

Guidelines: GCF Community Fund Programme

1. Who are Gloucestershire Community Foundation?

Our aim is to help Gloucestershire to become a place where people and communities thrive and are empowered to become resilient and strong.

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. Grants are awarded through the GCF Community Fund Programme on behalf of a wide range of funds from the portfolio.

We know build knowledge of our local communities' needs through our annual Vital Signs research as well as our work to support grassroots community groups. We work with key partners who can deliver solutions locally and we act as a trusted broker between donors and the voluntary and community sector in Gloucestershire.

2. What can you apply for?

To be eligible for a grant from GCF Community Fund you must be able to demonstrate that you will benefit people in your community by helping them to lead more fulfilling lives, particularly where communities are facing particular challenges as a 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

Please note that whilst we can cover salary costs, project costs, essential running costs and the purchase of specific items, we are not currently funding large capital/building/renovation projects due to limited funding available.

3. Who can apply?

GCF Community Fund 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.

Please see below for additional notes about the organisations we will support:

Community Interest Companies (CICs)

We will consider applications from Community Interest Companies (CICs) that:

- Demonstrate they have clear charitable purposes and that their work has a defined social benefit.
- Are registered with Companies House
- Have three or more unrelated directors
- Have an appropriate 'asset lock' clause in the Articles of Association showing that your organisation's assets will be distributed to a named not-for-profit organisation with similar charitable aims in the event of closure

- Are Companies Limited by Guarantee, as opposed to Companies Limited by Shares
- The salaries and benefits of any paid directors are approved by a majority of non-executive directors and are reasonable and proportionate to the work they do and the financial position of the organisation
- In addition to the above, to be eligible, non-charity social enterprises must provide a plan explaining how the organisation is or aims to be financially resilient with trading as a core part of its income. If we agree the plan is appropriate for the social enterprise's age and size, we can consider applications for: reasonable direct costs of services that address a new or unmet community need, or which provide new ways of addressing issues; building the organisation's capacity to develop and run such services.

Here are links to some useful information from the Office of the Regulator of Community Interest Companies:

- [How to form a CIC](#)
- [Community Interest Companies: Guides](#)

Statutory Organisations

We don't fund work that statutory bodies (such as schools, GPs, hospitals or local authorities) have a duty to provide. We do not fund work that duplicates or substitutes these activities. We can consider applications for additional services that are beyond the state's responsibility. In these cases, we would expect you to show clear evidence that this is an additional service and that it is for the benefit of the wider community.

Reserves

Applicants with more than nine months of annual expenditure in unrestricted reserves are unlikely to be awarded a grant. 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 up to £5,000.

5. Examples of grants

- £5,000 towards the salary of a community worker
- £1,600 to cover the costs of materials, printing and distribution of a community newsletter helping to improve relationships in a local community.
- £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
- 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
- Holidays for individuals/families
- 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.
- Large capital appeals and applications for vehicles or one-off events are being treated as lower priority at this time of high demand on our funds.

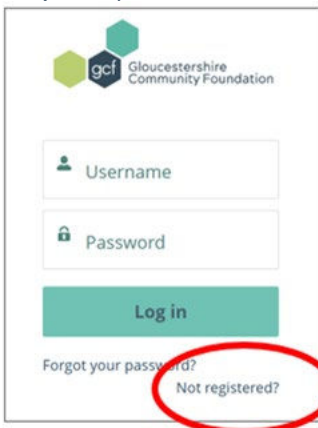
7. Fundraising activities

All groups applying are encouraged to seek match funding or develop a spread of different income streams for their work. 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.

8. How to apply

Please click the 'Apply Now' button at the bottom right of the screen. This will take you through to our application portal.

You will need to register yourself and your organisation on the portal (if this is the first time you are using the portal).



The screenshot shows the Gloucestershire Community Foundation login page. At the top left is the GCF logo. Below it are two input fields: 'Username' and 'Password'. A green 'Log in' button is positioned below the password field. At the bottom left, there are two links: 'Forgot your password?' and 'Not registered?'. The 'Not registered?' link is highlighted with a red circle.

If you have any issues with accessing your account please if possible take a screenshot/photo of the page you are on and email operationsmanager@gloucestershirecf.org.uk

Our grants team will review your completed application and contact you if we need any further information ready for your application to be shared with the grants panel.

As part of the full online application process you will be asked to attach the following supporting documents:

- A constitution/governing document/set of rules, that sets out the purpose of your organisation and how it is managed.
- The contact details (email and phone number) of three unrelated committee members
- A copy of your most recent annual accounts or financial records (if not already publicly available). If you do not have financial records that cover a full year then you will need to provide the records you currently have.
- A safeguarding policy if your organisation works directly with children or vulnerable adults.

If your application is successful, we will also request a copy of a bank statement or other evidence of a bank account in the name of your organisation. The bank account must have at least 2 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.

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

9. What will happen next?

Once we have received a full 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 community advisors to the Gloucestershire Community Foundation.

There are generally three GCF Community Fund Panel meeting throughout the year, please see the website 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.

Applicants may apply to the GCF Community Fund programme for funding for up to 5 years in a row or until a total of £40,000* worth of grants have been awarded from GCF in a five year period (which ever is sooner) We will ask you to take break of two years from the time of your last successful application before reapplying to the GCF Community Fund programme to enable us to achieve a greater reach with our limited funds.

Under exceptional circumstances, as covered below, we may consider (but cannot guarantee) funding applications from organisations who have received more than 5 consecutive years of funding or more than £40,000 in those past 5 years:

- Organisations at risk of closure who have less than 2 months' worth of operating costs remaining in reserves (we will expect you to provide a recovery plan including details of how you will change your working model in order to survive in the future and other funders who may collaborate to support your recovery)
- Organisations providing a core service in times of crisis/emergencies

If you are unsuccessful you may reapply at a time suitable to yourselves though we advise that you speak with the Grants Manager first.

11. Monitoring and evaluation

At an appropriate time, usually six-12 months, after the grant has been paid or at the date when you have told us the funded work will be complete, 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 GCF Community Fund Programme please contact:

Name: Faye Henessy, Grants Manager
Phone: T: 01242 682 345 M: 07444124390 (Monday-Thursday 9am – 3pm)
Email: grants@gloucestershirecf.org.uk
Post: The Manor, Boddington, Cheltenham, Gloucestershire GL51 0TJ

Registered Charity Number: 900239