

## **The Community Fund Guidance Notes for Applicants**

### **Apply for a Community Fund Grant**

Our Community Fund is a grant programme which each year funds community projects in the Cambridge area and, in partnership with Wesley's Chapel & Leysian Mission, in the area around City Road in London. Successful projects must meet the criteria of bringing benefits to the community.

### **How does the Community Fund work?**

The Community Fund is open for applications from charities and community organisations throughout the year, to support projects in Cambridge and the area around City Road in London.

### **Who is eligible to apply?**

Grants will be awarded to voluntary or community organisations. You do not have to be a registered charity in order to be eligible, but your group must be fully constituted, and your activity or initiative must fit within one of our qualifying categories.

We do not accept applications from:

- Individuals
- Profit-making organisations

### **What types of projects will the Community Fund support?**

Awards will be made to qualifying projects for the following purposes:

- Supporting vulnerable families, children and young people
- Overcoming barriers to learning and skills development from social or financial disadvantage, physical or learning disability, bullying, mental health difficulties or other trauma
- That encourage volunteering and community involvement
- That encourage participation in sporting, the arts or cultural activity, being active and promote positive mental health and wellbeing
- That encourage partnership with other voluntary or community organisations and other funding bodies, particularly where match funds are available, e.g., from legacies, private donation, investment income, or other external grant income

This could cover a large mixture of projects. Examples include:

- Payments for additional staff resources (salaries or expenses) but only in cases where such payments are required to enable the activity to take place
- Equipment or non-statutory services for nurseries or schools, e.g., Forest schools, library books
- Equipment for Brownie, Guide or Scout Groups, e.g., camping equipment
- Environmental improvements
- Play areas
- Counselling and support services
- Activities to support mental health or reduce social isolation
- Equipment/kit for sports teams

- Services or equipment to support health issues such as cancer or dementia
- Equipment for village/community halls

The Community Fund can fund 100% of your project costs so you do not have to have any match funding. However, if you secure additional funding, there is no limit to what this amount can be and any funding awarded by the Community Fund can form part of your wider project costs.

Your project can be a stand-alone project, a discrete self-contained part of a larger scheme, or part of a phased project over a number of years. Funding must be used for the purposes detailed in your application and this must be clearly revealed in the activity report that you agree to provide to the Community Fund Board - within six months of the grant award - as a condition of acceptance of funding.

For any projects that are making a physical improvement to an outdoor space, you will need the landowner's permission and you might also need other permissions, e.g., planning permission. These need to be in place before you submit your application, along with evidence of the written permission of the landowner and should be submitted as part of your application.

Projects which are ineligible:

- Work that has already taken place
- Political donations
- Fundraising activities or challenges (e.g., costs for a sky dive)
- Day-to-day operating costs and organisation overheads
- Activities which collect funds for redistribution to other charities or individuals
- Overseas appeals
- Expeditions or overseas travel
- Projects or activities that the state has a legal obligation to provide

### **How much can I apply for?**

Funds are available up to £5,000 per organisation per year. Larger awards may be made in exceptional circumstances where there is significant community benefit – we recommend having a chat with us before putting together your application if you think this applies to you.

An organisation can apply for up to £5,000 at once, or across multiple applications.

### **How long will the process take?**

Small grants, up to £1,000, will be considered swiftly and we expect to be able to give you an answer within a fortnight of application.

Grants over £1,000 are considered by the Community Fund Board made up of members of our Leysian Community including Old Leysians, current Common Room, current parents of St. Faith's and a representative of Wesley's Chapel & Leysian Mission. These grants are assessed every school term – see below for deadlines. We aim to give you an answer within four weeks.

### **When should I apply?**

Applications are open all year.

Applications under £1,000 will be assessed immediately and we aim to give you an answer within two weeks.

Applicants for grants over £1,000 will be assessed three times a year. The below deadlines are for each application round; if you apply after a deadline, your application will be considered in the following round.

5 December 2022

13 March 2023

19 June 2023

We aim to give an answer to each application within four weeks of the above deadlines.

**If I meet the initial eligibility criteria and complete an application will I get funding?**

Not necessarily, though completion to a satisfactory standard will mean your application will be considered. All funding award decisions are made entirely at the discretion of the Community Fund Board and their decision is final.

**Is any help available with applications?**

We warmly encourage you to get in touch if you have any further questions or would like a preliminary chat about whether your application is likely to be suitable. Please contact Donna at [development@theleys.net](mailto:development@theleys.net) or by phone on 01223 508970 and we will do all we can to help.

Completed applications should be returned either electronically or in hardcopy to: -

[development@theleys.net](mailto:development@theleys.net)

The Development Office

The Leys School

Cambridge

CB2 7AD

**Examples of past successful applications**

- a Youth Mental Health First Aid training course for support workers from Red Balloon and Red Hen set up and run by The Leys Outreach Team
- an initiative between Cambridge Community group Abbey People and The Leys Community to support families in Cambridge with food hampers during school holidays
- provision of IT equipment for Cambridge debt charity the Money Advice Centre, to enable them to continue supporting their at-risk clients through the financial impact of the Covid-19 pandemic
- funding for Turtle Dove Cambridge to purchase new uniforms to use at events
- support for Romsey Mill's Blue Bag Project, addressing period poverty amongst young people in Cambridgeshire
- support for Burrough Green C of E Primary School's 'Save our Swimming Pool' fund, to get their on-site pool up and running again after the Covid-19 lockdowns