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LOVE

# Suffolk Community Foundation



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## To apply for funding you will need to provide...

- A constitution/governing document/Articles of Association/set of rules and a management committee with a minimum of three independent and unrelated members.
- A current Equality, Diversity & Inclusion policy that shows that your organisation is inclusive and treats everyone fairly.
- A safeguarding policy - All organisations, not just those working directly with children and/or adults at risk of harm, need safeguarding policies and procedures in place.
- Your most recent end-of-year accounts. If these are more than 6 months old, you must also provide a copy of your current management accounts or a profit & loss account and balance sheet.
- You must have a bank account in the organisation's name which requires two signatories for all transactions. - You will be asked to provide a copy of a bank statement less than three months old or a paying-in slip.



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## The Assessment & Decision Making Process

- On receipt of your application, a grants officer will complete due diligence checks and write an assessment of your application. The grants officer may contact you at this point to ask for additional information to support your application.
- All the assessments will be sent to the fund's **independent grant panel**. The panel members will consider each application and make a decision whether or not to award a grant.
- Reasons for rejection:
  - Does not meet the fund's criteria
  - Fund is oversubscribed
  - Insufficient demonstration of need
  - Organisation has high level of reserves
  - Insufficient information provided
  - Sustainability/due diligence concerns



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## The Digital Inclusion Fund

The Digital Inclusion fund will open on our website tomorrow – 10th November.

Who can apply?

- Charitable and Voluntary groups
- Faith and community groups
- Social enterprises that are addressing need within Suffolk
- Parish, Community and Town Councils

What can be funded?

- New innovative projects
- Existing projects
- Revenue or capital costs (or a mixture of both)
- Core costs and organisational overheads



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## Our top tips.....

- Read and reread the criteria and guidance notes
- Make sure that all your supporting documents meet the criteria shown on our website
- Clearly explain what you want to do, how you intend to do it and who the beneficiaries will be
- Explain how your planned activity fits with the aims of the fund
- Know your costs – have a clear idea of how much your total project will cost, include a full breakdown of the entire project cost and know exactly how a grant will be spent.

**Good luck!**



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## What happens next?

- Applications will open on our website for Expressions of Interest on **Friday 10<sup>th</sup> November 2023**
- Applications will close for Expressions of Interest on **Friday the 8th of December 2023**
- Successful applicants will be invited to submit a full application in **early January 2024**
- First funding panel will be at the **end of January 2024**
- Funding decisions will be made on a **quarterly basis**
- Further Expressions of Interest will be invited in **January 2024** for the second round of funding
- The Digital Inclusion Fund will be in place until funds are exhausted



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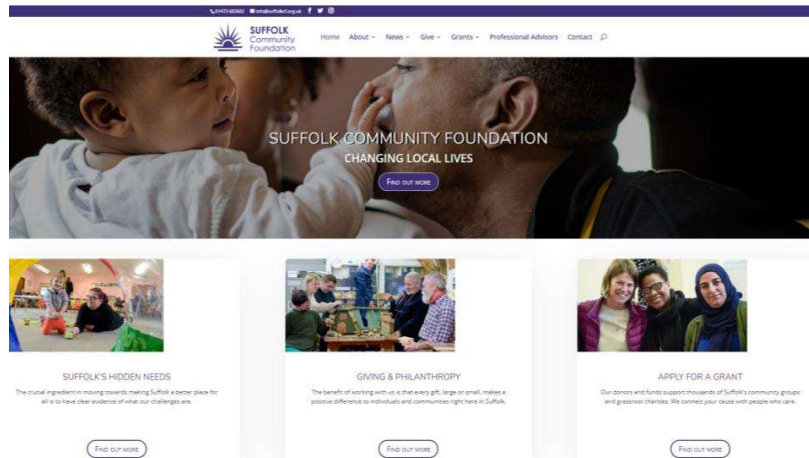


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## Please contact us

Visit our **website**

[www.suffolkcf.org.uk](http://www.suffolkcf.org.uk)



Please email Jess on:

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You can **subscribe to our mailing list**  
via our website too!