

Guidance Notes

Overview

The Bettys and Taylors Group Coronavirus Community Fund has been developed as part of Bettys and Taylors Group's community grants programme.

It is recognised that one of the most difficult things for many small charities and community groups is finding funding for the 'business as usual' every day running costs from heating and lighting to staffing and rent. This has become especially difficult at a time when the fundraising activities that would usually support these costs has been dramatically reduced and with much uncertainty around when it might be able to resume.

We are also keen to support groups where the work that they do can help local communities to reconnect and recover from some of the effects of the pandemic.

In response, the Bettys and Taylors Group Coronavirus Community Fund aims to support small groups working to improve the lives of local people with running and organisational development costs, where a small amount of money can make a real difference to their long-term sustainability.

Priority will be given to groups whose work meets one or more of the following aims:

- Promoting good health & wellbeing
- Reducing inequality
- Reducing Loneliness and social isolation

Whilst applications will be considered from groups across the whole of Yorkshire, in addition to the above, priority may also be given to projects in the areas surrounding Bettys Café Tea Rooms and the Bettys and Taylors head office. These are located in York, Harrogate, Northallerton and Ilkley. Priority will also be given to disadvantaged communities whether this be by reason of geography or other characteristics.

Grants

There are two levels of award available:

£500 to £1000 – available to groups that simply need a small contribution to their running/project costs.

£1001 to £5000 – for the larger awards, groups must be able to demonstrate how a grant for running costs will help to support the development of their organisation and enable them to make a 'step change', however small, to assist with moving their organisation towards sustainability and/or expand the provision of their services. Basically, we just want to know how your organisation might be better off at the end of the funding period than it was at the start.

Funding is not available for capital costs alone except where small equipment purchases form part of a revenue bid for running costs and organisational development for example a laptop or computer to assist with administration.

Because we are keen to get the grants to groups where a small amount of money can make a real difference, we will only consider applications from organisations with an **income of under £200k per annum**. This is based on your most recent annual accounts and/or current forecasts.

When Should I apply?

There will be two grant rounds with decisions on applications for grant awards made in March 2021 and October 2021 by a special panel made up of Bettys and Taylors Group staff and representatives of Two Ridings Community Foundation. Deadlines for applications will be: -

22nd February 2021 (for March 2021 panel)
13th September 2021 (for October 2021 panel)

Applications which miss the deadline date will be put forward into the next funding round subject to available funding.

General Eligibility

Applications will be accepted from: -

- constituted voluntary and community groups
- registered charities
- co-operatives
- social enterprises
- community interest companies (CIC's will be subject to additional scrutiny as outlined in our grant making policy)

Examples of the type of activity that could be supported:

Overheads

- Rental costs
- Heating, lighting, water rates
- Core staff costs
- Stationery, small capital items, internet
- Volunteer costs

Organisational development

- Staff training
- Trustee training
- Volunteer training and management
- Fundraising
- Business planning and development
- Developing monitoring and learning
- Marketing and communications

The Process

Applying

- Ensure you are eligible and that the fund is currently accepting applications.
- Complete the online application form. A link to this is found on the Bettys and Taylors Group Coronavirus Community Fund page of the Two Ridings Community Foundation website www.trcf.org.uk/grants-bettys-taylors-group
- Include details of a suitable referee, your referee should be someone who knows your group or organisation and the work you do, but not a management committee member, a relative or someone who will benefit from your services. A suitable person might be a local councillor or a local support organisation such as a Council for Voluntary Service.
- Attach your supporting documents to the online application or send these by email to grants@tworidingscf.org.uk

If the supporting documentation is not received within 4 weeks of the date of submission of the online application, or by the advertised closing date where applicable, the application will be withdrawn. Applications will only be processed when all documentation has been received.

Assessment and Award

- All eligible applications will be assessed. An assessor may contact you to obtain further information or to arrange an evaluation.
- All Applications are considered by a special panel and its recommendations are ratified by the Board of Trustees. The final decision cannot be changed, and no discussion will be entered into although we will try to provide constructive feedback if we can.
- In certain circumstances applicants will be awarded a pledge. This is the promise of a grant if/ when certain conditions are met.
- Following the panel meeting, we will contact you by email to let you know the outcome.

Monitoring and Completion

- When your project is complete, you must fill in an End of Grant Monitoring Form. This is available as an online form very similar to the online application form and should your application for funding be successful the link to your end of grant report will be sent to you when your grant payment is made.
- We aim to undertake monitoring visits on a proportion of funded applications and we will contact you to arrange a visit if this is required.
- Successful applicants **must** ensure that the Foundation is included in any publicity and our logos will be provided for this purpose.

Supporting documents if not attached to the online application form should be sent by email to:

grants@tworidingscf.org.uk

If the supporting documentation is not received within 4 weeks of the date of submission of the online application, or by the advertised closing date where applicable, the application will be withdrawn.

If you require any assistance with the completion of your application, please contact Two Ridings Community Foundation on 01904 929500.