



Overbury
and
Conderton
Foundation

GUIDANCE FOR GRANT APPLICANTS

How do I apply?

All applications must be made using the Foundation's online application form which can be found at bit.ly/OCFGrantForm. If you are unable to access or use this form, please contact us at info.ocfoundation@gmail.com.

Who can apply?

We make grants to a wide range of organisations. We are particularly keen to help grassroots community groups and small-to-medium-sized voluntary organisations. We do not normally make grants to large UK-wide charities, but we might do so where the proposal has potential to achieve a substantial impact in our area.

You do not have to be a registered charity to apply, but the work you ask us to support must be legally charitable. Please note that we can only make grants for general running costs or unrestricted purposes to charities. Grants to any other organisations will always be restricted to a specific charitable purpose.

You can apply whatever your income level. Some funds and programmes may have more specific requirements about the size and type of organisation eligible. When this is the case, the Foundation will state the criteria that you must meet.

Please note that if you have previously had a grant from us, we will not consider any new application unless you have sent us all the required grant reports.

When can I apply?

Grant requests can be made at any time. The trustees are also happy to discuss ideas that would benefit the community in advance of submitting a formal grant request. From time to time the trustees may also publicise specific funds to which local organisations and individuals can apply.

We aim to process applications and notify applicants of decisions within 4 to 8 weeks of their applications, depending on the size of the request and the extent of additional clarifications.

Which area do I need to be in to apply?

Our grants are for activities that provide a community benefit for people living in Overbury and Conderton and the surrounding area (the primary area of benefit).

What sort of support is available?

We are interested in supporting activities and events that support our charitable purposes

- to promote and provide leisure and recreational opportunities for the local community,
- to ensure the continued use of the village hall and other facilities and amenities, and to help to secure their future as valued local community resources,
- to enhance social welfare and the quality of life for the whole community, and
- to support the educational needs and opportunities of people of all ages.

Grants can be towards running costs (including salaries), projects, equipment or capital developments. The work can be new, continuing or a one-off initiative. We will fund up to 100% of project costs for small grants (up to £500). We will consider applications for 100% of project costs for larger projects, but will normally expect applicants to demonstrate that they have match funding. If your project is likely to span more than one year, please discuss it with us first.

We will not fund requests to support

- activities that primarily benefit people outside our defined geographical area
- contributions to general appeals or circulars
- endowment funds and charitable reserves
- religious activity which is not for wider public benefit
- public bodies to carry out their statutory obligations
- activities which solely support animal welfare
- costs that have already been incurred
- activities which have already taken place
- grant-making by other organisations
- deficit or emergency funding
- loans or debt repayments
- VAT that can be reclaimed
- party political activities
- privately owned and profit-distributing companies or limited partnerships, including subsidiaries of charities that are structured as companies.

What information will I need to provide?

The application form is very straightforward to complete. You will need to describe your project, its benefits and costs and consider how your request fits with the Foundation's purposes, as defined above.

Before approving a grant, the trustees may seek additional supporting information, depending on the size of grant requested. If you have supporting information, it is best to upload it with your application. The information that we request may include, but not be limited to:

- Safeguarding policies (where work involves vulnerable groups)
- Evidence of organisational governance (constitution, trustees, bank account)
- Financial viability checks (recent accounts if applicable)
- Quotes for capital or equipment grants
- Planning permission or other regulatory approvals where relevant
- Evidence of match funding if required.

What happens once the trustees have made a decision?

Once we have made a decision, we will contact you using the email address that you provide on your application form. Before making payment of a grant, the trustees may impose conditions upon the grantee. These will be proportionate to the size of grant requested and the degree of associated risk and may include, but not be limited to:

- Payment terms (advance, instalments, or reimbursement)
- Timeframe for using the grant
- Requirements for acknowledging the Foundation's support
- Monitoring and reporting requirements (frequency and detail)
- What happens if circumstances change or funds aren't used as intended
- Right to reclaim unused funds.

For major projects we may ask you to submit period progress reports and notify us of any significant changes.