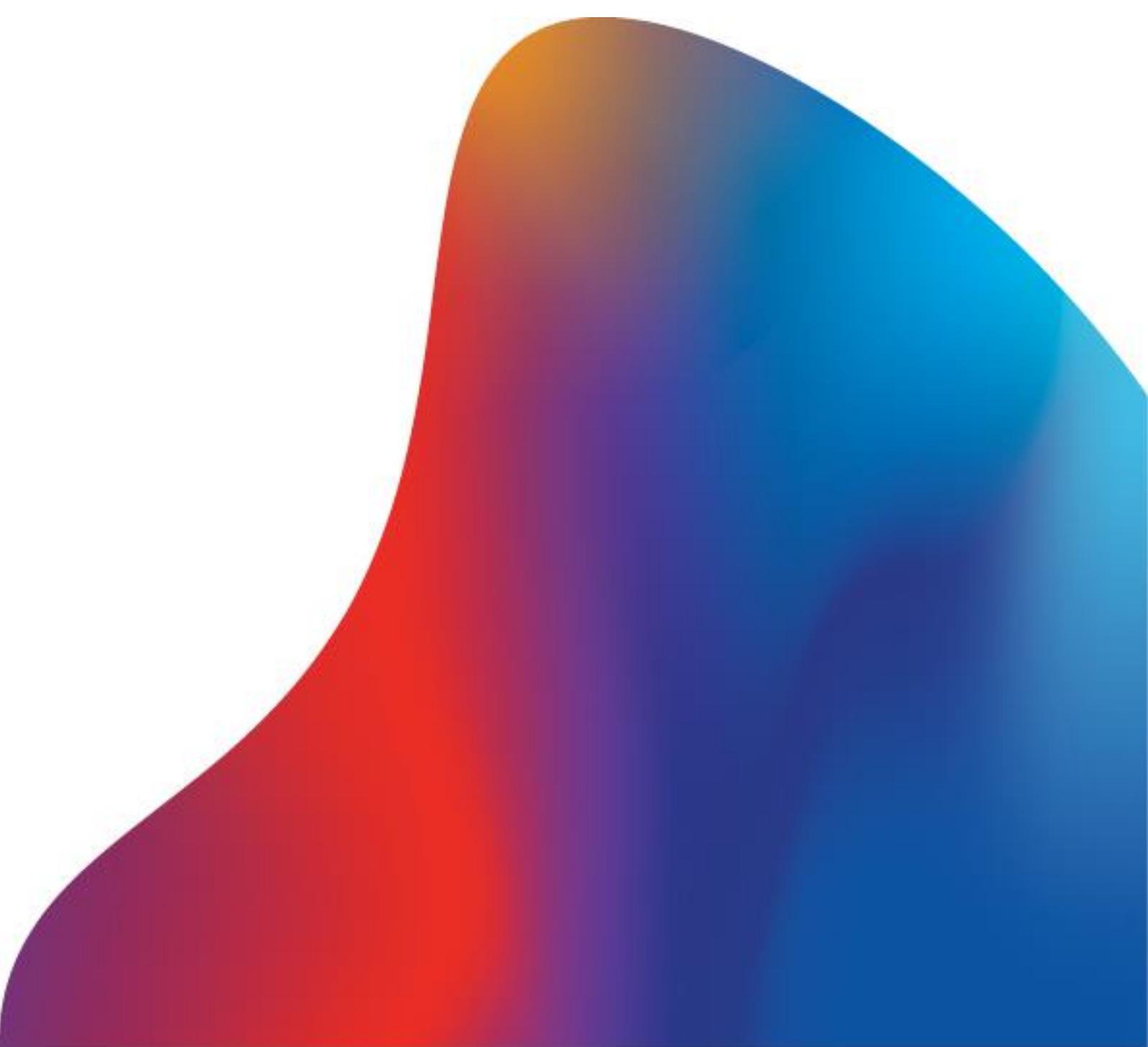


# Grants Guidance Notes

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January 2019



# Applying for Grants Guidance Notes

Karbon provides homes and services which form the foundations for people and places to fulfil their potential. We believe that having a strong foundation enables people to develop the life they want.

As a housing association, we own or manage almost 30,000 properties across the North East of England and Yorkshire and develop more homes every year.

We provide social rented, affordable, specialised, shared ownership and market rented homes, and also develop shared ownership and market sale homes to meet our customers' aspirations.

As a profit-for-a-purpose business, we invest any surplus we generate into improving our properties and communities, building new homes and delivering services which provide sustainable outcomes for our customers and communities.

## Shape strong, sustainable places for our communities

Karbon works to shape the places where we build or manage homes and support the communities that live in them. We aim to work in partnership with others when they are better placed than us to meet our communities' needs and investing wisely in things that make a lasting, tangible difference to the lives of our customers.

## Partnership approach to shaping our communities

We take an active role in shaping the communities and places where our homes are located. This is especially important where we have a significant number of homes in areas with deep rooted causes of deprivation.

By working in partnership with others, we want to create places that promote health, happiness and wellbeing. Through this partnership approach we will determine the support needed in each community and the role we are best placed to play.

Guided by the people that live there, we will develop a tailored approach for each place to bring about the most effective and positive changes. The areas where Karbon can add most value are include financial management, employability, health and wellbeing, the living environment and the public realm.

We don't have unlimited resources, so we need to invest the time and money we do have carefully. Our Community Investment fund is available to organisations that are looking to establish projects and initiatives that support the communities Karbon works in.

## Our Community Investment Priorities

The Community Investment fund is managed by our Community Connectors. It is available to organisations to apply for projects and initiatives that support the team's priorities, which are:

- Financial management
- Employability
- Health and wellbeing
- Living environment and 'public realm' (the outdoor places that belong to the communities we work in)

- Positive futures for young people
- Promoting digital inclusion

## Our Grants

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

### 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.

### 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 engage residents of Karbon Homes.

This fund is targeted at initiatives that make significant impacts on the lives of Karbon Homes' residents and communities. We accept that it is often impossible to target projects solely at these areas, however would be looking for the applicant to demonstrate how they will benefit.

The fund is aimed at supporting projects and initiatives and is not targeted at large scale capital investment in the applicant's assets.

While we do consider applications over £10,000, due to the finite nature of funding, we prefer applications between £1,000 and £10,000. We will still consider applications over £10,000 where the applications demonstrate a really strong project, however we only have the capacity to fund a smaller number of these projects.

If you would like to discuss an idea or initiative before deciding whether to apply for funding, please contact us at [mycommunity@karbonhomes.co.uk](mailto:mycommunity@karbonhomes.co.uk) or call 0808 164 0111 and ask to speak to a member of the Community Investment team.

# The Application Process

The application process for both types of grants is a two stage process that starts with an Expression of Interest from the applicant.

## 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 how the application progresses and what support we can provide.

This stage will help determine whether your application proceeds as either a Small Grant or through the Investing in Communities Fund.

## Your Constitution

Before Karbon awards makes any award of funding we will request to see your constitution. This is an important governing document for community groups of all types which sets out the rules of the organisation and details the group's aims, obligations and powers.

Your constitution is important because:

- It ensures that your group's work is conducted in a responsible way and in accordance with the law
- It makes your group accountable and ensures your group makes decisions in a democratic way
- It ensures that no one person wields undue power in your group
- It tells potential funders how you conduct your business and what your group hopes to achieve. Many funders will ask to see your constitution before awarding funding

The type of constitution that you adopt will depend upon the legal structure your group takes. This means that you can only write your constitution once you have agreed the structure of your group.

If you do not have a constitution in place, it is important that you develop one prior to any award of funding. The Community Investment team have a template document for creating this, if you would like support with this, please speak to us.

## 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. We will consider applications as the sole funder or as one of several funders for your initiative but want to understand what contribution our investment will make.

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

## What happens next?

Once submitted, your small grant 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.

## Applying through the Investing in Communities Fund

The Investing in Communities Fund application builds on the information provided in the Expression of Interest form and help us fully understand your application. When completing the form, it is important that you provide as much relevant information as possible to support your application. Our team will contact you before you receive this application form and are available to answer any queries you may have.

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.

As well as supporting projects that support our community investment priorities; funding applications are scored with consideration to the following criteria:

- The project meets local need
- The project has a positive impact on the lives of Karbon residents
- Residents were involved in developing the project
- Targets are realistic and achievable
- The project costs are reasonable
- The project represents value for money
- The organisation is an appropriate delivery partner
- The project will provide long lasting sustainable outcomes once the project funding ends

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. For example, if you are running an employability project, you may want to measure success by numbers into employment, receiving training etc; and evidence through employment or training records. If you are unsure of this, it is something we can help identify from our experience with other organisations.

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. We will request evidence of any expenditure for your project during the monitoring process so when you are identifying project costs, identify clearly which parts of the project Karbon would be funding.

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 judge the application from a customer perspective. 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.