



## **LOCAL ORGANISATION FUNDING ADVICE AND INFORMATION**

### **INTRODUCTION**

There are numerous sources of funding locally and nationally that your organisation may be eligible to apply for assistance. The Council has limited resources and therefore this information is provided to assist local organisations identify the most suitable, sustainable and fruitful potential funders.

It is good practice, and financially safer, not to rely on a sole funder. Organisations should try to secure multiple funding streams to avoid becoming reliant on one particular funder. Therefore, if any one source of funding ever ceases, it means the rest of your organisation can at least continue whilst you seek to replace that funding stream.

It is suggested that organisations apply to at least two funding sources per project or service, in case one bid fails; or in case one funder will only fund part of your costs with the expectation that the balance is secured from elsewhere. Below you can find details of other funding streams, plus assistance in applying for grants, and details of other resources that may assist your organisation.

### **GENERAL FUNDING TIPS**

- 1. Always apply in good time** – check funders' deadlines and start looking for money at least six months before your project/service requires funding;
- 2. Always choose funding sources that are appropriate** – unless you have experience of applying to a particular funder, your interpretation of what the funder is looking for may or may not be correct. If in doubt, talk to the funder about eligibility criteria before applying. Provide as much information as possible in your application to allow the funder to fully assess your application;
- 3. Find and create a relationship with the best contact** at the funders you will approach – not only does it give a good impression to address the application correctly, but they may provide helpful information and advice. Creating a rapport with the contact will maintain your organisation's profile and may develop your understanding of what the funder is looking for;
- 4. If your application is successful, it is helpful to provide updates** to funders on the progress with the scheme/project. This will help to develop a rapport between your organisation and the funder and the funder may also gain a greater understanding of your organisation's work;
- 5. It is better to have sustainable long-term funding** – the Borough of Broxbourne provides grants for only one year, and the less frequently your organisation has to research and write bids, the more time your organisation will have to work and develop;
- 6. Working with other organisations** can increase the number of places your organisation can get money from, because some funders only accept bids from partnerships. Other organisations may also have access to funding and resources which may be of benefit to your organisation.
- 7. If it does not already have one, establish a constitution and bank account** for your organisation. Many grant schemes are only available to organisations that are formally constituted and hold their own bank account.

## SEARCHING FOR FUNDING ONLINE

The following websites are helpful to find potential funders from all over the country:

[www.fundingcentral.org.uk](http://www.fundingcentral.org.uk) – funded by the Cabinet Office, this details many grants nationwide  
<http://www.grantsonline.org.uk/> - an information portal on grants and funding available  
[www.j4bcommunity.co.uk](http://www.j4bcommunity.co.uk) - website that provides advice allows users to search for funding

Please note that some grant search websites require registration, and some may charge users.

## HELP WITH SEARCHING FOR FUNDING

General information on finding and applying for funding is available from the National Council for Voluntary Organisations' website: [www.ncvo-vol.org.uk/advice-support](http://www.ncvo-vol.org.uk/advice-support)

Local organisations can get one-to-one funding advice from CVSBEH (the Council for Voluntary Services Broxbourne & East Herts) – contact them to make an appointment: on **0300 123 1034** or [admin@cvsbeh.org.uk](mailto:admin@cvsbeh.org.uk).

Specialist information is available from the Directory for Social Change. This organisation publishes books, provides training and hosts websites that provide information for voluntary organisations seeking funding. Please note that services provided by the DSC are chargeable. Please visit [www.dsc.org.uk](http://www.dsc.org.uk) for further information.

## GRANTS AVAILABLE IN THE LOCAL AREA

**Broxbourne Borough Council** awards funding through the Community Grants Scheme. Cash and capital grants are available, as are subsidies and discounts on the hire of Council facilities, the rent of Council properties, and business rates. Please visit [www.broxbourne.gov.uk](http://www.broxbourne.gov.uk) for further information or email [grants@broxbourne.gov.uk](mailto:grants@broxbourne.gov.uk)

From time to time, the Council may also fund or administer other grant schemes for specific purposes. For example, previously the Council has allocated funding to local organisations that promote health in the local area, and has also supported initiatives to commemorate the Olympics and Diamond Jubilee. Such schemes are promoted via the Council's website when available.

**Hertfordshire County Council** offers a Locality Budget Scheme. Each county councillor has £10,000 to allocate to groups operating in their local area. Information is available from the County Council's website at: [www.hertsdirect.org/your-council/councillors/localitybudgetscheme](http://www.hertsdirect.org/your-council/councillors/localitybudgetscheme)

The **Hertfordshire Police and Crime Commissioner** has a fund to promote community safety initiatives in the local area. Details are available from [www.hertscommissioner.org](http://www.hertscommissioner.org)

**Hertfordshire Community Foundation** is the largest non-statutory grant awarding organisation in the county. Grants of up to £5,000 are available to local voluntary organisations. Further information is available from [www.hertscf.org.uk](http://www.hertscf.org.uk)

**Neighbouring councils** may have grant schemes available for projects and organisations that operate in their area. Further information is available from local authority websites.

## **LOTTERY FUNDING**

The National Lottery funds major national grant schemes, particularly in the arts and sport. The Lottery has established a website - [www.lotterygoodcauses.org.uk](http://www.lotterygoodcauses.org.uk) - to detail the work taking place across the country. The website also has a “funding finder” to search for lottery funding.

The Lottery primarily awards funding to voluntary and community organisations through the Big Lottery Fund. Details are available from: [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

## **TESCO BAGS OF HELP GRANTS SCHEME**

Bags of Help will now see the money raised by the 5p bag charge in Tesco stores opened up to a greater range of projects that support community participation in the development and use of open spaces.

AS WELL AS PHYSICAL IMPROVEMENTS OF OPEN SPACES – SUCH AS BUILDING NEW POCKET PARKS, SPORTS facilities, woodland walks and community gardens – projects that will now get the green light as a result of the funding will include volunteer training, equipment purchases, community events and sports and leisure activities.

Following a public vote, three projects in each region will now receive a grant each month, with first place receiving up to £5,000, second place up to £2,000 and third place up to £1,000. Please note the maximum amount you can now apply for is £5,000. Previously awarded grants are unaffected by these changes to the scheme.

Please apply yourself or spread this exciting news and encourage others to apply or nominate a project. Find out more and apply on our dedicated [Bags of Help website](#)

## **OTHER FUNDERS**

The **Tesco Charity Trust Community Awards Scheme** provides one-off donations of between £500 and £4,000 to registered charities and not for profit organisations who are working on local projects that support children and their education and welfare, elderly people and adults and children with disabilities. Information is available from the following link: <http://www.tescopl.com/index.asp?pageid=121>

## **KEEP UP TO DATE WITH NEW GRANT FUNDING OPPORTUNITIES**

Local organisations seeking funding can subscribe to free newsletters to keep aware of local initiatives.

**CVSBEH E-Bulletins** – details the latest training courses, funding events, networking and consultation events and local news of interest. To subscribe, please visit: [www.cvsbeh.org.uk](http://www.cvsbeh.org.uk)

**Hertfordshire Funding Information Gateway** – provides access to a wide range of information to

enable voluntary and community sector organisations, social enterprises, businesses and individuals to find appropriate funding to support their activities. Details are available from: [www.hertsdirect.org/your-community/funding](http://www.hertsdirect.org/your-community/funding)

## **SUPPORT FOR LOCAL GROUPS**

General information and advice to local groups is available from the CVS. The CVS also holds events and has resources available for use by local community groups.

Further information on how to organise a voluntary group and apply for funding is available from the National Council for Voluntary Organisations ( [www.ncvo-vol.org.uk](http://www.ncvo-vol.org.uk) ) the Charities Evaluation Service ( [www.ces-vol.org.uk](http://www.ces-vol.org.uk) ) and the Charities Aid Foundation ( [www.cafonline.org](http://www.cafonline.org) )

Broxbourne Council may also be able to offer advice, support and guidance to local organisations. Any enquiries of this sort should be directed to the relevant Council service

## **INCOME SOURCES OTHER THAN GRANTS**

There are other ways in which your organisation could bring in income:

### **SELLING**

- Providing advice and training to other organisations
- Facilitating conferences & workshops for other organisations working in your field
- Merchandising (pens, t-shirts, mugs, etc)

### **DONATIONS FROM INDIVIDUALS**

- Membership fees – from individuals or organisations
- Payroll giving – employers allowing donations direct from employees' pay
- One-off donations
- Donations linked to windfalls (inheritances, lottery wins, etc.)
- Allowing people to donate via your organisation's website
- Establishing a donation website or text message service ( please see: [www.justgiving.com](http://www.justgiving.com) )
- Street collections

### **EVENTS & ACTIVITIES**

- Raffles and local fetes
- Sponsored activities (runs, swims, etc)
- Charity bag packing in supermarkets, etc.

### **'IN KIND' SUPPORT FROM THE PUBLIC OR PRIVATE SECTOR**

- Borrowing resources (e.g. display boards, meeting rooms, equipment, car parking spaces, etc)
- The use of services (post, payroll, auditing, graphic design, etc)

## OTHER

- Commission from online shopping gateways (please visit: [www.easyfundraising.org.uk](http://www.easyfundraising.org.uk) )
- Donations from small, local shops & firms
- Save money by sharing resources with other organisations (e.g. premises, payroll service, accounting/auditing, etc)
- Make sure donations & sponsorships include “Gift Aid” (25% extra from the government on every donation – please visit: [http://www.hmrc.gov.uk/charities/gift\\_aid/basics.htm](http://www.hmrc.gov.uk/charities/gift_aid/basics.htm) )
- Raise awareness of your organisation via social media, or by taking part in community events.

## OTHER USEFUL FUNDRAISING RESOURCES

There are many websites that provide ideas and information on fundraising. These include:

[www.charitychoice.co.uk](http://www.charitychoice.co.uk)  
<http://knowhownonprofit.org/>  
[www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk)

*The Borough of Broxbourne is not responsible for the content of any external web sites. Please contact [grants@broxbourne.gov.uk](mailto:grants@broxbourne.gov.uk) should you have any questions regarding this document.*