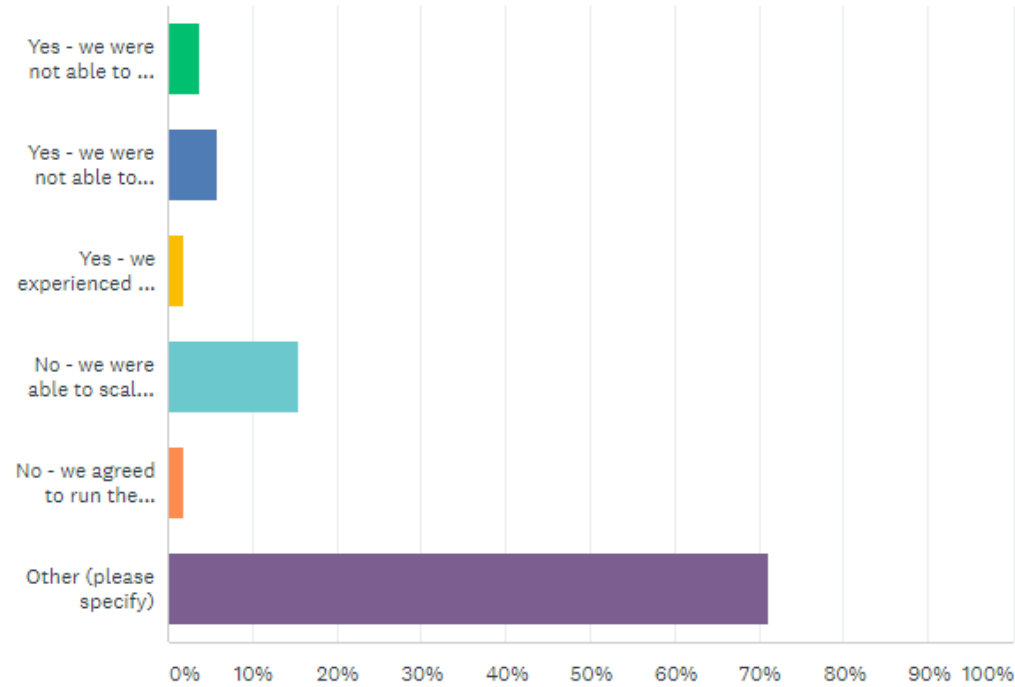
Answered: 65 Skipped: 16



ANSWER CHOICES	RESPONSES
Extremely clear	24.62% 16
Very clear	50.77% 33
Somewhat clear	20.00% 13
Not so clear	1.54% 1
Not at all clear	3.08% 2
TOTAL	65

If you have been awarded a contribution rather than the full amount requested, has this caused any of the following problems?

Answered: 52 Skipped: 29



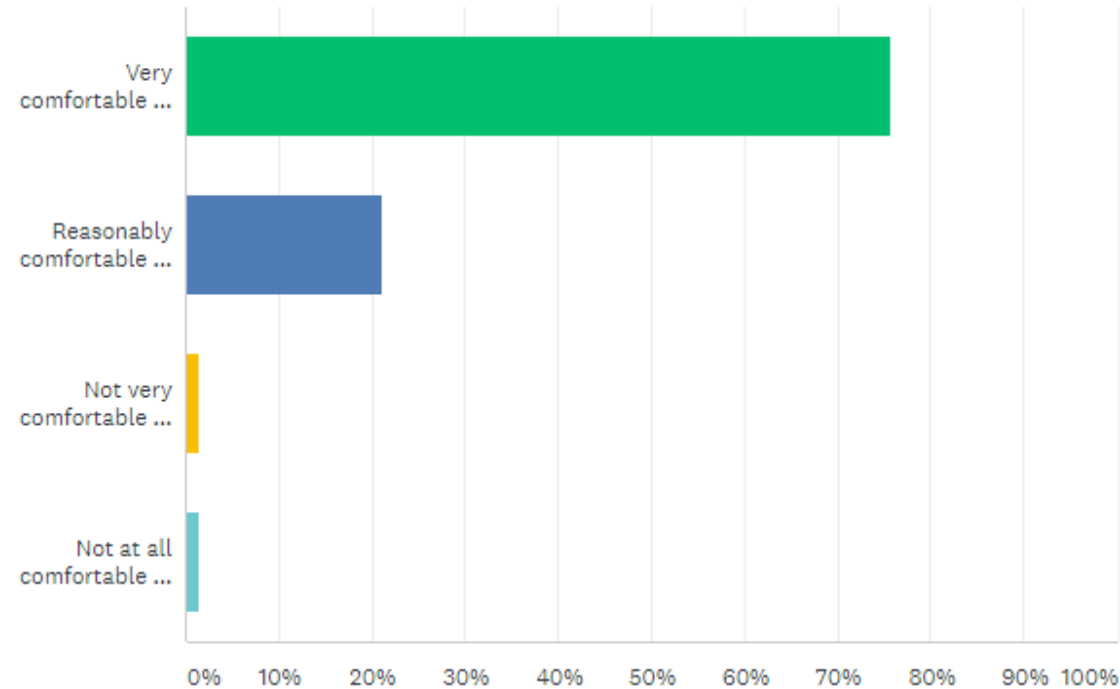
ANSWER CHOICES	RESPONSES
▼ Yes - we were not able to run the project.	3.85% 2
▼ Yes - we were not able to reach the same number of beneficiaries.	5.77% 3
▼ Yes - we experienced a delay in starting the project due to having to secure funding from elsewhere.	1.92% 1
▼ No - we were able to scale down the project.	15.38% 8
▼ No - we agreed to run the project for a smaller number of beneficiaries.	1.92% 1
▼ Other (please specify)	Responses 71.15% 37
TOTAL	52

How comfortable do you feel contacting us if a difficulty arises with your project or if you have any questions?



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Answered: 66 Skipped: 15

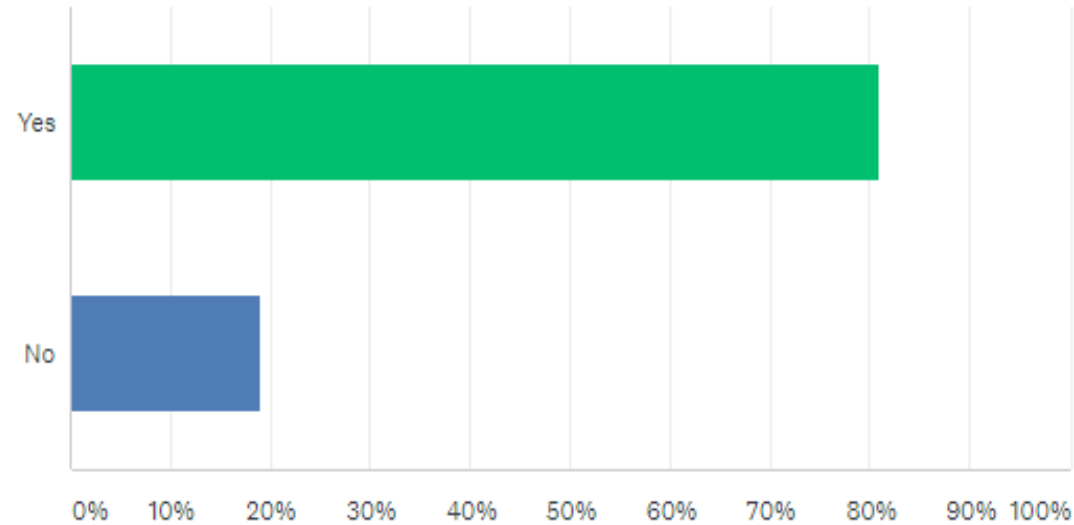


ANSWER CHOICES	RESPONSES
▼ Very comfortable - we would make contact whenever there is an issue	75.76% 50
▼ Reasonably comfortable - we would make contact if we felt it was necessary	21.21% 14
▼ Not very comfortable - we would wait as long as possible before making contact	1.52% 1
▼ Not at all comfortable - we would avoid making contact at all costs	1.52% 1
TOTAL	66



Do you think the end of grant monitoring CCF requires is proportionate to the size of your project or organisation?

Answered: 58 Skipped: 23



ANSWER CHOICES	RESPONSES
▼ Yes	81.03% 47
▼ No	18.97% 11
TOTAL	58



Thank you!