

The Grassroots Grants scheme is the initiative of the Office of the Third Sector (OTS). The Community Development Foundation (CDF) has been chosen to administer the fund nationally. South Yorkshire Community Foundation (SYCF) is the local funder for Barnsley, Rotherham and Sheffield.

## Who and what are Grassroots Grants for?

The purpose of the Grassroots Grants programme is to support small, largely volunteer led community organisations and groups, often with limited resources. The types of group or organisation that Grassroots Grants can fund will:

- Be a not-for-profit, voluntary or community group.
- Have an evidenced income of less than £30,000 per annum, taken as an average turnover for the last three financial years (or the life of the group if it is less than three years old), ignoring any grants received through the Grassroots Grants Programme.
- Can demonstrate that they have been active for around 12 months
- Be volunteer led (i.e. with mainly volunteer based input).
- Have a governing document.
- Be connected with and/or meeting the needs of the local community, including promoting the community 'voice'.
- Be able to show that their services and activities are open and accessible to everyone in the community that they serve.
- Operate for the benefit of their local communities in **Barnsley, Rotherham or Sheffield**.

**NB** The Grassroots Grants scheme in **Doncaster** will be administered by the Doncaster Central Development Trust; for information and an application pack, please contact them on 01302 735762.

Grassroots Grants can be entirely for capital purchases (e.g. computers, photocopiers, digital projectors etc), or for operational costs (e.g. rent, stationery, telephone costs, activities etc) or a mixture of both.

## How much can we apply for and when?

Funds of between **£250 and £5,000** are available.

Groups can apply for a single, one-off payment of £5,000 or submit several applications over the life of the fund – to the total value of £5,000 – subject to satisfactory monitoring. The Grassroots Grants programme end in March 2011 and any grant awarded **must be** spent and monitored by then. For example, if you apply in June 09 you will only be able to apply for 21 months' costs rather than 2 full years' because the grant must be spent and monitored by the end of March 2011.

## Who and what cannot be funded?

- Statutory organisations, such as Local Authorities, Schools and the Police
- Arms length public sector organisations that are controlled wholly or in part by, for example, a Local Authority, a Primary Care Trust or agencies of these.
- Regional or local offices of a national organisation.
- Activities that promote political or religious beliefs. Groups that are based in a religious building can apply, providing the activity / project is open to all people in the community.

- Retrospective funding – this includes activities that have already taken place or repayment of money that you have already spent.
- Individuals.
- Organisations that operate for the sole benefit or relief of animals or plants. Grassroots Grants are for the direct benefit of communities of people only. This does not preclude City Farms or other groups and organisations that work with animals and/or the environment to benefit people from applying.
- The provision of services to asylum seekers when those services are inconsistent with immigration laws or Home Office policy.

## How do we apply?

- For Grassroots Grants, you need to complete a standard (SYCF) Grant Application Form AND A Grassroots Grants Application Form, available from the Foundation website [www.sycf.org.uk](http://www.sycf.org.uk). You can also request these forms from us by e-mail at [grassroots@sycf.org.uk](mailto:grassroots@sycf.org.uk) or by telephone on **0114 242 4294**.
- All applicants need to provide the following information:
  - A copy of the group's signed **Constitution** or Rules.
  - A signed copy of your group's most recent audited accounts.
  - Evidence of your **group's name** such as a recent bank statement.
- You may also need to supply some of the following supporting documents:
  - Policies and procedures for working with young / vulnerable people such as a **Child Protection Policy** (if working with children under 19 years old) or **Vulnerable People Policy**
  - **Quotes** (at least two) for equipment or services that you will have to purchase to run your activity / project (printed quotes, not links to websites).
  - If your application is for equipment purchases, you may need to provide copies of relevant insurances.
  - If your group's activities or the specific project / event require Public Liability Insurance, we will need to see a copy of the insurance policy.

## What happens when we apply?

When we receive your application:

- The Foundation staff will check to ensure that it meets the eligibility criteria for Grassroots Grants. If we have any queries we will contact you either by telephone, e-mail or in writing.
- All applications are assessed by a panel of independent volunteers and this may involve a visit to your group.
- The Foundation may award a grant dependent on certain conditions (conditional offer) – in this case your payment will be sent once you have met / agreed to these conditions.

If your application is successful:

- Your grant will have to be spent strictly within the timescales indicated on the Grassroots Grants Application Form. This may mean that you have to spend and report on your grant during two or more financial years.
- Your group will receive a monitoring form which must be returned to the Foundation within six weeks of the end of your project. This could be six weeks after the spend is completed if it is for an item of equipment, or six weeks after the activity ends if it was for tutor costs for one year. If this form is not completed satisfactorily, your group will not be eligible for further grant aid from the scheme or the Foundation.
- Your group may be contacted once a grant has been awarded, to arrange a visit to evaluate and audit your spending of the grant.
- Your group will be expected to include the Foundation in any publicity that your group arranges.

**We look forward to hearing from you**