

# Guidelines: Main Grant Programme



## 1. What is Gloucestershire Community Foundation?

Gloucestershire Community Foundation (GCF) manages a portfolio of funds on behalf of individuals, companies, charitable trusts and statutory agencies. Out of these funds GCF makes grants to good causes in the County of Gloucestershire by way of numerous grant programmes of which this Main Programme is one. Please note, this programme is not available in South Gloucestershire.

## 2. What can you apply for?

To be eligible for a grant from the Main Programme you must be able to demonstrate that you will benefit people in your community by helping them to lead more fulfilling lives, particularly where there is known deprivation, disadvantage, or isolation. Disadvantage may be the result of poverty, disability, age, location or culture.

GCF's priorities include projects or activities which:

- Reflect the needs and concerns of their beneficiaries by adding value to existing community provision;
- Enable people to take up opportunities that would otherwise not be available to them;
- Encourage local volunteers to engage with their communities;
- Develop partnerships with other local organisations and groups;
- Demonstrate imagination and initiative by securing funds from diverse fundraising activities. See section 7 of this document for more information

## 3. Who can apply?

Main Grants are normally awarded to local, voluntary and community organisations where a small amount of money can make a big difference. Applicants must be based and working in Gloucestershire. You do not have to be a registered charity, as long as the work you do has charitable aims.

There is no limit to the size of organisation that may apply to Main Grants Programme. However, applicants with more than eight months of annual expenditure in unrestricted reserves will be considered a lower priority for funding. Therefore, if your organisation is holding significant reserves you will need to make it clear why these reserves cannot be used to cover the cost of the intended project or activity.

## 4. How much do we award?

Awards are available of between £1,000 and normally a maximum of £10,000. Please note that only in exceptional circumstances will grants in excess of £10,000 be awarded.

## 5. Examples of grants

- £1,000 towards the purchase of equipment for a parent and toddler group based in a disadvantaged area.
- £1,600 to cover the costs of materials, printing and distribution of a community newsletter helping to improve relationships in a local community.
- £4,500 to support a group to renovate a workshop and purchase essential start up equipment for activities that provide ex-offenders with positive learning experiences.
- £3,500 towards a counselling organisation developing partnership work to support disadvantaged children and their families.
- £1,960 to offer supported gardening sessions to vulnerable groups, including people recovering from mental ill health, older people and carers.

## 6. What we don't fund

- Individuals – although in exceptional circumstances they may be considered.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups promoting religious beliefs.
- Arts projects with no community or charitable element.
- Sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.
- Projects that take place before an application can be processed.
- Activities that are intended to raise funds for other organisations.

Please note that vehicles, conferences and exhibitions are usually given low priority. General requests for contributions towards the core running costs of an organisation that are not related to a specific project, e.g. staff, premises, core services, are also usually given a low priority. However, the organisation's circumstances will be taken into consideration when assessing the priority of an application.

## 7. Fundraising activities

All groups applying are encouraged to seek match funding. Some fund holders with GCF wish to match fund charitable organisations that have been creative in their fundraising efforts. Therefore, GCF encourage applicants to demonstrate fundraising efforts in addition to applications to other trusts and foundations. The decision panel for this grants programme will be looking for the most novel and creative activities.

## 8. How to apply

You will need to complete an application form. You can apply online on the Community Foundation's website at [www.gloucestershirecf.org.uk](http://www.gloucestershirecf.org.uk). Alternatively, you can request an application by post or email by contacting our office. As well as the completed application form you will also need to provide the following:

- A copy of your organisation's governing document/constitution/set of rules that set out the purpose of your organisation and how it is managed.
- A list of the names and addresses of your group's management committee. This should be at least three unrelated people.
- Evidence of a bank account in the name of the organisation. The bank account must have at least two signatories. Alternatively, if you belong to a small organisation that does not have a bank account, another charitable organisation can look after the funds for you. But, you must provide written authorisation from the organisation that will do this.
- A copy of your organisation's most recent accounts or financial information that show your organisation's balance of funds, income and expenditure. If you do not have financial records that cover a full year, then you will need to provide the records you currently have.
- A copy of your organisation's safeguarding policy if you work directly with children or vulnerable adults.
- The contact details of a referee. The referee should know the work of the applicant organisation in a professional capacity but not be directly involved in their work.
- A risk assessment if your application is seeking funding towards a capital project in a public space (e.g. renovating a village hall)

**Please note**, applications will be rejected if these supporting documents are not provided.

## 9. What will happen next?

Once we have received your application it will be assessed by a member of GCF staff. They may contact you for further information or to arrange to meet to discuss the application in more detail. Applications are considered by a Grants Panel comprising Trustees and advisors to the Gloucestershire Community Foundation.

There are generally three Main Grants Panel meeting throughout the year, please see the website [www.gloucestershirecf.org.uk](http://www.gloucestershirecf.org.uk) for deadlines for this programme.

**Please note**, the decision of the Grants Panel is final, and there is no right to appeal (please refer to section 9 and 10 of our Grant Making Policy).

## 10. Reapplying?

Groups can reapply for funds from the Main Programme 12 months after their last award. Please note that if a group has received three consecutive Main Grants, then we expect that they try to seek funding elsewhere for at least one full calendar year before re-applying.

## 11. Monitoring and evaluation

At an appropriate time, usually six months, after the grant has been paid we will send you a grant monitoring report form. This form asks for details of how the grant was spent and what was achieved. In addition, a member of staff or trustee may contact you to arrange a visit to find out more.

## 12. How we collect and hold your data

The personal information collected via the application form is collected to solicit and process applications for grants from GCF. All information is collected in accordance with the Data Protection Act 1998 (DPA), and the General Data Protection Regulations 2018 (GDPR). By completing an application form, you are giving consent for the information to be collected and for GCF to communicate with you/your organisation. We hold all personal information on our secure Customer Relationship Management database; grant related information is disclosed to grant panel members and to donors. We publish lists of grants awarded, and we use data in our publicity, but we anonymise details of any individual grantees. If you feel that any other information about your application or project should not be made publicly available, please contact us to discuss this.

Please refer to our Privacy Policy at <https://www.gloucestershirecf.org.uk/privacy-policy>

## 13. Need more information?

If you need more information about the Main Grants Programme please contact:

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