

The Community Fund – Application Guidance Notes 2024

Introduction

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 can 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
- 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:

- 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

- 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 that are ineligible

We cannot accept applications for/from:

- 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.

When should I apply?

Applications **under £1,000** will be assessed during term time only.

Applicants for grants **over £1,000** will be assessed three times a year. The deadlines for each application round are advertised on our website.

How long will the process take?

Grants up to £1,000, will be considered swiftly, but only during term time.

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.

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 Sarah Proud at 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

The Development Office

The Leys School

Cambridge

CB2 7AD

Examples of past successful applications

Examples and updates can be found on our website.