

Making Local Life Better

Eligibility Guidelines and Guidance Notes

About the Fund

Where Does the Money come From, and What Is it For?

The Making Local Life Better Fund is made up of money from private donor grant-giving funds that the Community Foundation manages. Donors' funds are like their own charitable grant-giving foundations; they choose their aims, and usually the grants they give. We summarise for them, and they can see your application.

Donors choose different charitable aims, but all support local communities, and many particularly want to support smaller* grassroots community, voluntary and charitable groups improving the lives of local people, particularly who are vulnerable, under-represented or disadvantaged.

**Charities with large free reserves, surplus income, or over £1M income may be considered lower priority.*

Many donors are keen to support groups who are responding to emerging and known needs in the community, or who are providing services or support at low or no cost to people who wouldn't otherwise be able to access the services provided. Your application will be stronger if you can show how your group is doing this.

What Can You Apply For?

You can apply for a grant for work anywhere in Leicestershire and Rutland, for between £1,000 and £3,000. You need to spend the grant within a year of receiving it. You can apply to cover costs such as:

- Core costs
- Staffing
- Training and skills development
- Rent, hire, premise cost
- Volunteer expenses
- Equipment and materials (*that directly benefit people or your project: please note that larger items such as furniture or vehicles are rarely selected by donors*)

Timelines and decision-making

Applications are reviewed 3 times a year, and you will always be notified of the outcome. All grant applications are first fully assessed by a trained assessor. They are then reviewed by a panel and/or a donor directly. This can take time, so we provide open, close and notification dates to help you plan (these can be found on the website). We recommend your project starts 1 month after the notification date.

Re-applying

- Two Making Local Life Better grants cannot be held at the same time; your End of Grant form must be completed before you apply again. You are able to apply for a relevant different fund that is open.
- If you have submitted an application which hasn't been funded, you cannot resubmit the same project unless specifically advised to, or if there is evidence of substantial change.

About You

What Kind of Organisation Can Apply?

You can apply if you operate in Leicester, Leicestershire or Rutland and are one of the following:

- Registered charity

- Constituted Community group
- Company Limited by Guarantee with charitable aims
- Community Interest Companies, Community Interest Organisations
- Social Enterprises (including some Co-operatives)
- Parish Council (for non-statutory funded work)
- PTAs
- Churches and other religious organisations (if the funded activity is not deemed to be proselytising)

Further information:

- Your organisation must have a minimum of three **unrelated management committee members** (trustees/ directors etc) who are independent and unrelated, and none of whom have more than 50% control. It is also a requirement that you have a minimum of two bank signatories.
- Your organisation must adhere to the government-issued [Charity Commission guidance](#) and [Charity purposes and rules](#).
- Funding to charitable companies or CIOs is restricted to funding their charitable objectives only.
- Any **national charities** would need to be able to demonstrate that they have a **local branch**. This would include a local bank account, finances, and showing how you fundraise and deliver in the local area only.

Who Cannot Apply?

- **We cannot fund individuals.** If you are an individual or a family facing difficulties, we recommend that you contact Charity Link on info@charity-link.org or 0116 222 2200
- Private, profit-making businesses, companies (limited by shares), commercial enterprises or sole traders
- Statutory organisations like schools, colleges, academies, universities or local councils (but PTFAs, Parish Councils etc may apply for projects which benefit the wider community and are non-statutory in nature).
- Statutory bodies such as city and county councils or health institutions cannot apply.
- National charities (but we may consider locally managed branches benefitting Leicestershire and Rutland communities).
- Organisations whose main purpose is to fundraise to re-distribute funds are not eligible.
- Faith-based and political organisations, including places of worship, **are** eligible to apply for funding, for non-religious and non-political activities **ONLY**, under the following conditions:
 - Grants must be used for activities that benefit the wider community and are non-religious and non-political in nature. The funded activities should not aim to influence individuals' religious or political choices. Grants cannot be used to support organised religious activities, such as prayer and worship services, or any costs associated with promoting religious or political beliefs.
- Organisations demonstrating poor management of previous grants, or poor financial health

We CANNOT fund the following:

- Projects taking place outside Leicestershire and Rutland, or not mainly for Leicestershire and Rutland communities.
- Organisations cannot use the grant to promote or require employment exclusively from a specific political party or belief system. All hiring practices must be inclusive and non-discriminatory.
- Retrospective funding: that is, projects that will have started before an application can be processed, or repayment of money you have already spent.
- Payment of deficit funding or repayment of loans.
- Sponsorship of events.
- We cannot replace loss of income.
- Purchase or maintenance of vehicles is not usually funded, but we may be able to support reasonable travel costs.
- Animal welfare is usually only considered if the project also benefits people (e.g. disabled riding schemes or training animals which aid people with additional needs).
- Trips abroad.
- Capital builds are not funded.

Your Documents

What documents do I need to have to apply?

You will need to attach the following documentation to your application:

- **A written constitution or set of rules that show how your group is managed and states your charitable aims/benefit to the community and includes a charitable dissolution clause** (*and where funding would be used in line with its original intent*).
- **A copy of a bank statement no more than 3 months old**, in the name of your organisation (this should clearly show your account name, number and sort code). Your account must have *a minimum of two unrelated signatories*.
- A copy of your most recent **annual accounts or financial records**. If you are a new organisation a forecast of your 12 months income and expenditure from the date you became incorporated.

If you have any problems attaching documents to the application form, please send them via email to: grants@llrcommunityfoundation.org.uk

Policies

You will need to have up-to-date policies on Safeguarding, Equity, Diversity and Inclusion, Employment/Volunteering, GDPR, and Health and Safety and be ready to make these available if requested.

NB:

- *You will invalidate your application if you cannot produce these upon request.*
- *The application form asks you to describe your approach to how you use these policies in practice within your work.*

Additional advice information and guidance.

Application Form

Clear, concise, and informative applications are good. We need to see the following in your application:

- Evidence of need for your project, and the difference it will make; We are interested in your organisation, the people you are helping, and how you are helping them.
- The length of time and the number of people you are working with.
- The outcomes you want to achieve (e.g. what you will deliver and to how many people) and the impact you plan your work will have on the people you are supporting.
- Any consultation or research you have carried out.
- How do you partner with, or offer something different to, other similar groups nearby?
- A realistic and accurate budget; a full clear project breakdown for the funding you are requesting (staff or volunteer costs, any equipment, overheads etc) and include a basic budget for the entire project if you are only applying to us for a portion of it.
- How you have considered sustainability: what will happen once the funding has ended? This may include how you look for funding, elements of fundraising, if possible, etc.
- Evidence of Good Management: This could include the experience of your committee members, staff or volunteers or staff who will carry out the project, a realistic plan, and a timescale for the project.

The Process

- There are three deadlines a year for applications: check the timelines listed on the website.
- All applications will be assessed by the Community Foundation, following our guidelines.
- Assessments will be reviewed by our independent advisory panel.
- A decision will be made at a panel meeting and/or by individual donors.
- Applicants will be notified by email as soon as a final decision is made.

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- All successful applicants will need to return a signed grant agreement to guarantee the money will be spent as outlined; payments will then be transferred into the organisation's account.

Grant Reporting: Feedback about how you spent the money

- Successful applicants may receive an interim monitoring phone call or visit from our grant review group.
- All successful applicants need complete a brief "End of Grant" form at the end of the project. We will ask how the grant was spent, the difference the project has made, what was achieved, and any key issues and lessons learnt. You should ensure you have procedures in place to measure key outcomes before you begin your project. Where possible, photographs should always be included. This all helps donors see how important your work is, thank them and encourage them.

Please contact a member of the grants team if you have any queries or need help at any stage of the application process. We are always happy to help in any way we can.

Telephone: 07310 166 399

Email: grants@llrcommunityfoundation.org.uk