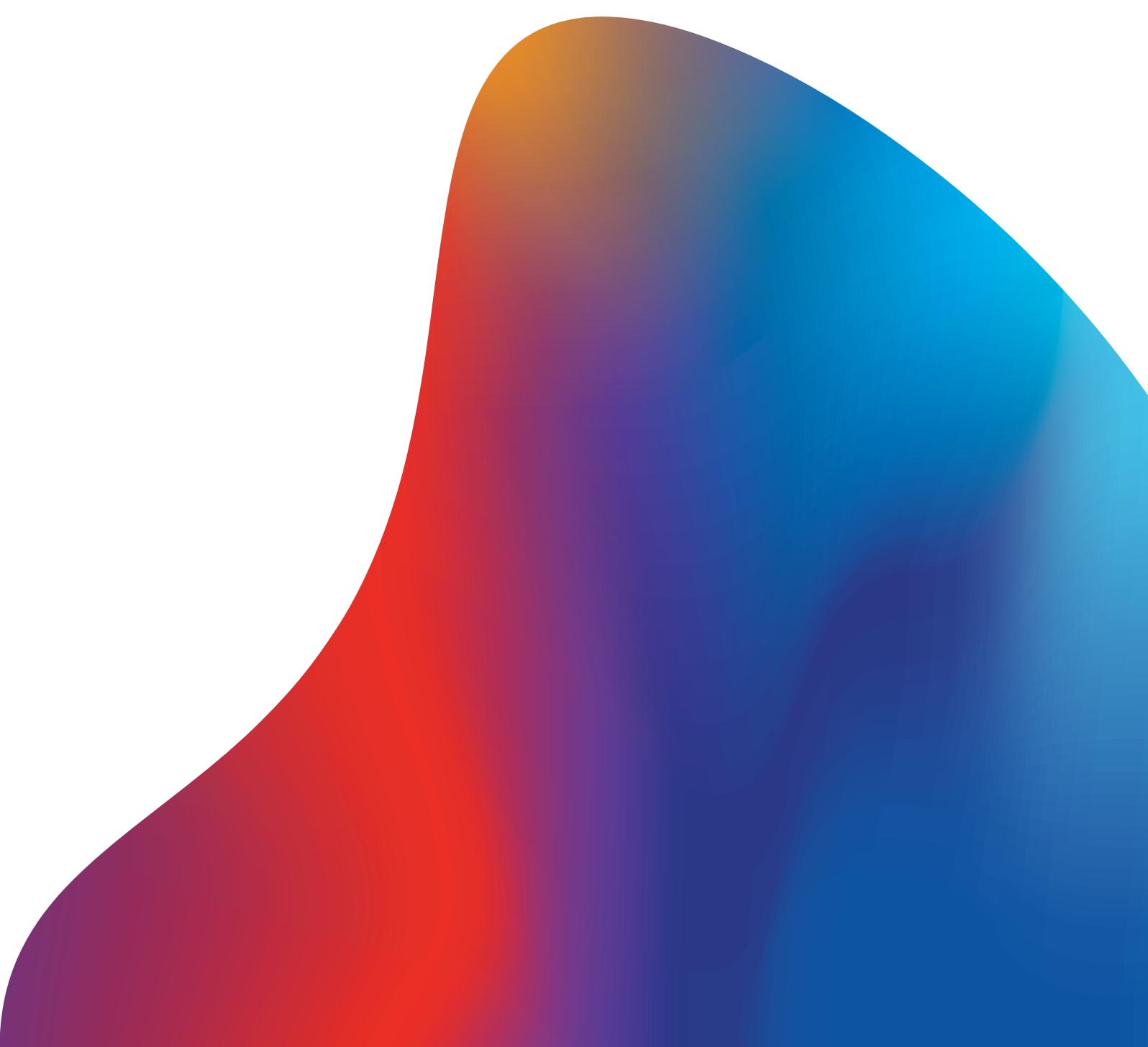


# **Applying for Grants Guidance Notes.**

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September 2018



Thank you for expressing an interest in funding from Karbon Homes. The following guidance notes should help you with the funding application process.

## **Our Priorities**

We are looking to support projects that support our community investment priorities:

- Financial management
- Employability
- Health and wellbeing
- Living environment and 'public realm'
- Positive futures for young people
- Promoting digital inclusion

## **Expression of Interest**

The first part of our process is to fill out an Expression of Interest form. This form is available online or from a member of the Community Investment Team.

At this point, we just want you to provide a basic overview of what you are proposing and how much funding you are looking to receive from Karbon Homes. This form should be returned using one of our contact methods and will be allocated to a member of the Community Investment Team who will work with you to identify whether your idea is appropriate to apply for funding from Karbon.

## **Our Grants**

We have two types of grant that can be applied for:

- Small Grants
- The Investing in Communities Fund

## **Small Grants**

Our Small Grants fund is there to support small scale projects or initiatives that benefit the local communities that Karbon work in. Grants are available from £50 - £1,000 and will support both capital and revenue expenditure.

## **Applying for a Small Grant**

Our Small Grant application form is designed to be simple to complete. We would like to know the details of your organisation and what it is your project or initiative will achieve. In the free text box we would like you to outline why the funding is needed for your local community. You should look to provide any evidence you can of a need within the local community and how the grant money will help address this. Evidence could include, but not limited to; surveys of local residents, statistical information or evidence from organisations working within the area (including from Karbon Homes employees where necessary).

We would also like to know a breakdown of how Karbon's money will be used and what other funding you have in place for the initiative.

Once completed, please return the form using the contact details provided.

### **What happens next?**

Once submitted, your application will be assessed by the Community Investment Team. You should receive a formal response to your application within 4 weeks of it being submitted.

### **Investing in Communities Fund**

The Investing in Communities Fund is Karbon's main community investment fund. The fund is open to applications from £1,000 - £20,000 that help us achieve our objectives and are targeted at residents of Karbon Homes.

### **Applying through the Investing in Communities Fund**

The first stage of the application process is to complete the Expression of Interest form that is available online or on request from a member of the Community Investment Team. You will then be contacted by a member of the team to discuss your idea and the application process, it may be at this point that it is decided that progressing the application isn't appropriate and we will look if there is any other support we could provide. When completing the form, it is important that you provide as much relevant information as possible to support your application.

In the 'About Your Organisation' section, you should provide information about your organisation that supports your suitability to deliver your project. You should provide information on what your organisation does and examples of work that you deliver and have previously delivered that is relevant to the application. It would also be beneficial to provide details of relevant partners you have worked with on similar projects.

The 'About Your Project' section is about telling us more about what you are proposing. It is important that evidence is provided that supports why the project is needed, where it will be targeted, how the project meets our priorities (listed on page 2) and how your project will target Karbon residents. It is also important to state what outcomes your project will achieve. We are looking for our projects to have lasting outcomes so it is important that you state what these are and how they are evidenced.

Please supply a breakdown of the costings of your project including where you will use Karbon's funding as well as any partners you will work with in delivering the project in the 'Project Costs' section. Our funding is intended to have a long term, positive impact on communities so we would also like to know your intentions for the project after the funding period has ended and any other support Karbon could provide to sustain the project.

### **What happens next?**

Once submitted, your application will be assessed by our Community Investment Team. This is a two stage process with your application being assessed for its viability by a member of the team who will provide their feedback to our Grants Panel, made up of Karbon residents who will make judge whether to recommend funding. The final decision on granting funding is the responsibility of the Community Investment Manager.

You will be informed within 4 weeks as to whether your funding application is successful. If funding is granted, a member of the Community Investment Team will get in contact to agree funding and monitoring arrangements.