

Applications can be made online at  
[www.cambscf.org.uk](http://www.cambscf.org.uk)



Managed by the Community Development Foundation  
Funded by the Office of the Third Sector

## Grassroots Grants Guidelines Information for Applicants July 2009

[Please note there are separate 'general' grant guidelines and guidelines for the Donarbon Community Fund.]

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### Introduction

Cambridgeshire Community Foundation is a registered charity No. 1103314. As an independent local grant maker, we support voluntary and community groups working for the benefit of people living in Cambridgeshire and Peterborough. We award all our grants from the numerous funds we manage on behalf of statutory agencies, private donors, companies and local families.

Grassroots Grants (running from Sept 2008 to March 2011) is a key element of the Government's strategy for building stronger and more active communities in England, funded by the Office of the Third Sector. Grassroots Grants is delivered by Community Development Foundation, managed across Cambridgeshire and Peterborough by Cambridgeshire Community Foundation.

Awards are for not-for-profit voluntary or community groups, which are charitable in purpose and are working to address a local need for the benefit of people in Cambridgeshire and Peterborough. Groups must have been active in their local community for not less than 12 months and have an evidenced income of less than £30,000 per annum, taken as an average turnover for the last three financial years (or over the life of the group if less than three years old), be volunteer led (i.e. with largely volunteer based input) and have a governing document. Applications can be for new work or existing work that can clearly demonstrate benefits and outcomes in the community.

If you are seeking a grant in excess of the maximum £5,000 or your organisation has an annual income of more than £30,000, Grassroots Grants funding is not suitable. For alternative funding please visit our web site or contact us on 01223 410535.

### What can Grassroots Grants support?

- Purchase of capital items ( defined as single items costing £500 or more with a useful life of more than 1 year) such as computer equipment, oven or furniture
- Costs of putting on a local event or workshop
- Staff costs to enable the employment of individuals
- Contribution to rent costs (related to activities/service delivery)
- Cost of attending a conference or event
- Training for volunteers
- Additional activities to expand an existing funded project
- Activities that support community activity
- Activities that meet an identified need in the local community
- Funding to support an organisation to achieve a quality or other standard relevant to their activities.

### Who and What Grassroots Grants will NOT support?

- Projects that operate outside of Cambridgeshire and Peterborough
- Political activity - no grants can be made to any activity that may be party political in intention, use or presentation
- Religious activity - no grants can be made to support or promote services or events where the key purpose is to promote religious doctrine; mission or proselytism; promotion of the beliefs of a particular faith (beyond basic religious/cultural awareness raising); acquisition of religious artefacts or publications for the use of followers in worship; building works or repairs designed to benefit the members of a particular place of worship or religious organisation; the cost of supporting religious personnel in their normal duties in their place of worship
- Statutory agencies including Parish Councils and Schools
- Individuals
- Commercial ventures
- Regional or local offices of a national organisation
- Contributions towards large General Appeals
- Organisations that are for the sole benefit or relief of animals or plants
- Retrospective Funding (i.e. grants for activities which have already taken place)
- Trips abroad
- Projects for the provision of services to asylum seekers when those services are inconsistent with immigration laws or Home Office policy
- Organisations with an average annual income of over £30,000
- Organisations operating for less than 12 months
- Organisations that do not have a set of rules or constitution, or appropriate policies (such as Equal Opportunities), or who do not have a management committee

### Demand for funding

Demand for Grassroots Grant funding exceeds funds available. Due to the high demand, priority will be given to groups that show they are tackling **real social need** within their community.

## How much can I apply for and can I apply more than once?

The minimum amount you can apply for is £250 and the maximum any organisation can be awarded is £5,000 over the life of the Grassroots Programme (Sept 2008 to March 2011) i.e. if you are awarded £5,000 in the first year you will not be able to apply again.

### ***Grassroots grants monies must be spent within the financial year received.***

Procedures are in place to ensure that an organisation does not receive more than £5,000 from Grassroots Grants nationally.

## Can I claim for overheads of my project?

A Grassroots Grant can contribute to both direct project costs and to your overheads as Grassroots Grants follows the principles of Full cost recovery.

Full cost recovery means securing funding for all the costs involved in the delivery of the work. Your project budget should reflect the full costs to your organisation, including the direct costs of projects, and a proportion of the overhead costs (such as rent, electricity, telephones etc ) associated with running the project.

Please call CCF on 01223 410535 if you have any questions or see our website [www.cambscf.org.uk](http://www.cambscf.org.uk) for details of who you can contact for free support in your area to aid you in the application process.

## Application Forms

To apply for Grassroots Grants, you should use the CCF mini grant application form if you are applying for between £250 and £900. For amounts between £900 and £5,000 you should use the CCF standard application form. Applications can be made online at [www.cambscf.org.uk](http://www.cambscf.org.uk), or if you do not have access to the internet, application forms can be requested by emailing a request to [marion@cambscf.org.uk](mailto:marion@cambscf.org.uk) or by calling CCF on 01223 410535.

## Supporting Information and Help

Your application cannot be assessed until we receive the fully completed, signed application form and all supporting documentation. The deadline for applications to reach the CCF office is 12.00 noon on the third Wednesday of each month. Applications deemed incomplete will be deferred to the following month.

If your organisation does not have or cannot submit all of the required documents please contact us on 01223 410535 so that we can signpost you to the free support available.

***Please send the following documentation with your application***

1. Your latest accounts for the last two financial years.
2. A bank statement from the last 3 months
3. Signed copy of your organisation's set of rules / terms of reference / constitution
4. Your Equal Opportunities Policy
5. Names and addresses of management committee members, with cheque signatories identified.
6. If you are part of a larger regional or national organisation, evidence that you operate independently
7. 3 different quotes for capital items (if applicable)
8. Please also indicate if you have the following policies but do not enclose them, we may ask you to send us a copy if awarded a grant.
  - Vulnerable Adults Policy
  - Child Protection Policy

If you are able to include an email address within your application CCF will acknowledge receipt of your application via email. If you do not have e-mail, then you can call CCF on 01223 410535 to ask if your application has been received, please do allow at least one week after posting.

Please note it is not possible for Cambridgeshire Community Foundation to return any documentation. Therefore, please do not send original documents. We are happy to accept photocopies of the supporting 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 if possible.

### ***Assessment***

All applications received at the Foundation are subject to an assessment process. 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 Grassroots Grants Programme has a fast track assessment process: The deadline for applications to reach the CCF office is 12.00 noon on the third Wednesday of each month. Applications deemed incomplete will be deferred to the following month.

A decision will be made within 2 weeks of the deadline and a letter will be posted to you confirming the outcome within 5 working days of the decision.

Under no circumstances may a grant be used for any purpose other than that defined on the application form and confirmed in the CCF letter approving the grant. Should you need to request a change of use to any award made, you **MUST** contact Cambridgeshire Community Foundation before committing any expenditure, failure to do so may result in the award being withdrawn and all monies returned.

All applications are assessed against the Grassroots Grants criteria. The amount of funding available is restricted and therefore some applications may be unsuccessful.

## Monitoring

We have to ensure that funding has been appropriately spent and therefore require monitoring information. A monitoring form will be posted to you with the letter confirming that your application has been successful. It will ask you to report on the difference the grant has made to your group and beneficiaries. This must be returned at the end of the financial year in which the grant was received or sooner if the project/activity is finished. Your project may also be subject to a monitoring visit and any audit requirements of the programme. You must retain and return with your monitoring copies of all receipts, invoices and all expenditure relating to your grants including any capital items.

**Without satisfactory completion of the monitoring form we will not be able to consider any further application to the Grassroots Grants Programme, or any other application to Cambridgeshire Community Foundation.**