

Using small grants to support small voluntary and community groups and organisations throughout Bedfordshire and Luton



Managed by the Community Development Foundation
Supported by HM Government's Office for Civil Society

2008-2011 Criteria

A grant making programme managed by
Bedfordshire and Luton Community Foundation
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Registered charity number 1086516



Bedfordshire & Luton
Funding Network



quality accredited

Explanatory notes and criteria for awards

Please read the following notes carefully before completing the application form.

What is Grassroots Grants?

Grassroots Grants was set up by the Government department, the Office of the Third Sector to provide small grants to local voluntary and community groups between 2008 and 2011. In all, agents across England will be distributing £80 million in grants over the period.

The Community Development Foundation manages the fund on behalf of the Government and has appointed Bedfordshire and Luton Community Foundation as its agent for this area.

The aim of the scheme is to increase immediate grant funding and capacity building support to small voluntary and community groups and organisations throughout the area, enabling them to continue or expand their work.

Who can apply for funding?

Any small, volunteer led community group that is connected to the needs of the local community can apply for a grant, provided that their annual turnover (averaged over the last three years) is less than £30,000 and that they have been running for a year or more. Groups must have a governing document which at the least shows the name, aim/purpose, objects of the group and which includes a dissolution clause and a list of executive members/trustees and their signatures.

How much can you apply for?

Grants range from £250 to £5,000. £5,000 is the maximum that any one group may receive during the lifetime of the scheme (i.e. until March 31st 2011). **All moneys given in grants to a group must be spent by March 31st 2011.**

What kind of projects can you apply for funding for?

Grassroots Grants is looking to support community groups which can use funds to:

- Purchase equipment, such as computers, furniture etc.
- Put on a local event or workshop
- Pay for staff costs to enable the employment of individuals
- Contribute to rental costs

- Cover the cost of training or attendance at a conference or event
- Pay for additional activities that help expand an existing project
- Support community activity
- Projects that meet an identified need in the local community
- Help a group to achieve a quality or other standard relevant to their activities.
- Pay for membership of local support groups (e.g. your local CVS or Rural Communities Charity – for details see later).

In addition, the grants scheme will pay for management costs associated with a specific project on a Full Cost Recovery basis (please contact us for more details on this subject).

If you have any other needs, please include these or contact the Foundation to discuss them.

We cannot support:

- Individuals
- Commercial ventures
- Projects that solely support animals or plants
- Statutory organisations (such as schools)
- Groups controlled by public sector organisations such as Local Authorities or Primary Care Trusts
- Applications that support the furtherance of any one religion or political party
- Regional or local offices of national charities, but please check with the Foundation if you are uncertain about your group's eligibility to apply.
- Organisations that have not fully completed all sections of the Grant Application Form, provided all other requested information and documents or who have not answered any subsequent questions put to them.
- Organisations that do not have a building society or bank account. Cheques will not be made payable to individuals.
- Groups whose turnover exceeds £30,000 (averaged over three years and excluding any previous Grassroots Grants).
- Projects that have already been completed (retrospective funding).

How do you apply for a grant?

Contact the Bedfordshire and Luton Community Foundation who will provide an application form and offer advice on any projects to confirm whether or not they are likely to be considered.

An application form can be posted to you, e-mailed to you or downloaded from the grants page of our web site.

The grant panel meets six times a year, and we operate a rolling deadline so that you can send your bid in to us at any time. We will aim to let you have a decision within 28 working days of receipt of a fully completed bid.

Help

If you have any difficulties in completing the application form, you can call the Community Foundation office for assistance. We have our own support worker who will be happy to talk you through the bid or visit you to find out ways in which we can help with the application process.

The following agencies can also offer help in completing forms and offer advice on other possible sources of funding:

- Community & Voluntary Service, Mid & North Beds. – 01234-354366
- Voluntary Action Luton – 01582-733418
- Voluntary and Community Action (South Beds) – 01525-850559
- Luton Department of Regeneration – 01582-546000

The Completed Form

Send your completed application form and any other relevant documents to the address shown on the front page. E-mail versions are acceptable, but a signed declaration will be required before a grant is agreed.

Please make sure you have weighed your envelope and paid enough postage.

Please make sure the documents are sent in plenty of time to arrive before the deadline given, otherwise the application will not be considered until the next panel meeting.