

## COMMUNITY GRANTS

### APPLICANTS - FREQUENTLY ASKED QUESTIONS

#### Who are the beneficiaries of the Alex Ferry Foundation?

Our grants are to benefit communities where current and former workers in the shipbuilding, engineering and related industries and their families live. The community grant **application form** will ask you to say how any grant you are applying for will benefit some or all of these groups. Your grant proposal does not need to be exclusively for these beneficiaries. However, you should make it clear how your grant proposal will benefit some or all of these groups in your area.

#### What are Community Grants for?

We want you to propose effective ideas and projects that will benefit your community and our beneficiaries. Our funding criteria is broad and aims to support work which improves community and individual well-being. We would encourage you to apply if you think you have a good idea!

We want to award **Community Grants** that are effective in one or more of these activities:

- **Bringing people together** and building strong relationships in and across communities
- **Improving the places** and spaces that matter to communities
- **Enabling more people** to fulfil their potential by working to address issues at the earliest possible stage.
- **Involving the local community** in the design, development and delivery of the grant receiving planning.

We feel that your project or activity will be more successful as a result.

The community grant **application form** will ask you to say how the grant you are applying for will be effective. Funding will usually be for a specific project and sometimes for on-going costs. These costs can include staff salaries and overheads.

#### Where do we fund?

There are specific issues relating to geography and the concentration of our beneficiaries, with some regions and areas of the UK faring better than

others, which we aim to address through the work we fund.

#### Who do you fund?

We will fund charities registered in the UK only. We expect all organisations we fund to have a governing body, with at least three Trustees. We expect our grant recipients to have an annual income between £25,000 and £2,000,000. We also expect them to have a track record of achievement.

#### How much can I apply for?

You can apply for a community grant between £500 and £10,000 which should be no more than 20% of your charity's annual income as stated in your last set of accounts.

If you are subject to VAT these amounts will include VAT.

#### What are we looking for in making a Community Grant?

We are looking for the following characteristics in all of the charities that we fund:

- **True to their mission.** Organisations that are clear and consistent about what they aim to achieve. This is demonstrated through their actions and practice.
- **Responsive to need** and well placed to deliver. Well placed to deliver services and aware of what is going on around them.
- **Person centred.** The interests of the individual are at the heart of what the organisation does. People are meaningfully involved in developing solutions to the issues they face.
- **Using resources well.** High quality, well run organisations that have the skills and capabilities to make proper and effective use of their resources.

#### How do I apply for a Community Grant?

Please use the **community grants application form**. If an application is not on our standard application form, then unfortunately we cannot consider it.

Applicants must be 'sponsored' by a CSEU district/region. **We only accept applications for community grants which have been submitted through the CSEU regions.**

We are keen to ensure our application process is open and accessible. We do not require you to fill out lengthy forms - your outline application needs to provide a clear, concise and compelling proposal with an outline of how you would measure success if you were to receive a community grant. The application must stand alone to make your case.

**Do I need to have match funding in place before applying?**

No. In most cases, we do not expect match funding to be in place. However, if you do have match funding it may increase the likelihood of a grant being made by the Foundation.

**I have an application that I want to submit to other funding bodies besides Alex Ferry Foundation. Is this allowed?**

Yes, but you must declare it on the application form and advise us immediately of the result(s). If we decide to award a grant and you wish to accept, you will have to withdraw/decline your other application.

**Can I apply to Alex Ferry Foundation for funds to 'top-up' an award made by another funder?**

We do not 'top up' grants that have been inadequately funded by other grant giving organisations. We will consider co-funding if this is flagged up in your application form so that the potential funding partners can agree a single, common review process.

**I have received my grant offer form, but relevant people are not available to sign the acceptance form. What should I do?**

The grant cannot commence until the acceptance form has been received and signed. Electronic signatures can be accepted. If someone is unavailable to sign the form within the required deadline, please contact us explaining the reason and requesting an extension.

**My grant has been activated and all approvals in place, how do I go about invoicing and what information should I provide?**

The community grant receiving charity should submit invoices to us in accordance with the payment schedule and terms and conditions set out in the offer letter. Please state clearly the grant reference number, the claim period and the start date of the grant.

The Foundation may withhold part of the grant if the terms and conditions are not deemed to have been met.

**I have been delayed starting my Grant, what will happen?**

All grants should commence within 6 months of the date of award and any delay beyond this may result in the award being withdrawn. However, if a delay is unavoidable please provide a full explanation and keep us fully informed. We will not cover any additional costs involved.

**I am late in submitting a report. What will happen?**

If it is an annual report, all finance claims will be held until the report has been received. If it is a final report, and is more than three months late, we will be unable to process the final claim. Final claims cannot be paid if the grant has closed.

**I would like to purchase an item of equipment that was not awarded.**

Only items of equipment which were awarded in the grant offer may be purchased and the budget must not be exceeded.

**I have an underspend on my grant and would like to use this?**

Any grant underspend must be returned to the Foundation or will remain with the Foundation at the end of the award.

### **What can I do if the application for a Community Grant is refused?**

You will be informed in writing of the outcome of your application. Unfortunately, due to limited funding available we are unable to support many of the worthy and valuable project applications that we receive. Therefore, it is inevitable that not all applications will be successful.

If your application has been refused, please do contact us for feedback about your application if you feel this would be helpful.

If you believe that the Foundation has made a factual mistake in considering your application, or fresh information which supports it has become available and was not known to you at the time of your application, you may apply to the Director for reconsideration.

### **If a Grant application is unsuccessful when can I apply again?**

If it is for a different project, activity or event then you can apply again at once. In all other cases we cannot consider the same (or very similar) grant application within 12 months of a notification to you of an unsuccessful application.

### **Complaints procedure**

The Foundation aims to maintain the highest standards of customer care. Staff and trustees are ambassadors for the organisation, and we expect that applicant groups should be treated fairly, courteously and without prejudice. If you have a complaint about the way in which you have been treated in your contact with the Foundation, which cannot be resolved informally with the person concerned or the Director please write to the Chair of the Foundation. Contact details are available on our website.

### **Do we give grants to individuals in hardship?**

We regret not.

### **I am looking for funding for myself – can I apply?**

We regret not. You cannot apply for grant funding from the Foundation for yourself.

### **Are there things the Foundation will NOT fund?**

The Foundation will not normally make grants for the following. The list is not exhaustive.

- Proposals for loans or social finance
- Proposals that are only for the benefit of one individual
- Work that is not legally charitable
- Work that has already taken place
- Scholarships or student fees
- Conference costs
- Travel bursaries
- Local authorities or work usually considered a statutory responsibility
- We will not fund the education of pupils
- Work that benefits people outside the UK
- Uniformed groups
- Professional associations or training for professionals
- Services that actively seek to proselytise or promote any religion
- Holidays, overseas travel or overseas events (such as festivals, conferences, exhibitions and community events)
- Healthcare which has a clinical basis including medical care and research, physical therapy, hospices or other palliative care services or specialist equipment
- VAT or professional fees
- Dispute pay