



## Cornwall Community Foundation Generic Grant Criteria

We support local charities, community and voluntary groups in Cornwall and the Isles of Scilly. We award small grants to grassroots, front line, volunteer led organisations who are making a positive impact in their area. Our aim is to overcome challenges of disadvantage, exclusion and poverty for all ages. We welcome applications from both new and established groups.

We offer grants on behalf of different donors and the funding criteria is specific to each grant programme. Please read the guidelines carefully before applying.

### **Who can apply?**

- You are a not for profit, voluntary or community group or social enterprise (you don't need to be a registered charity but your activities must be considered charitable)
- You have a governing document (Constitution, Set of Rules or equivalent) that show how your group is run and managed
- You have a bank or building society account in the name of the group, with a minimum of two cheque signatories
- You are based in Cornwall or the Isles of Scilly with the benefit to residents of the same
- You are volunteer led and your group benefits the community
- Your project must be completed within one year of the grant unless agreed otherwise
- Grant awards must be evidenced by sending CCF a completed Social Impact Report, copies of receipts and case studies
- If you wish to apply for a small proportion of a larger project we will need evidence that the balance is in place

### **Sorry, but this fund cannot help:**

- Profit making organisations
- Statutory/public sector organisations such as health authorities, schools, hospitals, parish and town councils
- Grant making organisations or bodies who fundraise or distribute grants on behalf of other organisations
- Regional offices of national bodies if they are not independent i.e. you must have your own local accounts and management committee
- Groups whose beneficiaries are not people
- Projects that help only one individual
- Groups that have had a previous grant which has not been managed satisfactorily

### **Grants will not be awarded for:**

- Works or equipment already committed, bought or completed (including trips)
- Projects where beneficiaries live outside of Cornwall or the Isles of Scilly
- Unspecified expenditure
- Projects primarily for the advancement of religion or politics

## **How much can you apply for and when can you apply?**

Each grant programme has its own specific criteria, please either look on our website or contact the office for further information on a specific grant programme.

## **Making an application**

You will need to complete an application form available from our website or by contacting us. Your application will need to demonstrate how your project fits the criteria.

## **You will be asked to enclose the following documents with your completed application:**

- Signed evidence that your organisation is not for profit and has charitable purposes. If you are a company limited by guarantee enclose copies of your Memorandum & Articles of Association. If you are a community group, your Constitution or Set of Rules – if we have received a copy of your set of rules in the last two years we do not need another copy, however please specify this on your application form
- A copy of your most recent accounts/ balance sheet
- One signed suitable references

## **You will be asked to confirm you have:**

- Suitable insurance for your project
- A suitable Health and Safety Policy
- A risk Assessment (where appropriate)
- A Disclosure and Barring Service Policy and Safeguarding Adult Policy if you work with children and young people or safeguarding adults
- Your staff and volunteers have passed DBS checks
- Considered the future sustainability of your project
- Considered the environmental impact of your project

## **Referee guidance**

The referees must be independent of your organisation, know its work well and know about the project for which you are requesting funds.

## **What happens next?**

If you have an e-mail address we will correspond with you by e-mail. Please make sure the e-mail address provided is regularly checked after submitting an application.

We will acknowledge receipt of your application within 5 working days. If you have not heard from us within this timescale please contact us. We will assess your application, ensuring it meets the criteria and all supporting documents have been received. We may contact you during office hours to carry out an assessment. Following this assessment, your application will be considered by the panel at the scheduled meeting. You will receive the result of your application within 5 working days of the panel.

## **Publicity**

We encourage you to publicise your grant to help promote the work you are doing and also the work we are doing. Please send us copies of any press articles or promotional material when you submit your Social Impact Report. We love to share your stories!

When publicising your grant the name of the Foundation is Cornwall Community Foundation and the following wording should be used when acknowledging your grant, either:

'Supported by the <relevant fund name> via Cornwall Community Foundation' or 'Supported by Cornwall Community Foundation'

By signing the Declaration on the back of the application form you agree to promote the Cornwall Community Foundation by displaying our logo and website link on all your promotional materials. Our logo can be downloaded from our website.

### **Change of Grant use**

Grants awarded must be spent for the approved purpose within the timeframe you specify on your application form, failing which it may be necessary for funds to be returned. If circumstances change and you wish to amend your original project you must write to CCF detailing the proposed change, with cost impacts, for the panel to consider. No work should be undertaken without the prior approval of CCF otherwise it may also be necessary for funds to be returned.

### **Decisions**

Please note there are limited monies available for Cornwall and the Isles of Scilly, **so not all eligible applications can be funded**. The decision of the Grants Panel is final.

### **Monitoring and evaluation**

As part of the terms and conditions of your grant all groups must complete our Social Impact Report, this is sent to you along with your outcome e-mail. The Social Impact Report is the monitoring and evaluation of your project which must be completed and returned to us no later than a year from the panel date, or when your project is complete, whichever is sooner. As well as completing the Social Impact Report we also request Jpeg pictures and quotes from beneficiaries.

**Please send applications and supporting documents to  
Cornwall Community Foundation, Suite 1, Sheers Barton, Lawhitton, Launceston,  
Cornwall, PL15 9NJ**

**For more information about the CCF please contact us on 01566 779333 or view our website at [www.cornwallfoundation.com](http://www.cornwallfoundation.com). For updates regarding CCF's grant programmes and developments please follow us on:**

