

## Kent Reliance Community Foundation

### Application Guidance

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#### Introduction to Kent Reliance Community Foundation

Our purpose is to improve community wellbeing, initially in Kent and the South East, with a focus on genuine community needs that leave a lasting legacy, with a particular focus on preventing homelessness, supporting the most vulnerable in society and those who care for them, and championing social mobility through the education of disadvantaged young people.

We support new projects by local charities and community groups that are registered with the Charity Commission as a charity - helping to make a real and tangible difference in our communities.

Our Foundation is overseen by an independent Board of Trustees who review applications and have ultimate collective responsibility for all decisions to award a grant.

Whilst we'd love to help with all of the many community projects happening in our area, unfortunately we simply can't fund every application we receive, so please read this document thoroughly to ensure the greatest chance of success for your project.

Ideally, we're looking for unique projects focused on a genuine community need and stand out as having a real impact on improving community wellbeing.

This document has been designed to help you through our application process and to outline what to expect along the way. If you still have questions after reading this document including whether your project idea is right for the Kent Reliance Community Foundation, then please email us at [KentRelianceCommunityFoundation@osb.co.uk](mailto:KentRelianceCommunityFoundation@osb.co.uk) and we'll be happy to help answer any additional questions.

## Before you apply

### Check your project is eligible and fits our aims

The first thing you need to do before you apply is to check whether your project is eligible for a grant and that it fits our aims.

Our Foundation has been designed to support communities initially in Kent and the South East, and we seek to fund new projects that link to three key elements of community wellbeing: Homelessness, Vulnerability and Social Mobility - with favourability shown to projects that incorporate all three.

Our Eligibility Quiz and FAQs section on our website [www.krcf.org.uk](http://www.krcf.org.uk) are useful guides.

The Trustees may award grants that fall outside of these priorities, provided they are satisfied that the grant meets our aims and values, and is an appropriate use of the Foundation's charitable funds.

Both *capital* and *revenue projects* will be considered, as long as the project can evidence it will be sustained beyond our initial investment without reliance on future grants.

### What we can fund

You can apply for a grant if your organisation is a not-for-profit registered Charity, and you have a governing document.

Applications can be made by registered charities, but also the following **providing they are registered with the Charity Commission as a charity**:

- Charitable incorporated organisation (CIO) / foundation CIO.
- Registered Company (limited by guarantee) / Community Interest Company.
- Volunteer / community group.
- Foundation school, college or academy.

The proposed project must initially be located in the Kent and South East

### What we can't fund

The Trustees will not normally support:

- Activities that have already taken place.
- Activities undertaken by public bodies or organisations contracted to carry out public services on their behalf.
- Applications from NHS Trusts (or NHS charities), Local Authorities, Parish Councils or similar organisations where it can be assumed that projects should be funded by other means.
- Projects with a political element.
- Religious groups whose work does not have a wide public benefit.
- Individuals.

- Any organisation that is legally able to make a profit (e.g. limited liability partnerships, limited companies, sole traders).
- General organisation or past/current project costs – your application must be for a completely new project.
- Projects that aren't sustainable (e.g. the project would need a further grant to continue beyond our investment).
- One-off events or projects with a limited time frame.
- Retrospective costs – project/work that has already taken place.
- Any organisation that cannot demonstrate appropriate governance.
- Any project that is harmful to the environment.
- Projects that have already received funding from us.

### Check whether you can use the grant to pay for your proposed costs

Here is a list of our eligible and ineligible costs:

| Yes! We can fund these costs:   | Sorry! These costs are not eligible:  |
|---|---|
| <ul style="list-style-type: none"> <li>• Labour required for the set-up of the project. Please note we expect projects to be paying at least the minimum Living Wage <a href="https://www.livingwage.org.uk/what-real-living-wage">https://www.livingwage.org.uk/what-real-living-wage</a> .</li> <li>• Running costs of the project (e.g. materials, room hire etc.). You will need to show how you have calculated these costs in your budget.</li> <li>• Skills training and other course costs.</li> <li>• Administration costs directly associated with the project. Please ensure you allocate appropriate resource to complete the monitoring reports for your project.</li> <li>• Costs directly associated with the beneficiaries/volunteers' involvement in the project (e.g. travel costs, childcare, subsistence while taking part in project activities).</li> <li>• Capital costs of improving a site or building.</li> </ul> | <ul style="list-style-type: none"> <li>• Any costs not directly associated with the running of your new project.</li> <li>• Day to day running costs and organisation overheads.</li> <li>• Any retrospective costs (i.e. those incurred before the start date on your award letter).</li> <li>• Any costs that cannot be fully evidenced to your organisation (e.g. invoices not in the name of your organisation).</li> <li>• Any bank charges, legal fees, fines or penalty payments.</li> <li>• Activities promoting religious beliefs or political activities.</li> <li>• Activities that the state has a legal obligation to provide (e.g. core education, core responsibility flood alleviation, street lighting or pavement maintenance, etc).</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Marketing or promotion alone (must be part of a wider project).</li> <li>• Fundraising activities or challenges.</li> <li>• Conferences or seminars.</li> <li>• Research or feasibility activities.</li> <li>• Activities which collect funds for redistribution to other charities or individuals.</li> <li>• Overseas appeals, expeditions or overseas travel.</li> <li>• Sports kit or equipment alone (must be as part of a wider project).</li> </ul> |
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## Ensure you have the correct documentation

As part of the application process, we will ask you to tell us how your organisation is structured and how you manage finances. The following table sets out the evidence you will need to provide or confirm you have in place, and when in the process this is required.

If you do not have all or any of these in place, let us know! We may be able to signpost you to advice and guidance.

| Evidence  | Provide at Application stage | Provide at Grant Offer stage |
|---|------------------------------|------------------------------|
| <p><b>Legal Structure</b></p> <p>A legal structure that is appropriate to the size and nature of the organisation, set out in a constitution or memorandum/articles of association that clearly outlines the aims and rules governing the organisation. This should include not-for-profit status, application of income and a dissolution clause/asset lock.</p> | ✓                            |                              |
| <p><b>Accounts &amp; Financial Management</b></p> <p>Full accounting records which are appropriate to the size and nature of your organisation.</p>   | ✓                            |                              |

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| <p><b>Bank Statement</b></p> <p>A recent bank statement (dated within the last three months) to confirm where the grant, if awarded, will be paid.</p>   |   | ✓ |
| <p><b>Bank Account Signatories</b></p> <p>Bank Account with at least two signatories for joint authorisation (not related or living at the same address).</p>  |   | ✓ |
| <p><b>Project Consent Form/Lease agreement or deeds (Capital works)</b></p> <p>If your project is making any physical change to your surroundings, we will ask to see your property deeds or lease agreement.</p> <p>If your project is being completed on leased land, the landowner must complete the project consent form, that we will provide.</p> <p>If your project will be on third-party land, please contact us to check your project is eligible. A project consent form is required if we confirm your project meets our eligibility criteria.</p> | ✓ |   |
| <p><b>Planning permission</b></p> <p>If any aspect of your project involves a change to an indoor or outdoor space, or activities will be taking place outdoors, you may need to get planning permission.</p> <p>Make sure you read the UK Government guidance to check whether you need it or not: <a href="http://www.gov.uk/planning-permission-england-wales">www.gov.uk/planning-permission-england-wales</a>.</p> <p>If planning permission is needed, you will need to have received this before applying to us.</p>                                    | ✓ |   |

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| <p><b>Letter of Support/Recommendation (where applicable)</b></p> <p>If you have referenced a key partnership or an endorsement from a key stakeholder in your application, please make sure this letter endorses that.</p>   |                       |  |
| <p><b>Policies and Procedures</b></p> <p>You will need to ensure you have policies and procedures in place relevant for your project.</p> <p>If you are unsure, you can get help from your local infrastructure organisation or online sites such as the NSPCC <a href="https://learning.nspcc.org.uk/safeguarding-checklist/">https://learning.nspcc.org.uk/safeguarding-checklist/</a>.</p> <p>Here are some examples of expected policies and procedures:</p> <p><b>Equal Opportunities</b></p> <ul style="list-style-type: none"> <li>• References Equality Act 2010</li> <li>• Policy should cover age, being married or in a civil partnership, being pregnant or having a child.</li> <li>• Disability, race, religion/belief or lack of, gender, sexual orientation, being or becoming a transsexual person.</li> <li>• Equal access to services and employment</li> <li>• Preventing harassment and ensuring everyone is treated equally.</li> <li>• Complaints are dealt with fairly.</li> </ul> <p><b>Employment</b></p> <p>Organisations must comply with all employment law including legislation on stakeholder pensions (if appropriate) and pay at least the minimum Living Wage (<a href="https://www.livingwage.org.uk/what-real-living-wage/">https://www.livingwage.org.uk/what-real-living-wage/</a>).</p> <p>Demonstrate good practice in personnel matters by having clear policies and procedures (Amendment) Act 2000, Sex Discrimination Act 1975, Disability Discrimination Act 1995, Equality Act 2010 and the Human Rights Act 1998 and provide appropriate training for trustees, staff and volunteers.</p> | <br>Confirmation only |  |

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| <p><b>GDPR Policy &amp; Procedures</b></p> <p>All organisations are expected to comply with GDPR particularly where personal and sensitive data is collected and stored.</p> <p><b>Health &amp; Safety Policy &amp; Procedures</b></p> <p>Organisations must meet legal requirements under current Health and Safety regulations. In particular statutory obligations covering employees, volunteers and members of the public and buildings. For example, carrying out risk assessments and having fire certificates where appropriate.</p> <p><b>Safeguarding Policy &amp; Procedures</b></p> <ul style="list-style-type: none"> <li>• Definitions of abuse and signs of abuse and a description of how abuse is different for adults (if working with both children and vulnerable adults).</li> <li>• Procedure for reporting safeguarding concerns.</li> <li>• Procedure for handling cases of disclosure revealed by DBS checks.</li> <li>• The name of the person responsible for child protection.</li> <li>• The name of the local safeguarding board.</li> <li>• All staff, volunteers and Trustees who are working directly with vulnerable adults and/or children should have the appropriate DSB checks and there is an understanding of when enhanced DBS checks should be carried out.</li> <li>• All staff, volunteers and trustees who work indirectly with vulnerable adults and/or children receive safeguarding training.</li> <li>• Risk assessments are carried out to ensure vulnerable adults and/or children in your care are safe.</li> <li>• Frequency at which the policy is reviewed, suggest annually.</li> </ul> |  |              |
| <p><b>Insurance</b></p> <p>Organisations must ensure that appropriate insurance certification and licences are in place. For example, public</p>  | <br>Confirmation only | If requested |

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| liability, professional indemnity (where appropriate) and employer's liability. |  |  |
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### Accounting Records

The type of accounts we need will depend on the type of organisation you are:

- If you are a new organisation with no prepared accounts, you will need to provide a projected income and expenditure forecast. This must include all secured and expected income (such as other grants) and expected expenditure.
- From an organisation with income less than £25,000 we would expect to receive a basic document highlighting income and expenditure and any balance sheet items.
- From an organisation with income over £25,000, but less than £1 million we would expect to receive accounts that have been reviewed by an appropriately qualified person (this is not deemed an audit). We would expect this to be a slimmed down version, but still similar to the accounts that a large organisation produces. Audited accounts will be needed if total assets (before liabilities) exceed £3.26 million and the organisation's gross income is more than £250,000.
- From an organisation with income over £1 million we would expect to receive externally audited accounts. This is likely to be a reasonable-sized document with a detailed Trustee or Directors' report and notes to accounts.

### Including Value-added Tax in your budget and application

You may need to pay VAT on purchases made as part of your project and we can pay for this within the grant. Make sure you check whether VAT needs to be included when you develop your budget. The amount of funding you request should only include VAT where you don't intend to, or can't, recover the VAT at a later date. If you later find that VAT claimed under the grant becomes recoverable, you must repay this amount to us.

### Check your timescales fit with ours

Our Trustees, who are responsible for making all funding decisions, review applications only at specific points during the year. Because of this, the decision process can take some time regardless of when your application is submitted.

Please submit your application only when you are ready to begin your project. As grant funds cannot remain unused, projects must start promptly after any grant offer is made.

The size and nature of your request may also influence how long the decision process takes. We will notify you of the outcome as soon as the Trustees have reached a decision.

**IMPORTANT:** We can only accept one application per organisation for consideration at a time. Please let your colleagues know that you are applying to our Fund.

If your application is awarded, we will happily consider future projects for funding once your funded project is completed, all required monitoring has been received, and at least 12 months have passed since the date on your previous grant offer letter.

If your application is unsuccessful, you are welcome to reapply with a different project.

## Filling out the application

All applications must be made through the apply pages on [www.krcf.org.uk](http://www.krcf.org.uk), and must explain in detail how the grant will be used. In particular, the application must:

- Set out who will benefit from the grant funds.
- Describe how the costs or activities funded by the grant will benefit the intended beneficiaries and advance one or more of the funding priorities.
- Outline how use of the grant will be managed, including details of the key individual(s) responsible for the management of grant funds and delivery of grant-funded activities.
- Provide details of any other funding requested or received to support the purpose for which the grant has been requested.
- Enclose your governing document and latest annual report and accounts.

### Begin your application

Any question marked with an asterisk is required, so you won't be able to submit your application until all of these questions have been answered.

#### TOP TIPS FOR COMPLETING YOUR APPLICATION:

- Read this document thoroughly before completing your application and refer back to it as you work through your application form;
- Make sure your answers link with the Fund's criteria and priorities.
- Back up your project ideas with evidence of need e.g. local consultation and statistics.
- Demonstrate the wide-reaching impact your project could have if funded. Be specific – don't just say 'it will benefit the whole community'. Instead, give measurable examples (e.g. 'up to 70 people suffering with poor mental health would no longer feel isolated and could gain new skills and friendships').
- Please provide us with as much detail as you can, particularly if you are applying for a large amount of money, as this will help our Trustees make their decisions. But only if it is relevant! There is an opportunity at the end of the form to add additional

documents, photographs or videos that you feel will support your application.

- Give us detail but write it as clearly and concisely as possible; you can use bullet points to get information across and please don't use the full word count limit unless you need it.
- The Trustees need a clear and detailed breakdown of your project costs to see how any money would be spent. Please make sure the totals match the amount of your full project costs and the amount you're requesting from us.
- Don't be afraid to show your passion for your project. You know why it is needed and the difference it will make – tell us!

**IMPORTANT:** If you've applied to another funder for the same project and you've been successful, congratulations! Please let us know as soon as possible so we can update your project costs or withdraw your application, to allow another project to be awarded.

The Trustees are approving funding for the costs outlined in your application so, whilst we understand plans and costs may change post award, unfortunately we can't guarantee that all changes will be possible. Therefore, please ensure the costs outlined in your application are as accurate as possible.

## Review and approval process

### Internal review

Once you have submitted your application, it will be reviewed by our internal team.

There are a number of things our team will need to do:

- Carry out a final eligibility check to make sure you can apply for funding;
- Carry out due diligence checks;
- Complete internal scoring;
- Request subject matter expert advice when necessary; and
- Request further detail from you if any clarification is needed

Your application will be assessed and scored against the following criteria:

- **Community need:** Is there a significant need for this project in the community and evidence of good engagement with the community during planning?
- **Planning:** Is the project planned well with a detailed and robust budget breakdown? Have relevant permissions been considered (e.g. land ownership)? Have risks (including changing costs of materials) been anticipated and mitigated?

- **Sustainability:** How will the project be sustained and bring benefit beyond the investment period? How will you ensure the project will still be running in a few years' time and won't just rely on future investment?
- **Value for money:** Is the amount requested good value compared to the number of beneficiaries and overall impact of the project? Are costs expensive or inflated? Does the project seem like good value for money in comparison to similar projects?

If your project is ineligible and/or is not a strong fit for our criteria, we will let you know that your application will not be progressing any further.

### Trustees review

If your project passes our internal review and is deemed a good fit for our criteria, your application will then be taken to our Trustees for a final decision.

The Trustees meet on a regular basis to review applications against the criteria outlined above and will APPROVE or REJECT applications.

Our Foundation is anticipated to be hugely popular and so, whilst we'd love to, unfortunately we simply can't fund every application we receive. With this in mind, be aware that if you are applying for a large amount of money, the Trustees may only choose to support a handful of projects from our largest funding pot each year.

Unfortunately, if your project is not successful, the Trustee's decision cannot be appealed. We will provide you with comments and reasons why it was unsuccessful, and you are welcome to reapply with a different project.

We only reject applications with good reason so if you want to reapply, please take the time to understand why your application was not successful and have a chat with us. We really would not want to disappoint you again.

## Grant offer stage, payments and post award

Hopefully, the Trustees will approve your funding, and you can move to the next stage.

### Accepting our offer

At this point, we will notify you that you have been successful and send you a Confirmation of Grant Offer letter and a Collaboration Agreement.

There are three things you need to do before we can give you the funding:

- Read the Confirmation of the Grant Offer letter and Collaboration Agreement carefully.
- Accept the Grant by signing and returning the Agreement.
- Provide us with your organisation's banks details (with two unrelated signatories for joint authorisation), a recent bank statement (dated within the last 3 months) and any other requested documents (such as project consent form or evidence of tenure).

For large grants, this is the point where we will discuss and agree a payment structure with you.

Please complete the above within 7 days of receiving your offer letter to avoid any delays. Your offer will be subject to a final financial check.

If you have any queries or concerns regarding the offer letter, please contact us by emailing [KentRelianceCommunityFoundation@osb.co.uk](mailto:KentRelianceCommunityFoundation@osb.co.uk) .

### Payment structure

Grants are paid by BACS transfer into your organisation's bank account provided at grant offer stage.

Our payment structure depends on how much you are awarded:

- £2,000 to 50,000 – one payment of 100% (unless agreed otherwise by the Trustees).
- £50,001 to £100,000 – on a case-by-case basis, aligned to project-specific milestones.

The first payment will be made following acceptance of the grant and receipt of any additional required documents, as detailed in your offer letter.

Any additional payments will be made once we receive a satisfactory interim report and/or are shown satisfactory overall progress against your key milestones and objectives.

Any amount retained will then be released once we receive your End of Project report.

### Provide us with reports and updates on your project

We can't wait to hear how your project is progressing and see it completed, so there will be some required monitoring.

We expect all successful applicants to provide us with an End of Project report, and maybe at least one interim report. Information required includes:

- Evidence of the activities undertaken using the grant.
- Monitoring information, including information about number of beneficiaries and activities.
- How you've promoted your project and the Kent Reliance Community Foundation.
- Evidence of expenditure both during and on completion of the project activities, so please keep hold of any invoices or receipts you obtain along the way!

For the bigger grants, we will likely ask for multiple reports.

### Monitoring visits

We'd love to see your completed project in person too, so you may receive a visit from a member of our team. The visit will be pre-arranged and will include discussions on the progress of your project, your budget and lessons learnt so far.

### Promote your project and the Kent Reliance Community Foundation where possible

A condition of your offer is that you promote your project and the Kent Reliance Community Foundation where possible, as this helps us sustain the Fund and to keep applications flowing.

### What to do if your project is delayed or encounters problems

If your project runs into difficulties, please don't panic!

If you need help or support, get in touch with us by emailing [KentRelianceCommunityFoundation@osb.co.uk](mailto:KentRelianceCommunityFoundation@osb.co.uk) as soon as possible. The earlier you can tell us about a potential problem, the more likely we will be able to help.

You may experience changes to your delivery timeline or project costs due to factors beyond your control. Whilst we can't promise we will be able to accommodate all changes, please get in touch to discuss this with us. Any significant changes to the delivery of your project will be considered on a case-by-case basis and may need to be taken back to our Trustees for a decision.

### Complete your project on time

For all grant sizes, you must start your project within 3 months of the award date.

For grants up to £75,000, you must complete your project within 12 months.

For applications in excess of £75,001, we allow up to 24 months for project completion.

Extensions may be given in exceptional cases, but these cannot be guaranteed. Requests may need to be taken to vote at a Foundation Board meeting.

### Applications for other projects

We will happily consider future projects for funding once your funded project is completed, all required monitoring has been received, and at least 12 months have passed since the date on your previous grant offer letter.

We cannot, however, provide additional funding for the same project that we have already supported.