Smoothing the road to fundraising

Rachel McGrath
Grants Director

Introduction

- Independent grant giving organisation
- Donor and philanthropic services
- Developing and researching local knowledge and tackling social issues
- Build local capacity of groups
- Community leadership: provide practical, financial and creative leadership in local communities

Brief History

- £6 million given to over 2000 groups since 2002

- We give grants to community groups on behalf of a range of Donors

- We combine community development for groups with flexible donor services

- We have raised £3.2 million in endowment

- We raise funds creatively

New Grants Programmes-

- General Grants Programme
- NCC Small Grants Programme
- Comic Relief
- Surviving Winter
- Elders Fund
- Vulnerable Families Fund
- Northamptonshire Champions
- Arts and Music Fund
- N100 Grants Programme

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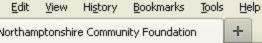
Apply for a grant Today!

- Online application via website
- We can look at draft applications via email
- If you are unsure contact us and we can match you with the most appropriate Fund
- Apply to our general grants programme for any type of project for up to £2000
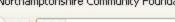
Go to www.ncf.uk.com

- **Which fund should I apply to?**

- Please click the links on the right for more information on each fund. If you are unsure which fund your project is best suited to please call us on 01604 230033 and we'll be happy to help.

- **Grant giving made simple**

- Northamptonshire Community Foundation makes the grants process simple and easy for you. The Grants Team would love to talk to you about your project idea and we can match you to the fund that makes the best sense. In most cases if you apply for up to £3,000 your application will go to our monthly small grants panel. Applications for £23,001 to £5,000 go to our bi-monthly Community Grants panel. We also manage the High Sheriff's Initiative Fund which takes place every 6 months. Click on our application and guidance links to the right which will provide you with more details.

- For further information on our grant making contact Grants Director **Rachel McGrath** on 01604 230033 or email: rachel@ncf.uk.com

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General grants programme

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Grants
Professional Advisors
Funds, Friends & Northamptonshire 100
Training & Resources
Giving

▶ Applying for a Grant
▶ Grant deadlines
▼ General grants programme
▶ High Sheriff's Initiative Fund
▶ NCC small grants programme
▶ The Midcounties Co-operative Community Fund
▶ Northamptonshire 100 Fund
▶ Northamptonshire Champions Fund
▶ Surviving Winter Fund
▶ Arts and Music Fund
▶ End of Grant Report
▶ Recent Grants Made
▶ Complaint policy

Our funding comes in all shapes and sizes from a range of donors - to help the young and old, those with disabilities, projects which develop the cultural and creative life of a community, healthy living and the environment, as well as sports and recreation.

Our general grants programme intends to benefit the whole community and fund a wide range of project including:
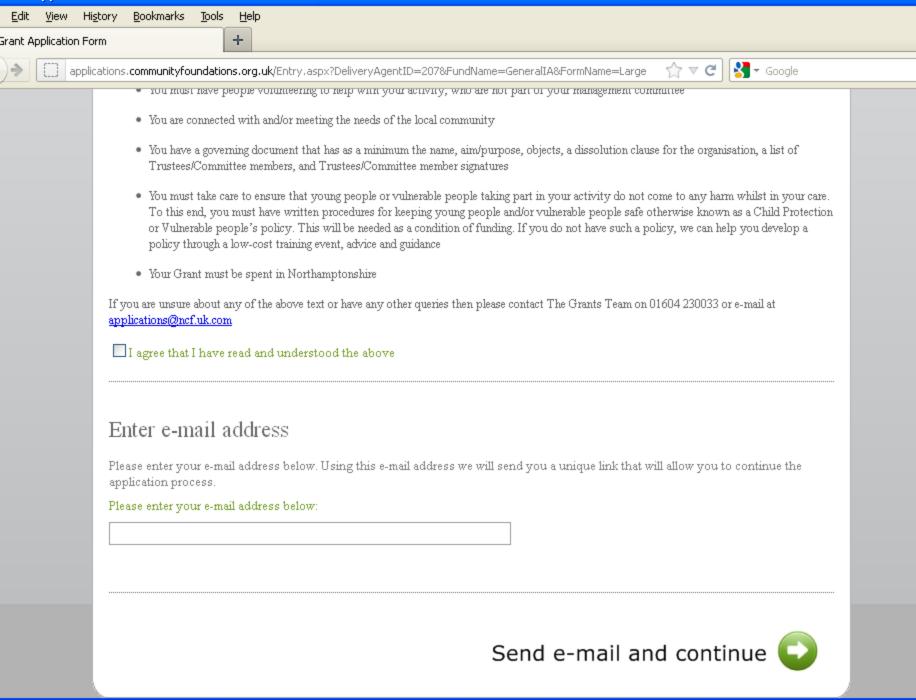
* Community events and activities

Application Form Part A

General funding programme

Please read the following text before beginning your application:

- You are a not-for-profit, third sector voluntary or community group, active in your local community

- Your project can be a new project activity, start up costs for a new group or service or building on the good work you already do

- Revenue and Capital Funding is eligible

- Your group must be a small, locally managed, voluntary, community or self-help group

- We wish to fund small projects – we will offer grants of up to £2000. Your total budget for the project you are applying for cannot be more than £20,000

- You must have people volunteering to help with your activity, who are not part of your management committee

- You are connected with and/or meeting the needs of the local community

- You have a governing document that has as a minimum the name, aim/purpose, objects, a dissolution clause for the organisation, a list of Trustees/Committee members, and Trustees/Committee member signatures

- You must take care to ensure that young people or vulnerable people taking part in your activity do not come to any harm whilst in your care. To this end, you must have written procedures for keeping young people and/or vulnerable people safe otherwise known as a Child Protection or Vulnerable people's policy. This will be needed as a condition of funding. If you do not have such a policy, we can help you develop a policy through a low-cost training event, advice and guidance

- Your Grant must be spent in Northamptonshire

If you are unsure about any of the above text or have any other queries then please contact The Grants Team on 01604 230033 or e-mail at applications@ncf.uk.com

☐ I agree that I have read and understood the above

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☐ I agree that I have read and understood the above

Enter e-mail address

Please enter your e-mail address below. Using this e-mail address we will send you a unique link that will allow you to continue the application process.

Please enter your e-mail address below:

[   ]

Send e-mail and continue ⟶

Rough Guide to Funding Applications

The Group

- Have we formed a group yet/ are the right people in place?

- Do we have a constitution?

- Do we have some basic team systems?

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Planning the Project

- What is it we want to achieve and how are we going to do it?

Use the T Grow Exercise

- **Topic – What is the issue?**
- **Goal – What are the aims?**
- **Reality – Where are you now?**
- **Options – what are your possibilities?**
- **Will – How committed are you?**

Research, Research, Research!

- How do you know there is a need? Can you evidence this?

- Is there any local research you can use to support your aims?

- Have you spoken to the people or communities you would like to help?

- Can you use both 'hard' and 'soft' evidence?

- Is there any body else out there doing it?

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Making the Most of your Application

- Read the guidelines, criteria and other information provided by funding bodies and ensure your project is eligible

- Allow yourself plenty of time. Take time to plan and prepare your application and always meet the funding organisation's deadlines.

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Making the Most of Your Application

- Don't assume that the funding organisation will know of your group or its track record.

- Use the space on the form well, the more relevant information you can supply about the project the better.

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Making the Most of Your Funding Application

- Budget accurately. Do not guess figures and never assume that an inflated budget will result in more funding

- Provide as much financial detail as possible. Supply a detailed break down of figures.

Creating A Budget For a Funding Application

- Allow for a Range of Budget Themes
- The amount of monies you apply for should cover all costs for the project activity
- Do not under-estimate costings or set out an unrealistic 'wish list'
- Have appropriate financial systems in place

Budgeting

Presented by

- ***Vaughan Griffiths***
- ***Charities specialist at***
- ***DNG Dove Naish***

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Telling your story

- *Figures to tell the story*:
  - this is how we calculate our project costs
  - we are financially in control

What is a budget?

- *Budgets are estimates*
- *– by definition are always wrong!*
- *Budget accurately – and report simply*
- *(in round numbers)*

Example 1

Project xx – **year 2011**	£
Salaries, NIC and pension	*23,500*
Office – **share of rent and utilities**	*1,200*
Travel and other expenses	*720*
Computer supplies	*600*
Telephone, post, stationery	*340*
Contribution to charity overhead	*1,120*
Total project cost 2011	*£ 27,480*

Example 2

Project xx – year 2011	£	£
Salary	*20,558*	*20,155*
National Insurance	*1,914*	*1,863*
Pension	*1,028*	*1,008*
Rent	*960*	*960*
Utilities	*240*	*240*
Travel	*640*	*622*
Other expenses	*80*	*92*
Computer supplies	*600*	*455*
Telephone – mobile	*254*	*261*
Telephone – land line	*48*	*42*
Post and stationery	*38*	*28*
Contribution to charity overhead	*1,120*	*1,120*
Total project cost 2011	*£ 27,480*	*£ 26,846*

Easy ways to get it wrong!

- *If it is not easy to read – it may not get read!*

- *Space*

- *Headings*

- *Separate notes for detail*

- *Inflated – or minimalised - figures undermine your credibility*

How much is enough?

- *I do not agree with "provide as much financial detail as possible"*

- *Provide only what will help the potential funder to "read" the story*

How much is enough?

- *so, perhaps, a summary budget of (say) 8 lines for the non-numerate and a back-up schedule with more detail*

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Cost recovery

- *Application should cover all the costs for the project activity including contributions to overhead and administration*

Presentation

- ***Proof reading is vital***
- ***Get someone else to do it!***
  - **we are rarely able to accurately review our own work**
- ***if you have to, do it next day***

Assume nothing

- ***Put yourself in the place of the outsider***

Assume
Assume

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Other common mistakes

- *Get names right! – "Mrs Robinson"*
- *Check references to appendices, notes or additional documents*

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Also:

- *"KISS"*
- *= "keep it simple, stupid" or*
- *"keep it short and sweet" or*
- *"keep it splendidly simple"*
- *(i.e. not simplistic)*

Also:

- *Short sentences, short paragraphs*
- *Avoid Latin*
- *– even "pro bono"*
- *What is: "AA"?*
- *Avoid abbreviations, unless defined beforehand*

DON'T SHOUT!!

- *Avoid bold, <u>underlines</u>, and lots of exclamation marks*
- *Lots of upper case text is difficult to read*

Also:

- *Getting the figures to tell part of the story*
- *Most members of a grant making body are users of figures*
- *– so familiar with budgets*
- *…but few will be accountants!*

The financially literate will:

- scan for the big picture

- react against errors or inconsistency (e.g. minimum wage)

- …only the accountants will add up the figures!

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Also:

- **Separate the expected from the unexpected**
  - **e.g. if a youth drop-in centre, block the utility costs but show refreshments, games equipment, cleaner's wages, etc. separately**

Spreadsheet tips

- *proof totals*
- *same width columns*
- *correct formatting*
- *narrative and headings clear*
- *formula errors*
- *typing errors*

Making the Most of Your Funding Application

- Most funders cannot provide all of the resources you require.

- You should look to and emphasise what voluntary commitment there is to your project and what efforts you are making to support the project from sources other than grant assistance

- Be clear and concise about what you are planning to do and what need you are meeting.

Making the Most of Your Funding Application

- Feel free to consult with officers of funding bodies in advance of submitting your application.

- If you have received funding before, make sure you complete all the necessary evaluation forms.

To sum up….

- Have the right People in Place
- Have a clear idea about what you want to do.
- Talk to other people and research
- Read the information, take advice and get other people to look at what you are writing

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Contact us

- **Contact us:**
- **Giving back to Northamptonshire**
- Northamptonshire Community Foundation
- For more information please contact on: 01604 230033
- enquiries@ncf.uk.com
- Or visit our website at
- www.ncf.uk.com
- Registered charity no 1094646
- And Company limited by
- Guarantee no 4269030

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