



**Grants**

**frequently  
asked  
questions**

## Frequently Asked Questions

Below is a list of frequently asked questions – if you can't find the answer you need contact us on 024 7688 3262/3265 or email [info@heartofenglandcf.co.uk](mailto:info@heartofenglandcf.co.uk)

### *Help prior to applying*

#### We don't know where to start? Who can help us?

You can get advice on making applications and putting together policies and procedures from your local CVS or from the community development officers in your local authority.

#### Does our group need to have been established for a set length of time to be eligible?

Not always but most funders we work with prefer us to have a set of accounts from an organisation. If you have not been running long enough to have a set of accounts please contact us to request financial forecast information.

#### Do you give grants to individuals?

No we do not give grants to individuals.

#### Is there an income limit for organisations?

Yes currently most of our grant programmes stipulate that organisations must have £250,000 or less income per year but please check individual fund details for further information.

#### What can we apply for?

Our different funds can support a wide range of things – project costs, events materials and equipment – but all proposed activity must show a wider community benefit.

#### How do I apply?

You need to apply on-line through our website.

#### How do I know what fund to apply for?

You will need to look at the list of funds which gives brief details of eligibility and each fund. We also have a detailed factsheet for each fund we are awarding grants for and you can also contact the grants team for support.

#### What will I need to send?

As well as the application form you will be required to submit your most recent accounts, your equal opportunities policy and a copy of your constitution and a safeguarding policy where applicable. You will be asked for the names and addresses of your management committee, cheque signatories and copies of bank statements. We have to check all of these as part of due diligence and fraud prevention measures. If you cannot provide the evidence we ask for we will be unable to process your application further.

Note for capital items – If you are requesting funds towards a capital item with a value of £300 or more please provide three competitive quotes. This should be attached as supporting documents to your application.

### How long will it be before we hear whether our application has been successful?

We aim to let everyone know within 13 weeks depending on the funder.

### We are committed to starting our project in a couple of weeks. What do we do if we haven't heard back from you by then?

You must allow sufficient time to hear the outcome of your application. We can't fund a project which has already started so please wait for the results of your application before committing yourselves to any costs.

### Can I apply for different projects on separate applications?

Yes we hold different funds which require different applications and have separate grant panels. You can apply for as many as you are eligible for. We will prioritise organisations who have not previously received funding from us.

*NB If you have any outstanding end of grant reports or unsatisfactory grant reports you will not be eligible for further funding.*

### Do you part fund large projects?

No, we usually offer smaller grants and would expect the grant applied for to be a minimum of 25% of the total project cost.

### Do we have to be a registered charity to apply for a grant?

No you do not have to be a registered charity but you do need to be formally constituted, have written accounts (or projections if you are a new group) and have policies on equal opportunities (ALL applications) and safeguarding children and vulnerable adults where appropriate.

### Why do you need information from us?

We perform due diligence as part of the assessment process which means we will check accounts, set up of the organisation, how robust the project is etc. We are accountable for the money so we will check in detail to minimise fraud.

### *Help once we've applied*

### What happens after I've applied?

Every application is considered in a competitive process with decisions made by an independent panel. We aim to fund high quality projects which will have big benefits on local communities. If you are given a grant you are required to submit monitoring information as agreed in your contract.

## *Help once we've been successful*

### How long do we have to spend our grant?

Your offer letter will include the date by which all the grant money should be spent, we expect you to submit monitoring information to us. Usually this is within 12 months.

### What are the guidelines for promoting our project?

We will send out information about how we expect you to reference Heart of England Community Foundation with your grant offer as part of your terms and conditions.

### The main contact on our application form has now left. Do we need to inform you?

Yes you must tell us this so that we have a means of being in touch with you.

### During our project, we didn't spend as much as we had budgeted, can we spend the underspend on other items to benefit our group?

No you should call the grants team and let us know how much you have left over and why? We will try to be flexible but you must always agree this with the grants team in advance. Some funders will require return of any underspend.

### What if we don't return the monitoring information?

Returning the monitoring information with receipts is a condition of most grants. If you do not return the monitoring information, we will ask for the grant to be returned and your group may be unable to apply again.

### Will you come and see our project?

We try to informally see as many different groups as possible. Formal monitoring visits are conducted on a random basis for quality purposes.

### We've been given our grant but we've thought of a way to improve our project.

#### What do we do?

Changes can be made and we try to be as flexible as possible, particularly if it helps the project. However, these changes must be agreed in advance by a member of the Grants team and you must tell us by email or in writing.