



Caradon Area Community Fund Guidelines

What is the Cornwall Community Foundation?

The Cornwall Community Foundation invests and manages funds and distributes grants on behalf of individuals, companies, charitable trusts and statutory agencies to meet needs in Cornwall and the Isles of Scilly.

The **Caradon Area Community Fund** has been created to provide a sustainable source of funding that will meet the needs of existing and future grass root community and voluntary groups and projects working to improve people's lives in the old borough of Caradon.

This includes:

St Cleer, St Neot, Lanteglos, St Veep, Duloe, Lansallos, Pelynt, Dobwalls, Liskeard, Lynher, Menheniot, St. Ive, Looe, St Martin, Deviock, Sheviock, St Germans, Rame Peninsula, Saltash, Landrake, St Dominick, Calstock and Callington.

The purpose of the fund is to offer opportunities to grass roots community and voluntary groups in the old borough of Caradon area to receive small grants so they may create and/or deliver projects for the benefit of their community and members via a simple, effective, inclusive programme.

In particular the fund would like to support projects adopting any of the following themes:

- Safety, including crime and disorder
- Sustainable neighbours, including environment and housing
- Prosperity, skills and jobs
- Lifelong learning
- Transport
- Health and healthy living
- Culture, sports and the arts
- Community cohesion including issues of race and disability

Who can apply?

Any not for profit organisation (except those with sole political or religious purposes) based in and for the benefit of people in the old borough of Caradon including:

- Registered charities
- Voluntary Groups
- Community Groups
- Clubs
- Friends Associations
- Sports Clubs

Sorry, but this fund cannot help:

- Individuals or projects that help only one individual
- Statutory/Public Sector organisations such as health authorities, schools, hospitals, councils such as, town or district, or applications which replace a statutory service

- Other 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 accounts and committee
- Groups whose aims are not for people e.g. animals and plants

Grants will not be awarded for:

- Works or equipment already committed, bought or completed (including trips)
- Outside County benefit and outside of the geographical area of benefit
- Unspecified expenditure or general requests for monies
- Requests not directly relating to the proposed project

Examples of what can be funded (this list is not exhaustive):

Your request for funding must be for a specific project, examples could include

- Purchase of equipment such as computers, please note electricity surge protection must be purchased for these items (this can be included in your grant request)
- A local educational outing, event or workshop, including travel
- Volunteer training
- A contribution towards a larger project
- Both established and start up projects/organisations
- Previous recipients of the CACF can apply again providing it is for a different project on the condition CCF are in receipt of the end of grant report and receipts from the previous award

What are the criteria?

- Your group must be based in Cornwall and the Isles of Scilly, specifically in the old borough of Caradon, with benefit to residents of the same
- You must be volunteer led and your group must benefit your community
- Your project must be complete and monies spent in full within one year of the grant

How much can you apply for?

Grants range from £250 to £3,000

When can you apply?

Panel meetings will occur annually.

2016 funding dates:

- Application deadline date 10th October 2016
- Grants Panel meeting 7th November 2016

Making an application

You will need to complete an application form when the fund is open for applications (dates mentioned above), downloadable from CCF's website or by telephoning CCF on 01566 779333. Your application will need to demonstrate:

- How your project fits the criteria
- Signed evidence your organisation is not for profit and has charitable purposes e.g. if you are a company limited by guarantee enclose copies of your Memorandum & Articles of Association, if a community group, your Constitution or Set of Rules
- One written signed suitable reference
- An enclosed copy of your latest accounts
- An up to date bank statement (this should be the same account as shown under finance on the application form)

You will be asked to confirm you have:

- A suitable Health & Safety Policy or Risk Assessment for the project
- A suitable Child Protection/Safeguarding Children & Young People Policy if your project involves children, young people or venerable adults
- Your staff and volunteers have passed CRB / DBS checks if applicable

Please enclose one signed, suitable, reference:

This should be from someone that knows the organisation and the project, but not directly related. If you cannot provide a written reference with your application please explain why, without a suitable written reference being enclosed, your application will not be considered.

What happens next?

We will endeavour to acknowledge receipt of your application via e-mail within 5 working days. If you do not hear from us please contact the office. Once we have received your application and CCF confirms it meets the criteria, our assessor may contact you by telephone to discuss the application in more detail. Therefore please ensure the contact provided is available during office hours and has knowledge of your group. Following this initial assessment, your application will be considered by the Panel at the next scheduled meeting (mentioned above). You will receive the result of your application via e-mail within 5-10 working days.

Publicity

Grantees are requested to co-operate with any reasonable requests by CCF or Caradon Area Community Fund Panel for publicity reports relating to the use of the grants. Unless otherwise stated, grantees agree to photographs supplied to CCF, Caradon Area Community Fund Panel, or taken by CCF, to be used for publicity purposes.

Change of Grant use

Grant awards must be spent and an end of grant report (provided by CCF) along with receipts must be received by CCF within a year from the panel date or when your project is complete whichever is sooner. Failing this may result in CCF asking for you to return the funds. 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 in this fund, **therefore not all eligible applications can be funded**. The decision of the Grants Panel is final.

Monitoring and evaluation

Grantees must agree to complete an End of Grant Report (on a standard form supplied by CCF) and include receipts of any purchases no later than a year, or when your project is complete, whichever is sooner.

Please send your application and supporting documents to the below address:

Cornwall Community Foundation, Suite 1, Sheers Barton, Lawhitton, Launceston, Cornwall, PL15 9NJ
Tel: 01566 779333
grants@cornwallfoundation.com