



## **General grant criteria for groups**

Prior to making an application, we advise that you read this document setting out our general grant making criteria. You will also need to read the guidance for the programme that you are applying to check that you meet the specific criteria for that programme.

The Foundation aims to build more confident communities across county Durham. To achieve this, we focus our grant making on groups and activities that meet the greatest needs, and where we can make the greatest difference.

Our funds aim to provide grants to support charities, voluntary-led organisations and projects that have an impact in their community, enabling them to continue their work and make vital improvements to their service. We fund a broad range of projects including:

- health
- children and young people,
- arts and culture,
- the elderly,
- people with disabilities,
- projects providing services in the community,
- improving the local environment.

## **What type of funding can you apply for?**

Examples of the types of expenditure we will support are listed below but we will consider funding any costs that have clear community benefits and that meet our general criteria:

- capital items, equipment (except vehicles or minibuses) for use in projects,
- coaching or training activity,
- project costs,
- sessional costs (we do not fund salaries unless stated in specific programme guidelines),
- a contribution to core costs where the income of the organisation is less than £100,000 per year
- capacity building activities,
- transport costs,
- repair costs,
- IT equipment limited to maximum £1,500.

The type of expenditure each programme covers may vary, therefore please check the specific criteria for each programme you apply to.

For any single items or works between £250 and £1,000 we ask organisations to provide one quote or estimate of works. For single items or works between £1,001 and £50,000 three quotes should be obtained.

## **Who we support**

Typically, we award grants to:

- voluntary-led organisations with charitable aims,
- registered charities and charitable incorporated organisations (CIO,)
- social enterprises,
- community interest companies (CIC),
- companies limited by guarantee that have charitable aims.

(Please note, Parish or Town Councils are not eligible to apply to the Community Grants Programme, however they are able to apply to some of our other programmes including the Wind Farm Community Benefit Funds. Please check the guidelines of each programme for full details.)

## Governance due diligence

Organisations seeking funding must satisfy the following conditions:

Volunteer-led organisations, registered charities and CIOs must:	Social enterprises, Community Interest Companies (CIC) and other companies must:
Have a management committee with a minimum of four unrelated members	Have a management committee with a minimum of three directors, or four directors if two are related
Have a bank or building society account in the name of the organisation/group, with a minimum of two unrelated cheque signatories	Have a bank or building society account in the name of the organisation/company, with a minimum of two unrelated cheque signatories
Have charitable aims	Have clear charitable purposes and a defined social benefit
Provide evidence of good governance practices and sound financial management (including registering with the Charity Commission, CASC or other governing body, depending on the size of the organisation)	Have a recognised status (e.g. a company limited by guarantee), and be registered with the necessary relevant body (e.g. Companies House)
Usually, you must register with the Charity Commission if your charity is based in England or Wales and has over £5,000 income per year. We may ask for evidence of this in the form of a letter from the Charity Commission confirming receipt of your application for charitable status.	Have a nominated organisation as an asset lock body.

## Important additional information for social enterprises, CICs and other companies

As a model it is expected that all forms of social enterprise should have a tradable service or product that generates funds for social benefit. Grant funding will only be available to support this social benefit element. Social enterprises applying to the Foundation must clearly demonstrate the activity for which they are seeking funding not a tradable asset or service ie not an activity that would ordinarily generate income for the business.

All social enterprises, including Community Interest Companies, must demonstrate a reasonable percentage of their income has been earned through trading (usually 50% or more will be considered June 2023

a reasonable percentage). Social enterprises will be asked to provide a breakdown of their income streams, quantifying the income from grants and the income from trade, to verify this.

All social enterprises must also demonstrate within applications that:

- the company has been registered for a minimum of 12 months
- the application is made for cost to deliver the project not managing the CIC
- there is clear evidence of need (consultation etc.) from the community and the benefit must also be clear
- the project or activity for which funding is sought is charitable i.e. it must not be part of
- the trading services for which they would usually have a charge
- sessional costs are in line with an appropriate pay spine structure

## **Expected policies**

In managing your organisation, we would expect that the appropriate policies are in place. These should include (if appropriate) but not be restricted to:

- safeguarding policies and procedures for children and vulnerable adults, public liability insurance
- employer's liability
- equality and diversity,
- disclosure and barring service (DBS) checks carried out and in place for all paid and unpaid volunteer staff working with children and vulnerable adults
- suitable planning permissions and/or other regulations approval are in place prior to the commencement of any improvements to building or land as required.

While we may not always ask that these are submitted with all applications, we do anticipate that you hold appropriate assurances and that these can be produced upon request.

## **We are unable to accept application from groups that:**

- have not returned monitoring forms for previous grants
- are subject to an investigation by the Charity Commission, the police or any other organisation in a legal capacity
- are connected to the donor unless a full and independent assessment has taken place to ensure that there is no conflict of interest and the proposed grant offers value for money,
- have restricted membership other than that associated with the objects of the group itself i.e. necessary for the safety/wellbeing of disadvantaged users,
- fail due diligence or do not comply with Charity Commission guidelines i.e. we would not make grants to organisations that had related bank signatories, several related trustees, income well in excess of the threshold for charitable registration etc.

## **What we cannot fund:**

- unspecified contributions to general fund-raising appeals or large projects, for profit or commercial elements of charitable organisations
- capital items for general office resourcing (non-project) public bodies to carry out their statutory obligations, direct replacement of statutory or public funding,
- party political activity and campaigning, contingency funding,
- refreshments or food,
- building or buying premises or land rights, projects that solely support animal welfare,
- purchase of vehicles (running costs will be considered), feasibility studies or initial community consultations,
- fundraising activities,
- one-off events,
- deficit or retrospective funding,
- sponsored events, multiple trophies or prizes,
- general running or core costs, except as a proportionate contribution to a project,
- CIC start-ups
- wholly grant-maintained CICs
- profit making or business ventures, including start-up costs
- activities that are primarily about proselytization or supporting worship activities (faith organisations may apply for funding towards a project/activity that is open to the whole community and has wider social benefits)

## **We do not normally fund**

- national or regional charities, although we can support local branches of national charities if they are financially independent and locally managed.
- salaries through Community Grants but it may be considered by some of our other programmes (please check the specific programme criteria),
- organisations whose free reserves include more than 12 months of running costs, medical research and equipment,
- organisations that do not have their own bank account (in exceptional circumstances and through prior agreement with CDCF a group may nominate an organisation to hold the funding on their behalf)

## **Programme variations**

Please note that each of our programmes and funds have their own criteria, which may vary from those listed above and may be subject to change. You should read the guidance notes for the programmes that you are applying to before starting your application. You should not apply to different funds or programmes for the same project i.e. we will not consider applications to Foundation funds as match for the same project.

## **Need further support?**

If you require help with your application please email [info@cdcf.org.uk](mailto:info@cdcf.org.uk), stating the name of the programme you are applying to, and we will direct your query to the relevant team member.