



# Kirklees



*Connecting people who care  
with local causes that matter*

## Grassroots grants guidelines

Community Foundation for Calderdale (CFFC) is a grant making body, which distributes funds in support of charitable and voluntary work in Kirklees on behalf of the Office of the Third Sector (OTS).

Before filling in an application form for a grant you need to make sure that that you meet the specific requirements of Grassroots Grants so that you don't waste time and effort. If you have any queries regarding your project please contact the Grants Team at the Foundation on 01422 438738.

You can also contact Voluntary Action Kirklees for support with your application. Contact them on 01484 518457. We give copies of all applications we receive from Kirklees groups so that they can offer you the support you need with your application.

### Who can apply?

- voluntary, community and faith groups run for and by local people.
- constituted groups and registered charities working in Kirklees.

### General requirements

All groups applying for grants must:

- be doing work that directly benefits people living in Kirklees
- have a constitution or set of rules
- have their own bank account
- show how it is meeting the needs of local people
- ensure that their services and activities are open and accessible to everyone in the community that they serve
- have a written policy for safeguarding; children, young people or vulnerable adults, if they work with any of these groups or they would take part in the planned activity.

### Who can apply?

- Voluntary and community groups with a constitution, you need not be registered as a charity
- groups run mainly by volunteers
- Community and voluntary groups with an income of less than £20,000. Your income would need to be less than £20,000 per year taken as an average of the previous three years (or since your group was established if its less than three years old).

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## Who cannot apply?

- Statutory organisations, such as local authorities, schools, hospitals
- Regional or local offices of national organisations
- Arms-length public sector organisations or any group controlled wholly or in part by a statutory organisation
- Party political activities
- Commercial ventures
- Projects primarily supporting animals and plants
- Projects supporting asylum seekers that are inconsistent with immigration laws and/or Home Office policy
- Individuals.

## How much can we apply for?

- grants of up to £5,000 are available (the minimum you can apply for is £250)

## What are our priorities?

Grassroots Grants for Kirklees welcomes applications from all eligible community and voluntary groups operating in Kirklees. We will give priority to projects that meet at least one of the following: -

- Projects benefitting people who are disadvantaged or who live in communities that are particularly disadvantaged
- Projects demonstrating that their work will bring diverse communities together
- Projects that promote the involvement of more people in community activity and volunteering.

Applicants should show how their project meets at least one of these priorities.

## What can we not fund?

- general appeals
- retrospective funding – this includes activities that have already taken place or repayment of money that you have already spent.
- religious activities or projects that promote religion – we will fund activities carried out by faith groups for example a lunch club for older people but not the purchase of new hymn books.
- statutory organisations, such as Local Authorities, schools, hospitals or projects which would normally be funded from statutory sources
- regional or local offices of national organisations
- Arms length public sector organisations or any group controlled wholly or in part by a statutory organisation
- party political activities
- commercial ventures
- projects primarily supporting animals and plants

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- projects supporting asylum seekers that are inconsistent with immigration laws and/or Home Office policy

### **The process for grants up to £5,000**

- Applications are considered within an eight week cycle. This means that you will not have to wait for longer than eight weeks for a decision about your application.
- Your application may be subject to a reference from an independent referee.
- A member of the Grants team will contact you to arrange a telephone assessment if your application is for more than £900.
- All applications are considered by the Grants Panel.
- The Foundation may in certain circumstances award a grant dependent on certain conditions. This is the promise of a grant that will be paid when specified conditions have been met.

### **If you are successful**

- Successful applicants must ensure that CFFC and Grassroots Grants are included in any publicity they arrange.
- Successful projects will receive an evaluation form with their grant, which must be returned to the CFFC as soon as funds have been spent. If the evaluation form is not completed your group will not be eligible for further grant aid from the CFFC or Grassroots Grants.
- Successful projects may be contacted by the Grants team once the funding has been given to arrange an evaluation visit and audit the spending of this grant.
- Successful applicants must send their annual accounts or annual financial report showing the income and expenditure of the award.

### **Please send your completed application to:-**

✉ The Grants Team  
Community Foundation for Calderdale  
Community Foundation House  
162A King Cross Road  
HALIFAX HX1 3LN

☎: 01422 438738  
E-mail: [grants@cffc.co.uk](mailto:grants@cffc.co.uk)

Or apply on line at [www.cffc.co.uk](http://www.cffc.co.uk)