

PLEASE READ ALL THIS INFORMATION AND GUIDELINES CAREFULLY BEFORE MAKING YOUR APPLICATION

ONE APPLICATION FOR ALL GRANTS

This application pack has been devised to be a universal application for both Grassroots Grants and Small Grants. You do not have to specify the grant fund to which you are applying as Foundation staff will assess your application and allocate it to the most relevant grant fund you are eligible for. Grassroots Grants offer a maximum of £5,000, whereas Small Grants offer up to £500. If you are ineligible for a Grassroots Grant, you may be eligible for a Small Grant.

WHAT ARE GRASSROOTS GRANTS?

Grassroots Grants are funded by the Office of the Third Sector and will run from Summer 2008 to March 2011. Devon Community Foundation is delivering the programme in Devon, Torbay and Plymouth. A total of £1.4 million is available in grants for small community and voluntary groups meeting local community needs.

WHO CAN APPLY?

Not-for-profit organisations, which meet local community needs and have:

- been in operation for at least 12 months
- an annual income from all sources of less than £30,000 (taken as an average of the last three years including all grants/loans/donations etc)
- a local management committee and are volunteer run
- a governing document, such as a constitution

WHO CAN'T APPLY?

Statutory organisation's including schools, regional or local offices of national organisations, projects promoting political activities, commercial ventures, individuals, projects for the sole benefit of animals /plants, other grant making organisation's or churches. If in doubt about your eligibility please ring us before you apply.

WHAT TYPE OF PROJECTS CAN'T APPLY FOR FUNDING?

Due to the limited funds available the Devon Community Foundation's Grants Committee has decided that applications for the following projects will not be accepted:

- Village Halls – those wishing to carry out structural capital works including construction projects, extensions, replacement windows/doors, new/replacement services such as electrical/sanitary.
- Foreign travel
- Tourism and/or businesses and business promotion
- Land Acquisition
- Infrastructure Organisation's
- Large construction projects – groups can apply for the remaining balance of a construction project (with the exception of Village Halls), but not for the start of a project, or when there is a large amount of funds still to be raised

HOW MUCH CAN YOU APPLY FOR?

A maximum of £5,000 over the 3 year life of the programme. This can be one grant or separate grants totalling a maximum £5,000 over the 3 years.

WHAT ARE SMALL GRANTS?

Small Grants are allocated from several small funds and Trusts. Devon Community Foundation is delivering the programme in Devon, Torbay and Plymouth. Small Grants are available for small community and voluntary groups meeting local community needs.

WHO CAN APPLY?

Not-for-profit organisation's, which meet local community needs and have:

- an annual income from all sources of less than £50,000 (taken as an average of the last three years including all grants/loans/donations etc)
- a local management committee and are volunteer run
- a governing document, such as a constitution

WHO CAN'T APPLY?

Statutory organisation's including schools, regional or local offices of national organisation's, projects promoting political activities, commercial ventures, individuals, projects for the sole benefit of animals /plants, other grant making organisation's and churches. If in doubt about your eligibility please ring us before you apply.

HOW MUCH CAN YOU APPLY FOR?

A maximum of £500 can be applied for. Qualifying organisation's will be eligible for one grant in any two year period.

ELIGIBLE APPLICATIONS WILL BE ASSESSED AGAINST THE FOLLOWING CRITERIA:

- Is there an identified need?
- Is the group well established and effective?
- Is the project realistic and well planned?
- Will the project make a difference to the community, groups and individuals?
- Is the project value for money?

CAN WE GET HELP WITH OUR APPLICATION?

Yes. We provide a free support service. Please call us on **01884 235887** for a referral.

HOW DO WE APPLY?

On-line: You can access our application form via our website www.devoncf.com

By email or post: We can send you an application form sent by email or post. Please ring Heidi on **01884 235887** or email heidi@devoncf.com

Completed application forms should be returned to Devon Community Foundation, together with a copy of your group's constitution, accounts for the last 3 years and any appropriate policies. Grants are payments in advance. You cannot apply for a grant to cover costs and services that have already been bought, ordered or committed.

We actively encourage applications to be submitted on-line, but you will need to post pages on which original signatures are required, together with any supporting documents you are unable to send electronically.

WHAT WILL WE HAVE TO DO IN RETURN FOR A GRANT?

Successful applicants will need to keep a record of what their grant has been spent on and keep receipts for all expenditure and complete an end of project report form which will be sent to you with your cheque. Whilst your project is in progress you will need to make sure you are gathering the information you will need in order to complete the form. We will also visit a number of funded projects to see how you are getting on.

All funded projects must be concluded and the end of grant form completed and returned to the Foundation by the date specified in a letter which will be sent to you with your grant cheque. Please contact us for help if you encounter difficulties with your project.

TIMETABLE FOR APPLICATIONS

Applications are not complete until all necessary signatures and documents are received

GRASSROOTS GRANTS

Fast Track: Grants of £250 for emergency purposes. 2 working days turn-around (no closing date)

Express: Grants of £250 to £900. 2 week turn-around (no closing date)

Standard: Grants of £901 to £5,000. Approximately six weekly closing dates. Decisions are normally made within three weeks of the closing date.

Closing Dates for the Standard Grants (from June 2009 to December 2010)

15th June	7th September	12th October	23rd November
11th January '10	22nd February	19th April	31st May
12th July	6th September	25th October	6th December

Applications to the Fast Track and Express programmes will be assessed within Devon Community Foundation and endorsed by the Foundation's Grants Committee. Applications to the main programme will be assessed by external panels of volunteer advisors and endorsed by the Foundation's Grants Committee. Cheques will be sent to successful applicants within 10 working days of a decision being reached.

SMALL GRANTS

Our Grants Committee will consider applications quarterly in January, April, July and October and you may be contacted for additional information before the application is considered. You will be notified of the outcome early in the following month. If you are successful, you may be invited to attend an Awards Ceremony to collect your grant.

Applications which are not complete will be held over to the next qualifying period subject to completion by the applicant in the interim.

PLEASE RETURN FORMS TO

Devon Community Foundation, The Factory, Leat Street, Tiverton, EX16 5LL

Tel: 01884 235887, Fax: 01884 243824, e-mail: grants@devoncf.com, Web: www.devoncf.com

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