

Leeds Community Foundation

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Briefing Agenda

- About the Foundation
- How we can support small groups
- Micro Grants and Project examples
- Our Application Process and Standard Criteria
- Top tips
- Any questions

Leeds Community Foundation & Give Bradford

- We give grants out to community/ voluntary groups in Leeds and Bradford
- LCF distributed £5.8m to community organisations in the last financial year to March 2021
- Largest independent grant maker in Yorkshire & Humber

How we can support new and emerging groups

- Funding!
- You can discuss your project with us
- Answering questions - phone conversations and email
- Support on Due Diligence and criteria Eligibility

Grants@leedscf.org.uk | 0113 242 2426

The Leeds Fund: Micro Grants

Grant size: Up to £500

Location: Leeds

Deadline: Quarterly rounds: Applications open January, April, July, October

To be considered for funding your activity needs to:

- Be community led i.e. local people are involved and support the idea.
- Make good use of local resources such as volunteers or community spaces.
- Be open to different people from the community and have a clear community benefit.
- Be based in Leeds and benefit residents of Leeds.

The Leeds Fund: Micro Grants

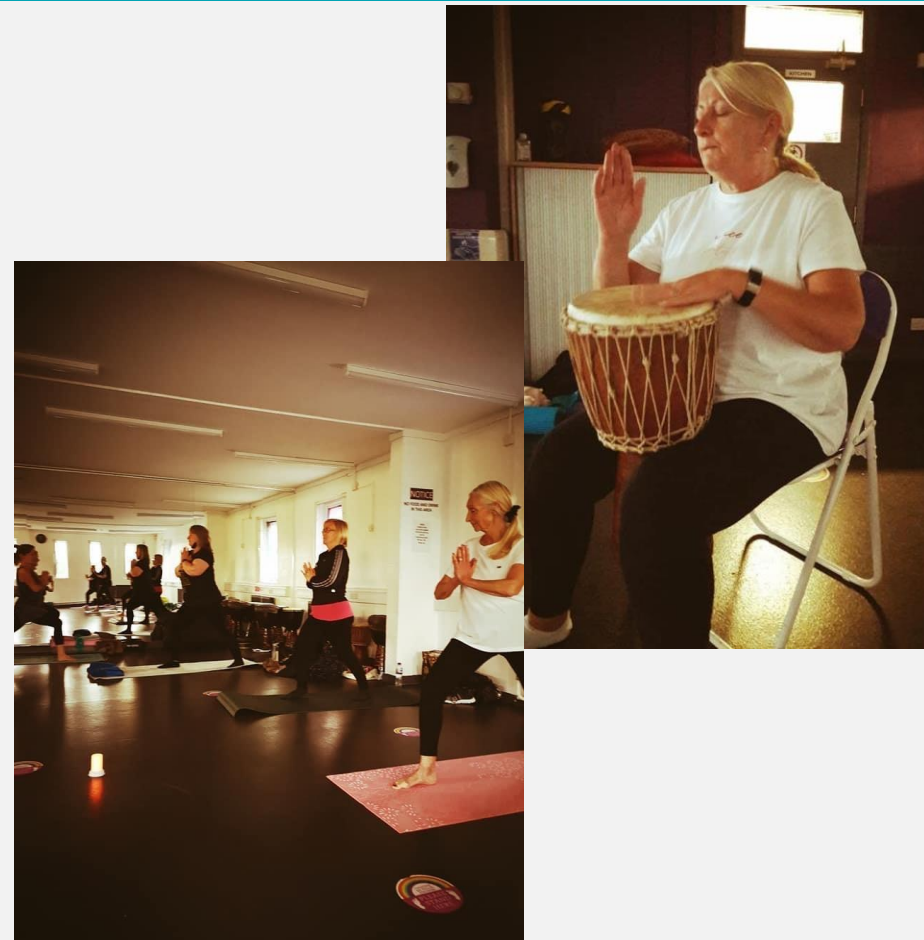
Who can apply?

Individual people who are active in the community (sometimes called social entrepreneurs) or un-incorporated and un-constituted groups with income of under £2,500 in the past 12 months or who are new to funding.

Priority will be given to individuals and the above un-incorporated and un-constituted groups who work in more deprived communities or have new and innovative ideas to improve the lives of local people. We can only accept one application per individual/informal group during each calendar year.

Project Examples

- In August, one of our Micro Grant grantees ran a mini mental health retreat in Middleton to enable women to come together and meet up with other community members to try different activities to improve mental health and well-being.
- Women took part in yoga, meditation and a drumming circle



A truly amazing and relaxing experience.
With lovely people. Helping to connect and
engage with your inner self.
I felt up-lifted and refreshed, feeling
heavy burdens within had been cleansed.
Jan's calming voice and Julie's
enthusiasm was such a good combination.
A lovely day to remember.
Thank you Julie and Jan.

Such a relaxing experience.
I've never done yoga before I absolutely
loved it. I feel so relaxed and my mind
feels blank after yoga nidra. I would
love to be part of a retreat day again.

Definitely the best ~~relaxing~~ relaxation group
combined varieties of relaxation & therapeutic
experience.

Jan, Julie & Rob are all caring, gentle
& make people feel comfortable.

Although this session was free I
would pay ~~around~~ £ to attend the
group.

Yoga, drumming, lunch, yoga & massage
was a good split of activities.

Also a good group of people attended
that it also felt like a good support
network.

Thank You all so much

X

2/11/2021/ Mini Retreat.

Wonderful relaxing and
lots of fun. Lots of
mindfulness. Drumming was
amazing and inspiring.
Yoga was heavenly.

Application Process

- Full information [available on our website](#)
- Please make sure you read the full Fund Criteria on the webpage before applying
- Online application form, supporting documents should be attached
- Please note there are word count limits on some of the questions. These are a maximum rather than a guideline. Please make sure you use the "save as draft" button at the end of the form if you want to save your work before you have finished. When complete and ready to submit, please click on "submit"
- You can discuss your project with us first and please do contact us if you need to check something before submitting
- Once an application has been submitted, we will acknowledge the receipt of your application. We will then assess your application and may need to contact you and your referee during this time. If your application is shortlisted, it will then be submitted to an awards panel for further consideration

Standard Grant Criteria

- To apply for a grant from Leeds Community Foundation, as a minimum you must be a not-for-profit organisation or social enterprise with the following in place:
- At least 3 Trustees, Directors or Management Committee members who are independent and unrelated, and none of whom have more than 50% control
- A governing document e.g. constitution or memorandum and articles of association that show how your group is managed. Please check the eligible incorporation/registration status on the criteria document
- A bank or building society account in the name of your organisation with a minimum of two unrelated cheque signatories
- Accounts or a record of income and expenditure for your group, and sound plans for managing your money (if you are a new group, you will need to provide a bank statement and a project budget)
- If your organisation works with children or vulnerable adults, you will need to have a safeguarding policy in place

Top Tips for the first time

- Be specific. State simply and clearly exactly what you want to do.
- Don't feel you have to use 'buzz words' or jargon, clear simple language is best
- Always thoroughly read the criteria and ensure the fund you're applying for actually fits your activity and organization
- Ask questions if you are unsure – we are happy to help
- Take your time – start the application early, you can keep adding to it at a pace that suits
- Start getting your supporting documents ready early so you can attach them when ready to submit. Submitting everything up front stops delays in payment if you are successful

Applying to the right fund

- Ensure your idea and existing provisions match the funds themes and focus.
- Track record - Ensure that the fund and grant amount align with your organisations status. For example, as a newly established organisation it may be best to apply for smaller grants initially. If you are new to the funder, ensure you include information regarding your achievements, positive outcomes from other projects, any links you have to other organisations and social media links.
- Plan your project carefully - what would you like to do? How much will it cost? Why is this work important? How will you know if you are meeting the aims and outcomes?
- Ensure you read the eligibility and project criteria. Often they may have a priority focus e.g. local grass root projects, pilot projects, geographic etc.
- Does the funds timescales fit with your project and what you would to achieve?

Writing the Application: Tips and Advise

Avoid Jargon

Keep the language simple and use Standard English. You can use acronyms if they are nationally recognised such as NEET etc. Try not to do this with words that the funder might not be familiar with e.g. partnership organisations or venues

Writing style

Use paragraphs and bullet points to break down the application content. Try to make it easy to read. Think about the start and finish with each question.

Assumptions

Try not to assume that the funder knows about your organisation, if they do write like they do not know your work. Sell yourself!

The Five Ws

Who, What, Where, When, Why, and How. These are questions whose answers are considered basic in information gathering.

Some useful links and resources

- [Information on Applying for a Leeds Community Foundation Grant – The process Explained](#)
- [Sign up to our Grants mailing list, to receive notification as and when a grant's programme is launched.](#)
- [Browse our Open Grants](#)
- [Sign up for our newsletter](#)
- [Listen to our podcast for ideas on funded projects](#)
- Contact us: **Grants@leedscf.org.uk | 0113 242 2426**

Any Questions?

Thank you

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