

## **Darlington Building Society 5% Pledge Fund**

The Darlington Building Society 5% Pledge Fund provides grants **up to £6,000 (maximum)** to support charities and voluntary-led organisations to continue their work, develop services and fund projects that impact positively in their local communities. The funding can be used for a range of projects but activities but must fall within one of the following themes:

- No Poverty [This will be a key focus area for applications]
- Health & Wellbeing [This will be a key focus area for applications]
- Reduced Inequality [This will be a key focus area for applications]
- Stronger Communities
- Climate

N.B. Priority will be given to recommended applications from organisations that have been adopted via [Darlington Building Society's Local 5](#) campaign.

### **What can be funded?**

Examples of what can be funded include (but are not limited to):

- capital items, equipment (except vehicles or minibuses)
- coaching or training activities
- project costs
- sessional staffing costs
- a contribution to core costs (including salaries) but only where the income of the organisation is less than £100,000 per year
- health and wellbeing activities
- transport costs
- repair costs
- IT equipment (limited to maximum of £1,500)

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

All applicants must demonstrate evidence of need (typically via community consultation) for the project/service and identify the positive impact the funding will have on its beneficiaries and the local community.

## Who can apply?

Applications are welcomed from across Darlington, Teesside and County Durham within postal code areas DL, DH and TS as detailed in the timetable below:

- Round 1 (March) – Applications will be considered from groups working within DL
- Round 2 (June) – Applications will be considered from groups working within DH
- Round 3 (September) – Applications will be considered from groups working within DL
- Round 4 (December) – Applications will be considered from groups working within TS

The fund is open to:

- voluntary-led organisations with charitable aims
- registered charities and charitable incorporated organisations (CIOs)
- social enterprises
- community interest companies (CICs)
- companies limited by guarantee that have charitable aims

## Decision making process

All applications will be assessed by County Durham Community Foundation. Those that are the closest fit to the Darlington Building Society's 5% Pledge Fund will be recommended for funding and considered by a Community Impact Group (CIG), comprising representatives from the building society. Please note that the CIG will prioritise recommended applications from organisations that have been adopted via [Darlington Building Society's Local 5](#) campaign.

## Due diligence

We require the following documents to carry out due diligence:

- governing document (e.g., constitution, memorandum & articles or set of rules)
- most recent annual accounts and/or management accounts
- copy of a bank statement no more than 3 months old
- Safeguarding Policy
- Equality & Diversity Policy and equal opportunities policies

We may also request evidence that other legal requirements (e.g., public liability insurance, employer's liability, planning permission) are in place (if relevant).

All applicants must satisfy the following conditions:

Volunteer-led organisations, registered charities and CIOs:	Social enterprises, CICs and other companies:
Have a management committee with a minimum of 4 members who are not related (or in a long-term relationship) and living at the same address	Have a management committee with a minimum of 3 directors (or 4 directors if 2 are related)
Have a bank/building society account in the name of the organisation/group with a minimum of 2 unrelated cheque signatories	Have a bank/building society account in the name of the organisation/company with a minimum of 2 unrelated cheque signatories
Have charitable aims and objectives that reflect the organisation's current and/or proposed services	Have clear charitable purposes and a defined social benefit that reflect the organisation's current and/or proposed services
Demonstrate good governance practices and sound financial management with timely reporting (if applicable) to appropriate regulator(s) such as Charity Commission and Companies House	Have a recognised status (e.g. a company limited by guarantee), and be registered with the necessary relevant body (e.g. Companies House)
Constituted community groups with annual income over £5,000 have applied to <u>register with the Charity Commission</u> or can demonstrate why registration is not required	Have a nominated organisation as an asset lock body.

Social enterprises, CICs and other companies must also demonstrate that:

- the company has been registered for a minimum of 12 months
- a reasonable percentage of their income has been earned through trading (usually over 50%)
- the project they wish to fund is not a tradable asset or service
- sessional costs are in line with an appropriate pay spine structure(s)
- the application is made for cost to deliver the project not managing the CIC
- 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. As an example, we could fund materials and sessional staff for workshops that enable service users to create their own crafts/artwork – but not if the items/products created are to be sold

**We are unable to accept applications 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 in excess of the threshold for charitable registration etc.

**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,
- deficit or retrospective funding,
- sponsored events, multiple trophies or prizes,
- CIC start-ups
- wholly grant-maintained CICs
- profit making or business ventures, including start-up costs
- activities that are primarily about proselytisation 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)
- Groups who have received funding from this source in the previous 24 months.

**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.
- organisations whose free reserves include more than 12 months of running costs.
- medical research.
- 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).

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.

If you require help with your application, please contact our office or email [info@cdcfc.org.uk](mailto:info@cdcfc.org.uk)