

Grants of up to £5,000 immediately available!

The Suffolk Foundation needs to distribute an additional £20,000 of grant funding before the end of October at the request of a new donor. If we miss this deadline, the funding will need to be returned.

The donor is interested in projects that directly support any of the following objectives:

- **Homelessness**
- Services for **families at risk**
- Rehabilitation of people with **drugs and alcohol** addiction problems
- **Young people at risk**
- **Elderly** in need
- Rehabilitation and training for the **disabled**

Grant applications of between £1,000 and £5,000 are sought by **26 October**. Because of the short deadline, I strongly advise that all interested applicants **call me on 01394 610203** to discuss their projects before formally submitting **applications electronically to me on enid.kimes@suffolkfoundation.org.uk**.

An application form and guidelines are attached.

Grant awards will be made during December.

If you have any questions, please contact me.

With best wishes,

Enid

Enid Kimes / Grants and Funding Officer
The Suffolk Foundation, 5 Ancient House Mews, Church Street, Woodbridge, Suffolk, IP12 1DH
T 01394 610203
F 01394 383828
E enid.kimes@suffolkfoundation.org.uk
HAVE YOU VISITED OUR WEBSITE?
www.suffolkfoundation.org.uk

What is The Suffolk Foundation?

The Suffolk Foundation is an independent community foundation that raises new funds from a broad section of corporate and individual donors to support voluntary activity within Suffolk. The Foundation seeks to provide innovative leadership on community issues through thoughtful grant-making in support of those in need. The grants budget is funded by the income from a growing permanent endowment.

How does our Grants Programme Work?

The Suffolk Foundation has established a comprehensive grants process for the benefit of all who live and work in Suffolk. The Committee seeks to achieve an equitable distribution with particular support targeted at those who have, for whatever reason, missed out on the relative wealth of the County.

To reflect the differing needs of applicants, the Foundation offers two tiers of grants: Small Grants and Community Development and Project Grants. Small Grants are specifically geared to meeting the needs of voluntary organisations or community groups requiring a small grant of up to £500. Community Development and Project Grants of over £500 and up to £2000 (or higher in the case of some Named Funds) are to support genuinely good ideas that will make a real difference to the lives of local people and will address a wide range of community issues.

Based on surveys of need within the County, The Suffolk Foundation has identified certain disadvantaged and vulnerable groups as having particular needs, including:

- Older people
- Children
- Young people
- People suffering from a long-term disability or illness
- Carers
- Low-income families
- Minority groups
- People with mental health needs
- People isolated in rural areas

The aim of the Foundation's grant-making is to:

- Promote health and wellbeing
- Tackle disadvantage
- Support local solutions to meet local needs
- Promote community cohesion
- Develop sustainable and supportive communities

What are the General Criteria for Grant Making?

Our general criteria for grant-making are:

- Grants should have an impact on a particular need or problem; you should be able to demonstrate that any grant received will make a real difference to the people or community it intends to support.
- You are expected to be clear about your objectives and must be able to demonstrate that your plans both for the long-term development and for the project are realistic and practical.
- You need to be clear about how you intend to measure the effectiveness of the work supported by a grant from the Foundation.
- Wherever possible, the users of your service should be involved in developing the project as a whole.
- Central to the application should be an awareness of equal opportunities, child protection and vulnerable adult issues.

The Suffolk Foundation is willing to consider applications as part of a funding package where its money can have a significant impact on a project. The Foundation recognises the fact that its promise of funding can attract grants from other sources.

What will we Fund?

The Suffolk Foundation seeks to fund a wide range of community issues and initiatives. These may include expenses such as venue hire, equipment, promotional costs, percentage to core costs and start-up expenses, training and essential refurbishment to buildings, owned by a group or on a long-term lease, provided the improvements benefit the wider community. The Suffolk Foundation has defined exclusions in its grant making and does not make grants to the following:

- Projects not benefiting people living in Suffolk
- Statutory Authorities and Bodies
- Individuals or Families for Personal Needs
- Promotion of religious or political causes
- Retrospective Funding
- Groups with Significant Financial Free Reserves
- Private Members' Sports Clubs
- maintenance costs for village halls but will consider applications for construction or essential refurbishment
- Payments towards endowment funds, deficit funding or loans
- National charities that are not providing clear local benefits
- Welfare of animals
- Overseas expeditions
- Sponsored or fundraising events
- Medical research and equipment for statutory or private healthcare
- Start-up funding for a project that is unable to start within nine months

Who Can Apply?

Any organisation or group established for charitable purposes can apply, provided there is a formal structure that will allow for monitoring of activity and feedback to the Foundation. The Foundation will consider applications from voluntary and community groups in Suffolk whose primary aim is to improve the quality of people's lives.

How do you Apply?

- The Foundation is committed to making the grant application process as easy and as accessible as possible for all local voluntary and community groups, regardless of size and professional fund-raising expertise
- Application deadlines for Small Grants are accepted year round. Applications deadlines for Community Development and Project Grants are stated on The Suffolk Foundation's website www.suffolkfoundation.org.uk
- Grants are limited to one per organisation or group each year.
- Application forms can be obtained from the Foundation's offices or downloaded from our website.
- The Foundation welcomes the opportunity to discuss your application prior to you submitting it for assessment. If your project does not meet the eligibility criteria of any of the Foundation's current grant funds, we will try to provide information to help you identify alternative funding sources.
- The Suffolk Foundation seeks to achieve an equitable distribution of funds across the County in accordance with its Diversity and Equality policy.
- The application forms are designed to gain essential information about your organisation and its eligibility for funding. Information is required regarding the request for funding, how the money will be used, and how a grant will add value to what your organisation is providing to the community.
- Your completed application form should be signed by an officer of the organisation and then posted, faxed or emailed to the Foundation (see below).

What do we require from you?

- Completed application form
- Constitution or signed set of rules
- Up-to-date, audited annual accounts or financial statement signed by the treasurer
- Copies of written estimates or catalogue pages if funding is for equipment or capital costs
- Latest annual report, if available
- Business plan, if available
- Equal Opportunities Policy, signed by the Management Committee
- Child Protection Policy, if applicable, signed by the Management Committee
- Vulnerable Adults Policy, if applicable, signed by the Management Committee
- Any other material you consider relevant to support your application

We seek to support genuinely good ideas that will make a real difference to the lives of local people. Should you have any concerns over providing the information required above, please contact us for practical advice and assistance.

How do we Assess Applications?

The Suffolk Foundation thoroughly assesses your grant application through a strict 7-stage process to ensure that you are eligible for support:

1. Eligibility--Your application is reviewed to confirm that your project meets the fund's eligibility criteria (e.g., promotes health and wellbeing, tackles disadvantage, supports local solutions to meet local needs, promotes community cohesion, and develops sustainable and supportive communities).
2. User/Community--Your application is assessed to confirm your project will benefit people who live and work in Suffolk. The Suffolk Foundation has identified certain disadvantaged and vulnerable groups as having particular needs, including:
 - Older people
 - Children
 - Young people
 - People suffering from a long-term disability or illness
 - Carers
 - Low-income families
 - Minority groups
 - People with mental health needs
 - People isolated in rural areas
3. Finances--The financial position of your group or charity is investigated to ensure you are solvent, not sitting on large amounts of money nor have any deficits that are not being adequately addressed. We ensure that your ideas are costed appropriately and that there is a genuine need for financial assistance.
4. Constitution--To ensure that you are well governed and run effectively, you must demonstrate that you have robust governance arrangements that proportionate to your size and function.
5. Protection Policies--You must demonstrate an understanding of equal opportunities, child protection and vulnerable people protection issues and, where relevant, have appropriate policies in place.
6. Safeguards--A number of compulsory checks are carried out to ascertain that you are genuinely in real need of support. This includes a reference from an independent referee of local standing.
7. Interviews--Once all the above stages have been satisfied, you will be interviewed by telephone to review your application and explore your ideas in more depth. The Foundation is looking for good ideas and the ability to deliver value for money – not just applicants who are good at filling in forms.

Please note that there is no right of appeal on award decisions made. The panel will award according to priority need and funds available. If you are unsuccessful, you are welcome to resubmit an application to subsequent appropriate grants rounds.

How will we Pay You?

Once you have been awarded a grant, The Suffolk Foundation will make the payment on receipt of our signed terms and conditions.

How are Grants Monitored?

The Suffolk Foundation is keen to establish a two-way relationship with you, as this is important to monitor progress, not just to advise the donor of the outcomes of their support, but to provide valuable lessons to inform our own grant making and to continue to work with you to achieve the maximum from your project. The lessons learned from methods and processes of project delivery can serve as best practice methods to share across the sector. Lessons learned from objectives not achieved can be as valuable as those that are achieved in helping to ensure good grant making for the future.

The Suffolk Foundation is mindful of the fact that the monitoring of an award should not be too onerous for you. There are three stages of:

- **Four Month Telephone Monitoring**--For all grants, a telephone interview is conducted four months after your grant is awarded. The interview informally checks your progress and confirms whether any further support is needed.
- **Eight Month Visit Monitoring**--For a grant exceeding £2,000, a site monitoring visit and report are completed after eight months. The visit re-confirms your progress and asks what key lessons have been learned so far.
- **End of Grant Monitoring Report**--For grants exceeding £500, a report is sent to you with the award cheque, to ensure you are aware of the monitoring obligations, to remind you of the agreed objectives and to give you the opportunity to think about the methods by which your successes will be recorded and monitored. The completed End of Grant Monitoring Report is due for return to The Suffolk Foundation no later than 12 months after the grant was awarded.

The Suffolk Foundation will ask you to return your grant award if, for any reason, you are unable to use the grant effectively for its original, defined purpose - unless alternative conditions have been subsequently agreed. Grants must be used for their stated purpose within one year of approval.

The Suffolk Foundation requests mention of the grant in your annual reports, accounts and newsletters or any other appropriate publication or events. The Suffolk Foundation is keen to give active support to you where possible and welcomes invitations to attend open days and Annual General Meetings.

For further information or to submit an application form, please contact:

Enid Kimes
Grants and Funding Officer
The Suffolk Foundation
5 Ancient House Mews
Church Street
Woodbridge, Suffolk IP12 1DH

Tel: 01394 610203
Fax: 01394 383828
E-mail: enid.kimes@suffolkfoundation.org.uk
www.suffolkfoundation.org.uk

For office use only:

| | | |
|----------------------|-------------------|-----------------|
| Date Received | App Number | District |
|----------------------|-------------------|-----------------|

Grant Application Form (for grants exceeding £500)

Before completing this form, please read our guidelines, which are available on: www.suffolkfoundation.org.uk. The information on this form will help us process your application more quickly. We hope you will find it quite easy to complete, but if you have any questions, please give us a ring on **01394 610203**.

Please return your completed, signed form and supplementary documents to: The Suffolk Foundation, 5 Ancient House Mews, Church Street, Woodbridge, Suffolk, IP12 1DH. We will greatly appreciate receiving an electronic copy of the application, so if possible, please email the application to enid.kimes@suffolkfoundation.org.uk.

The Suffolk Foundation is a registered charity (1109453) and a company limited by guarantee (5369725).

| |
|--|
| Organisation's name (and previous names) |
| Organisation's website |

| | |
|--------------------------|-------------------------------|
| Contact person | Title (Mr, Mrs, Miss, Ms, Dr) |
| Position in organisation | |
| Daytime telephone | Email |

Please note that the contact person must be able to talk about the organisation and grant request in detail.

Contact will be made during office hours as part of the grant assessment, so please give an appropriate

| |
|---|
| If you a professional fundraiser, what is your fee? |
|---|

| | |
|---|----------|
| Organisation's address (this box must be completed) | Postcode |
| Address for correspondence (if different) | Postcode |

| | |
|--------------------------------|-------------------------------|
| 2 nd Contact person | Title (Mr, Mrs, Miss, Ms, Dr) |
| Position in organisation | |
| Daytime telephone | Email |

About your organisation

| |
|--|
| What local authority/authorities does your organisation work in? |
|--|

What is the status of your organisation?

- A registered charity
- Applying for charitable status
- A company limited by guarantee

Charity number

Other (please state)

Is your organisation a branch of a larger charity? If yes, please state which:

You do not need to be a registered charity to apply, but you do need to enclose your constitution or a signed set of rules for your organisation.

Please tick all categories that apply to your organisation.

How many people are involved in your organisation?

| | | | |
|-------------------------------|----------------------|-----------------------------|----------------------|
| Management Committee | <input type="text"/> | Members (if applicable) | <input type="text"/> |
| Service Users | <input type="text"/> | Volunteers (non-management) | <input type="text"/> |
| Paid staff (full-time) | <input type="text"/> | Paid staff (part-time) | <input type="text"/> |
| Other people (please explain) | | | |

When did your organisation start?

What is the purpose of your organisation?

Please briefly describe why your organisation was set up, what its aims and objectives are and who primarily benefits from your organisation's work.

Who does your organisation serve?

- | | |
|---|---|
| <input type="checkbox"/> Social exclusion | <input type="checkbox"/> Carers |
| <input type="checkbox"/> Children (0-12) | <input type="checkbox"/> Community cohesion |
| <input type="checkbox"/> Long-term illness/disability | <input type="checkbox"/> Young people (13-21) |
| <input type="checkbox"/> Rural isolation | <input type="checkbox"/> Mental health issues |
| <input type="checkbox"/> Low income families | <input type="checkbox"/> Older people (50 plus) |
| <input type="checkbox"/> Dependency/addiction | <input type="checkbox"/> Minority groups |

Other (please explain)

Please tick all categories that are applicable to your organisation.

Does your organisation have the following written policies?

- | | | |
|---------------------|------------------------------|-----------------------------|
| Equal Opportunities | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Child Protection | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Vulnerable Adults | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

About your organisation's finances

What was your organisation's total income for last financial year?

What was your organisation's total expenditure for last financial year?

What are your organisation's current unrestricted reserves or savings?

Does your organisation have its own bank account? Yes No

Do you have at least two cheque signatories? Yes No

If a grant is awarded, who should the cheque be made payable to?

Please provide all financial data from your organisation's latest audited accounts.

Please enter the exact name that appears on your organisation's cheque book. A cheque cannot be made payable to an individual.

About the project your organisation is seeking a grant for

What is the purpose of the project your organisation is seeking a grant for?

Please describe the details of the project.

Why is this project needed?

Please tell us where the idea for the project came from and about any feasibility study, community consultation or other evidence of need that you have collected.

When will the project start?

Please remember that it may take up to three months for your application to be fully processed.

When will the project finish?

Or is the project ongoing?

How many people do you expect to benefit directly from the project on either a weekly, monthly or annual basis?

Please give us your best estimate and state whether the benefits are on a weekly, monthly or annual basis.

Are you working with other organisations on this project? Yes No

If yes, please state the names of these groups and the nature of the relationship.

Please include the names of any community, voluntary or statutory organisations and/or partnerships that you are working with.

How will you judge the success of the project?

Please ensure that any targets that you have set are realistic, as this information will be used by The Suffolk Foundation to set monitoring objectives, if your application is successful.

What is the cost of the project?

Please provide a breakdown of the total cost of this project, including VAT, if applicable. Please enclose quotes, where possible.

| Item or Activity | Cost £ |
|--|--------|
| | |
| Total cost of items listed above: | |

How much of a grant are you applying to us for?

Please remember that The Suffolk Foundation's grants range from £500 to £2,000.

What funds have you raised so far for this project?

| Source | Amount £ |
|---------------------------|----------|
| | |
| Total fundraising: | |

What other funders have you applied to for further funding for the project?

Funder

Amount £

If this is an ongoing project, how will it be funded in the future?

About your organisation's independent referee

| | |
|--------------------------------------|-------------------------------|
| Name | Title (Mr, Mrs, Miss, Ms, Dr) |
| Occupation | |
| Daytime Telephone | Email |
| Address (this box must be completed) | |
| Postcode | |

Your referee should be someone who knows your organisation well and can fully support your grant application. Please note that a referee cannot be a member of your management committee, a volunteer or a user of your organisation.

Declaration

1. I am authorised to make this application on behalf of this organisation.
2. I certify that the information contained in this application is correct.
3. If the information in the application changes in any way, I will notify The Suffolk Foundation.
4. I give permission to The Suffolk Foundation to contact other parties (specifically specialist advisors/experts and community referees) who will help the processing of this application.
5. I give permission for The Suffolk Foundation to record the information in this application electronically and to contact the organisation by telephone, post or email to discuss its activities and funding opportunities.

Signed

Date

Supplementary documents checklist

Please enclose the following documents with your signed application before posting it to us. We will only process the application when we have received them. Please use the tick boxes to confirm the documents are enclosed.

- Constitution or signed set of rules
- Up-to-date, audited annual accounts or financial statement signed by your treasurer
- Copies of written quotes or catalogue pages, if asking us to fund equipment
- Latest annual report, if you have one
- Business plan, if you have one
- Equal Opportunities Policy, signed by your Management Committee
- Child Protection Policy, if applicable, signed by your Management Committee
- Vulnerable Adults Policy, if applicable, signed by your Management Committee

Please note that, to keep administration costs to a minimum, we prefer to email acknowledgements for receipt of applications and all of supplementary documents. If you would rather receive postal acknowledgement, please enclose a stamped self-addressed envelope with your application.

Please retain a copy of your application for your records.

Please check that the envelope containing your application and all of the supplementary documents has correct postage on it.

Three last questions

Will you give us permission to use your organisation for publicity? Yes No

Where did you hear about The Suffolk Foundation?

We are sometimes asked by other funders to recommend projects for funding. Are you happy for us to pass this application, if appropriate to another potential funder for consideration without further reference to you? Yes No