



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

# GRASSROOTS GRANTS

## APPLICATION GUIDANCE

### How to apply for a grant

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# **GRASSROOTS GRANTS APPLICATION GUIDANCE**

## **1. SUMMARY**

These guidance notes provide details about the aims and criteria of the Grassroots Grants Programme and how to make an application. In Surrey, the Grassroots Grant programme is managed by Surrey Community Foundation.

Grassroots Grants are available for running costs or capital items of between £250 and £5,000 for small volunteer led community groups with an income of £20,000 or less and have been active for at least 1 year prior to applying.

## **2. WHAT IS GRASSROOTS GRANTS**

Grassroots Grants is a national programme (2008-2011) to support small, voluntary led community groups to build stronger more active communities. The Grassroots Grants programme is funded by the Office of the Third Sector (OTS) and is being managed nationally by the Community Development Foundation (CDF). Surrey Community Foundation has been awarded the funding to deliver the Grassroots Grants programme in Surrey.

Nationally, £80 million has been allocated for the Grassroots programme, with over 1 million available to support local communities in Surrey.

A further £1m is available for Surrey if the Community Foundation can raise a further 2 million by 2011. ie. Over the next 3 years, for every £2 donated into permanent invested funds within the Community Foundation, £1 will be donated from the OTS. This will increase the permanent invested funds by £3m with the income generated providing support to Surrey's communities in perpetuity.

## **3. AIMS**

The specific aims of the Grassroots Grants programme are:

To increase immediate grant funding and capacity building support to small voluntary and community groups enabling them to continue or expand their work including advocacy, community voice and service provision for local people

## **4. SIZE OF GRANTS**

Grants of between £250 and £5,000 are available. Organisations can apply for either a one-off grant or a grant spread over the period up to March 2011, as long as the total grant awarded over the period is no more than £5,000.

## **5. WHO CAN APPLY**

Voluntary and community groups in Surrey which are charitable in purpose and are connected with and/or meeting the needs of the local community can apply. This includes:

- Volunteer led grass roots community groups and organisations in Surrey that have been active for at least 1 year prior to applying;
- Organisations don't have to be registered charities but should have a constitution (or set of rules) and a bank account. Help is available to create a constitution or to help with other governance issues relating to your application;
- Organisations must have an average income of less than £20,000, taken as an average over the last 3 years, or over the life of the group if it is less than 3 years old. The average income is net of any grants received from Grassroots Grants; and

The Grassroots Grants programme is not able to fund the following:

- individuals or statutory organisations, such as Local Authorities, schools and the Police Force;
- Regional or local offices of a national organisation;
- Arms length public sector organisations that are controlled wholly or in part by, for example, a Local Authority, a Primary Care Trust or agencies of these;
- Commercial ventures;
- Any party political or religious activity;
- Organisations that are for the sole benefit or relief of animals or plants.

## **6. WHAT CAN YOU APPLY FOR?**

Grants are available to support a wide range of costs to respond to the needs of local communities. Grassroots Grants can fund:

- Running or operational costs – eg. Stationery, telephone, activities;
- Capital items - a single piece of equipment that costs at least £1,000 and has a life of more than 1 year. eg. Computers, photocopiers, digital projectors;
- Lobbying or campaigning activities related to 'community voice' but political or religious activities cannot be funded (although grants can fund religious groups working in their communities, but not proselytising or religious activities, such as religious services or artefacts).
- Funding for Asylum seekers, defined by the following – 'a person who has brought an asylum or human rights claim in the UK which has not yet been determined and a person who is a dependant on such a claim'.

Organisations may apply for all the costs associated with their project (full cost recovery), for example funding for an event may also include a proportion of the group's usual overheads or core costs.

## 7. MAKING AN APPLICATION

- ❑ If you are interested in applying for a grant from the Grassroots Grants Programme, please contact the Grants Administrator to discuss your project. An application form will then be sent to you.
- ❑ You can discuss your project and get help with your application – We are here to help!

**Telephone – 01483 555640 or email: [info@surreycommunityfoundation.org.uk](mailto:info@surreycommunityfoundation.org.uk)**

- ❑ Complete the application form and return to the address given. Please contact us if you require any further information or advice in the application process or in completing your application form.

## 8. ASSESSMENT OF APPLICATIONS

- ❑ Once your application form has been received, a letter acknowledging receipt of your application and the timetable for assessment will be sent to you.
- ❑ Your application will be assessed against the Grassroots Grants criteria. Where appropriate, we will contact you to obtain any further information.
- ❑ Applications will be considered each month by the Grassroots Grants Community Panel consisting of representatives from local organisations and community groups.

## 9. TIMESCALES

Applications can be made at any time up until Jan 2011.

Application deadlines: Last Friday of every month.

Decisions notified – within 3 weeks of the deadline date, unless additional information is requested.