

GRANTS POLICY AND GUIDELINES

WHAT IS NORFOLK COMMUNITY FOUNDATION?

Norfolk Community Foundation raises funds from a broad section of government, corporate and individual donors to support voluntary activity within Norfolk.

HOW DOES THE GRANTS PROGRAMME WORK?

The Foundation operates a range of different grant funds. We aim to keep things as simple as possible for applicants and therefore use a standard set of criteria and a common application form for the majority of our funds. However some of our donors have particular priorities and requirements and you should refer to the 'Funds' section of our website for details of how to apply.

For the majority of our funds we have identified the following disadvantaged and vulnerable groups as priorities:

- Older people
- Children and young people
- Those suffering from a long term disability or illness
- Carers
- Low income families
- Minority groups
- People with mental health needs
- Those suffering isolation in rural areas.
- People with substance misuse problems
- Homeless people

Some other funds will have particular requirements. Please see our website for details or contact the Grants Team.

WHAT SORTS OF ORGANISATIONS CAN APPLY?

Any organisation or group established for charitable purposes can apply, provided there is a formal structure. In addition Parish and Town Councils can apply to most of our funds. Social enterprises/Community Investment Companies may also apply for most of our grants (except for the Borough Council of King's Lynn and West Norfolk's Financial Assistance Scheme). Schools are generally not eligible for our funds with the exception of the Sheringham Shoal Fund which is available to schools in the

North Norfolk area and the MARS Fund which is available to schools within a 15 mile radius of King's Lynn.

WHAT DO I NEED TO BE ABLE TO APPLY?

Applicants need to have a management committee of at least three members; a governing document/constitution; a bank account with two signatories unrelated by birth, marriage or civil partnership, an equal opportunities policy and must also keep annual accounts. If you are working with young people or vulnerable adults you will need to have relevant policies describing how you will safeguard such people. Specific funds may have additional requirements – please see our website.

GENERAL CRITERIA FOR GRANT MAKING

- Grants should have a demonstrable impact on a particular need or problem.
- Groups are expected to be clear about their objectives and must be able to demonstrate that the plans are realistic and practical.
- The project should be accurately costed and evidence provided to support the costs.
- Organisations that are largely volunteer led will be prioritised.
- Wherever possible, the users of the service should be involved in developing the project.
- An awareness of equal opportunities issues should be evidenced in the application.
- Appropriate arrangements must be in place to safeguard vulnerable adults or young people.

WHAT WILL WE FUND?

We seek to fund a wide range of community issues and initiatives. These may include capital purchases e.g. computers, equipment, maintenance or improvement of venues or revenue costs such as venue hire, promotional costs, start up expenses, activities or training. In addition we will consider applications for core costs but are unlikely to fund repeat applications for broadly the same core costs for more than two consecutive years. We would expect organisations to investigate a range of alternative sources of funding for such costs. We welcome the opportunity to discuss your project and proposal before you submit an application to us.

NOT NORMALLY SUPPORTED

- Projects benefiting people outside of Norfolk (except Bernard Matthews Fund, Lovewell Blake Fund and MARS Fund – see website for details)
- Individuals for their personal needs (except Norfolk Sports and Cultural Foundation Fund – see website)
- Retrospective grants – i.e. for work that has already taken place
- Statutory organisations, except Parish and Town Councils (see below)
- Schools (but see additional note below)
- Direct replacement of statutory obligation and public funding
- Organisations controlled by public sector bodies
- The purchase of equipment that will become the property of a statutory body.
- Improvements to land or buildings owned by a statutory body (except parish/town councils).
- Projects where the grant awards cannot be spent within 12 months **NB some funds may have shorter timescales*
- Medical Research & Equipment
- Sport, arts or environment (unless in the context of tackling wider social need – but see Sport Relief Fund and Borough Council of King's Lynn and West Norfolk FAS on the website).
- Promotion of religious or political causes (see additional note below)
- Commercial ventures
- General appeals
- Animal Welfare unless the project benefits people e.g. disabled riding schemes (except for the MARS Fund – see website).
- Overseas travel or expeditions for individuals and groups.
- Services for asylum seekers inconsistent with immigration law
- Organisations raising funds to redistribute to other causes

GRASSROOTS GRANTS - ADDITIONAL EXCLUSIONS:

- Organisations that have operated for less than 12 months
- Organisations with an average annual income of more than £30,000 (based on the last three years)
- Regional or local offices of a National organisation, unless they have a local committee and separate accounts
- Parish and Town Councils

ADDITIONAL GUIDANCE FOR SCHOOLS

Norfolk Community Foundation does not normally make grants to schools. We will consider applications from eligible organisations associated with schools, for example “Friends of the school” but only where the aim of the project is to work with the wider community. Projects to enhance school grounds or to provide play or other equipment to be used by the school will not be considered. As of April 2010 we are able to consider applications from the following:

- 1) Schools in North Norfolk for the Sheringham Shoal Fund. Please see the relevant page on our website for details.
- 2) Schools within a 15 mile radius of King’s Lynn may apply to the MARS fund – see website for details.

PRE-SCHOOLS

We will consider applications from voluntary led pre-schools. We are unlikely to fund core costs such as salaries but will consider applications for other costs such as improvements to play areas or the purchase of play or other equipment. If the pre-school is based on school premises we may not be able to fund improvements as the premises would be owned by a statutory sector organisation.

FESTIVALS AND SIMILAR ONE-OFF EVENTS

General Funds - We consider applications for arts based projects including festivals and other one-off events. However we will not fund the costs of professional performers to provide entertainment. Arts based projects, for example workshops, which actively engage local people and enable them to learn new skills or to build confidence, will be considered as will projects where local communities themselves are leading on delivering activities. We are unlikely to fund the entire cost of such an event.

Borough Council of King’s Lynn and West Norfolk FAS – will consider any costs related to cultural events.

TRIPS, OUTINGS, HOLIDAYS

We will consider applications for good quality trips or holidays within the UK. In order to assess that these projects are likely to make a difference to people using them, we will consider whether:

- There are clear benefits to the trip.
- The people benefiting have a particular need to experience new horizons and/or the opportunity for more independence, for example, those with disabilities.
- The beneficiaries share a common problem and would benefit from the opportunity to provide mutual support in an informal and enjoyable setting, such as young carers groups.
- The trip forms part of an ongoing programme of work so that preparatory and follow up work can consolidate and enhance the benefits.
- The beneficiaries have been involved or consulted in planning and organising the trip.
- The trip is open to all of your members/users rather than chosen individuals.

We only provide funding to organisations with an established working relationship with the beneficiaries and will not give grants to establishments wanting to secure funding for people to attend their centres.

ADDITIONAL GUIDANCE FOR PARISH AND TOWN COUNCILS

Parish Councils are eligible to apply for our funds (with the exception of Grassroots Grants) and, since December 2008, Town Councils are treated in the same way. In assessing whether to award a grant we will consider whether the work is something that the Council would reasonably be expected to fund from their own resources. In addition we only wish to fund genuine community activity and as such we will not consider applications for notice boards, Christmas lights, bus shelters, war memorials, benches or other street furniture or for any similar items.

ADDITIONAL GUIDANCE FOR FAITH BASED ORGANISATIONS

We believe that many faith and belief groups play an important role within the voluntary and community sector. However projects and services with an exclusively religious purpose; projects that promote a specific faith or belief or where people are excluded on religious grounds are not eligible for our funding. In assessing whether these faith based groups are eligible for our grants we will:

- Consider what your equal opportunities policy and other documents say in relation to staff and volunteer appointments and membership of the group. We will also expect to see a clear statement confirming that the group is open to people from all backgrounds.

- Want to know about the activity that takes place in your project. Whether there is any overtly religious content (e.g. Bible stories, prayers, Koran readings), what the extent of this is, and whether people are able to opt out of these parts of the session.
- Want to consider how you promote your group. In particular we will expect to see that any promotional material would not be likely to be a barrier to people from other faith or belief groups (or people with no religious beliefs) choosing to attend your group.
- Want to see that the referee is independent of your group and is a representative of the wider community.

In addition building works or repairs designed to benefit only the members of a particular place of worship or religious organisation will not be considered for funding. Church halls or similar buildings which are used extensively by the wider community will be considered for funding as will alterations to places of worship designed to make the building available for wider community use.

WHAT FUNDS ARE AVAILABLE?

Grassroots Grants – available to March 2011

This funding is for organisations which have an evidenced average annual income of less than £30,000 (including all types of income other than previous Grassroots grants) and have been operational for at least the last 12 months. The minimum grant will be £250 and the maximum sum available to one organisation from Grassroots Grants is £5,000 over the life of the programme.

Other Funds

There is generally no restriction on the size or age of organisation that can apply for grants from these funds. Funds are for one year only and many have a maximum value of £2,000; however some awards of £5,000 are made each year and a few funds including Comic Relief and Sheringham Shoal can award larger amounts. We also have a selection of small grants that can award from £100 to £1,000. Details of all of the funds available can be found on our website.

DO I NEED MATCH FUNDING?

There is generally no requirement to contribute match funding for our grants. However if your project costs more than the value of our grant we will need to know how you will raise the other funds.

HOW TO APPLY

For the majority of our funds you can apply on our standard application form which can be found on our website www.norfolkfoundation.com or obtained through the Foundation's office.

The following funds have a different application process and will require different additional documents (see website for details):

- Comic Relief Fund
- Community Cash
- Mars in the Community
- Borough Council of King's Lynn and West Norfolk's FAS
- Norfolk Sports & Cultural Foundation Fund
- Norwich4Business

The Foundation welcomes the opportunity to discuss your application prior to you submitting it for assessment.

UNSURE WHICH FUND TO APPLY FOR?

Contact the Grants Team for advice. Alternatively please complete our standard application form and we will direct your application to the most relevant panel.

DEADLINES

Some Funds such as Grassroots or Love Norfolk make awards regularly throughout the year. Other funds have published deadlines which can be found on the website. You should generally apply at least three months before you need funding to start.

ADVICE AND SUPPORT

Please contact the Grants Team for advice on how or when to apply. If you do not currently meet our requirements to apply for a grant you may also be able to get

assistance from a voluntary organisation in your area. For details see the “**Advice and Support**” section of our website.

Unsuccessful applicants are welcome to apply again unless we have notified you that your application is ineligible.

MONITORING AND EVALUATION

Groups funded will receive a telephone call to monitor project progress approximately four months after an award is made. All grants will require completion of a monitoring form at the end of the agreed grant term. Some projects will be visited by a member of the Foundation’s staff or Trustee Board to evaluate the progress and the effectiveness of the grant. The Foundation will ask for monies to be returned if, for any reason, the group is unable to use the grant effectively for its original, defined purpose - unless alternative conditions have been subsequently agreed. Foundation grants must be used for their stated purpose within 12 months of approval. Money from Grassroots must be spent by the end of the financial year (March) for which they are given.

Organisations in receipt of a grant are asked to provide reports, updates and newsletters and receipts for any equipment or services purchased with a grant. NCF also requires mention of the grant in annual reports, accounts and newsletters or any other appropriate publication or events. NCF is keen to give active support to organisations where possible, and welcomes invitations to attend open days and Annual General Meetings.

For further information or an application form please contact:

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