

CVS Aberdeenshire

central & south



funding pack

funding pack



Welcome to the CVSA Funding Pack.

The purpose of this pack is to help you and your group achieve success in your funding applications. By following recognised good practices and some good general advice, we hope you can use the information to have a positive impact on the way you tackle funding, whatever the amount!

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Grantfinder Search Form

have a funding strategy...

Writing down a structured strategy to raising funds for your organisation forces you to really think about what you are doing and where you want to be. Answering the questions below, for example, makes you think in detail about what your organisation is all about, how it is being run and what is needed to ensure it is running to the best of its ability. You can then use that information in a funding application knowing that it has been discussed and agreed with committee members and that everyone involved is heading in the same direction.

If your organisation has a development or business plan covering the next two to three years then your fundraising strategy will have to adhere to the aims, timescales and resource requirements outlined in it. If you don't have a business plan, start your fundraising strategy by considering how best to advance your cause.

Answer these questions to give your organisation the bones of a funding strategy.

1 What is the aim of your organisation?
What are you trying to achieve?
What is your purpose?

2 What are your objectives?
What are you going to do to achieve your purpose?
Are they **SMART**?

Specific - about what you want to do

Measurable - can you see when your objectives have been achieved?

Agreed - with all stakeholders

Realistic - about whether your objectives are achievable

Timetabled - set deadlines and keep reviewing

3 What are the values/principles of the organisation and what qualities of the organisation are vital to its operation?

Some of the key words that often indicate the values and/or principles of an organisation - they refer both to how it should relate to its beneficiaries and how it relates to those who provide the service:

User involvement, Empowering people, Responsive, Flexible, Choice, Partnership, Equality of opportunity, Openness, Team work, Local

What would you say were the values/principles that are important to how your organisation works?

4 Can you identify the 'bottom line'? Compromises and actions that you would or would not take to maintain 'ethical viability'?

5 What is special or unique about your project and why should you be funded to carry out your work? It is not sufficient to be 'the only one'.

- 6 Draw up your list of possibilities ie. The full range of work and projects you would like to carry out.
- 7 What are you obliged to do? Possibly in terms of core funding or the core aims of the organisation. Use Appendix A to help here.
- 8 What should your organisation be doing? Not the obligations but the sort of things that sit squarely with your organisation. If anyone should be doing these then you should.
- 9 What else could you or would you like to do? Areas of work you would like to develop, or work that would not take a lot of adjustment, resources etc.
- 10 Is there anything that someone else should be doing and, although you see the need, it is not your remit. These are often the responsibilities of the statutory authorities.
- 11 What could you 'make happen'? Give the support or the assistance, highlight it as a need but it would not be appropriate for you to invest resources in it no matter how pressing the need.
- 12 Draw up a shopping list of resources needed. This needs to include budget, 'in-kind', allies, networks, membership
- 13 How will you get resources - who from; who raises them; funding or fundraising? Conducting your own fundraising activity may be an effective way of bringing in additional resources for your project or objective, as well as assuring other funders that you have sustainable sources of income in place. There are many different activities you could introduce but it is important that any thing you do is done well and in compliance with the law (see the Fundraising Standards Board (FRSB) on page 22). Fundraising through securing individual donations (big and small), finding sponsorship from local businesses, raising money through events can all also be a useful way of encouraging community support and ownership and helping to raise the profile of the project.
- 14 What do you need to do to maintain current funding and secure more practical funding e.g. three-year funding on a rolling program?
- 15 Are there any areas where you could work in partnership, even simply sharing resources? What would be the advantages and disadvantages of this?
- 16 What commitment and recognition should the Council, its departments and others eg. Health Board, Scottish Executive etc give your project? What do you need to do to obtain and/or maintain commitment?
- 17 How will funds be invested to give the best return but maintain financial safety?



outline development/business plan...

Increasingly funders are asking to see business plans from voluntary organisations applying for funding. A business plan is a clear statement of the developments your group or organisation will undertake over a period of time, usually three years. It represents a combination of your ideas and the costs of putting them into practice. You may draw up a business plan for your entire organisation and its development, or for a particular project. It concentrates the results of your planning processes into a plan of action. The business plan should state clearly your group's position and intentions in a concise, well-presented document.

What to include in your development/business plan:

A. WHERE ARE WE NOW? Current position of the organisation

Key facts about the organisation:

- ♦ Mission statement - a brief statement of the organisation's purpose and philosophy
- ♦ Aims - the purpose behind what you do - 'to what end' you are doing what you do
- ♦ Objectives - HOW you will achieve your ends or purpose.
- ♦ Core values and philosophy

see an example of aims, objectives and results on appendix 1

The following should also be included:

- ♦ Legal status (and Charity number)
- ♦ Area of benefit - context and community profile
- ♦ Details of current customers and clients - and projected clients
- ♦ Financial position - including current major stakeholders
- ♦ Organisational structure
- ♦ Development of the organisation to date, including where we are with current aims and targets.
- ♦ Who else is doing what you do?
- ♦ Details of involvement in partnerships or consortia, networks where appropriate.
- ♦ What is unique/special about what you do - your 'Unique Selling Point'
- ♦ Current resources including premises and equipment.
- ♦ Resources in terms of the skills and abilities of board, staff, professional advisers and other personnel.
- ♦ Community involvement and ownership



B. WHERE DO WE WANT TO BE? Vision of the future

The information from the following can be used to detail where you want your organisation to be in the long term, these will be the STRATEGIC aims you need to pursue to ensure you can meet your SERVICE aims and objectives (the difference you are trying to make to your clients). STRATEGIC aims also need to have OBJECTIVES defined to help you meet them, these will also include your TACTICS.

- ◆ SWOT analysis (organisational - Strengths, Weaknesses, Opportunities and Threats)
- ◆ PEST analysis (external - Political, Economic, Social and Technological trends and circumstances)
- ◆ Research/evidence for development
- ◆ Information from previous evaluations
- ◆ Gaps identified in service provision - needs assessment (marketing)

C. HOW DO WE GET THERE?

- ◆ Things that will help you achieve your strategic goals, your strategic objectives.
- ◆ Tactics you will need to adopt to get you where you want to be.
- ◆ Risks, threats and other things that will hinder you in achieving your goals, and what you will do to minimise or overcome them.
- ◆ What you will do to manage the changes and their effects on the team and individuals.
- ◆ Marketing plan.
- ◆ Commitment plan with time scales (action steps related to each objective)
- ◆ Resource requirements, detailed costings, budget and cash flow forecasts.
- ◆ Funding strategy.
- ◆ Training requirements.

D. HOW DO WE KNOW IF WE'VE GOT THERE?

- ◆ Performance indicators - distance travelled - needs met - impact analysis - sign posts and bench marks.
- ◆ Progress reviews.
- ◆ Monitoring criteria and systems - user feedback - user profiling - supervision of staff.
- ◆ Evaluation criteria - quantitative and qualitative.
- ◆ How evaluation and information will be used.



writing fundraising proposals and applications...

Every funding application is different, but there are usually basic questions that are included in each one that a funder will expect to be answered clearly. Use the checklist below to cover the fundamental information about your organisation.

An introduction to your organisation that covers basic information says: we have credibility

- ◆ Your organisation
 - Who you are
 - What you do
 - Where you operate
 - When your were established
 - Why you do what you do
- ◆ Your past achievements, your track record
- ◆ Your management
- ◆ Your current funding
- ◆ What has led you to this particular proposal
- ◆ Remember to tell potential funders about membership of any relevant bodies, such as the Fundraising Standards Board (FRSB). Many grant making trusts and statutory bodies have either joined the FRSB or are aware of what the self-regulatory scheme for fundraising does. They know that if you are a member you will be following high standards in your fundraising practice



The problem statement is what you require the funding for, it says: here's something that should concern or interest you

- ◆ What's the problem? Demonstrate what it is
 - Driven demand, not supply led
 - Concrete not abstract
 - To do with peoples needs not lack of provision
 - There are some serious consequences
 - It's urgent
 - It's solvable
- ◆ Why you are the organisation to tackle the problem
- ◆ Is it of more than local significance?

Your group's suggested programme and methods: here's what can be done

- ◆ What you're going to do about it (objective)
 - Who
 - Will do what
 - To whom by when
 - And what will it tell us when it's been achieved
- ◆ How you are going to do it (methods)

Your evaluation of the problem suggests: we care about the problem (not just getting the money), we care about spending the money effectively

- ◆ Evaluation and/or monitoring
- ◆ Self-evaluation and/or outside experts
- ◆ Quantity and/or quality

Your budget shows: we know what to do with the money, we care about spending the money efficiently

- ◆ It's clear
- ◆ It's comprehensive
- ◆ It adds up
- ◆ It's enough
- ◆ It's not too much
- ◆ It shows any other funders involved
- ◆ It shows other (non-money) support if appropriate

If your group has a future funding plan, it says: we won't bother you forever

- ◆ Will the project go on and on
- ◆ Will you need more money later on
- ◆ Will someone else pick up the bill

It's helpful to write out a short summary of your project for use in all funding applications: we are business-like

- ◆ Who is applying
- ◆ For how much (and what other funders, total cost of the project)
- ◆ To do what
- ◆ In what way



putting together a budget...

What is a budget?

A budget is your group's plan for the coming year set out in monetary terms. It might sound obvious, but it helps you to ensure that you have the money to do what you want to do - accounting for everything, and it enables you to make financial decisions and keep control with a concrete set of figures rather than relying on guesswork about where you are.

Preparing the budget

Getting accurate figures and preparing a budget may take longer than you think - so start as soon as you can gathering figures together and agreeing them with your group. Don't wait for the grant applications to come in - you don't want to rush through the budget as it is such an important part of a group - and a funding application may come with a tight deadline.

Using the budget

Budgets aren't simply there to help you get a grant. They are your guide to whether you are spending your money as you had planned. They can warn of overspend, underspend or spending in unexpected areas. If you have this information you can act on it.

Every month or so compare your expenditure to the budget - if you are not spending your funds as originally planned, you must find out why. Does it mean that you are not operating as you want to, or does it mean that your budget needs to be revised?

Future Budgets

About nine months into each financial year, you should start working on next year's budget. You will, by then, have a clear idea of how your expenditure and the budget match up, and what adjustments you will need to make for the coming year. You will also have time to do the work involved before the new financial year starts. If you are making changes in the way you operate (eg. Increasing the number of sessions you run) or if you have decided that equipment needs replacing, make sure that you cost the changes accurately into the new budget.

see a sample budget sheet in appendix 2

Step-by-step

- 1 Think about what your groups aims are. What finances will you need to achieve those aims?
- 2 Prepare some budget headings, eg. Basic costs that nearly every group has such as postage, stationery, rent, heat, electricity etc.
Expenditure particular to the work the group does - such as transport or catering
- 3 Work out how much you need under each heading. Things that may help would be:
 - ♦ Visiting similar groups to yours and learning from their experience (it may be that you have no knowledge of other similar groups, but your nearest CVS can help you with this)
 - ♦ If you are in a building with other groups, find out what their heating bills are like - don't guess because there is no need, you may get it wrong and find yourself with a shortfall that could have been prevented.



♦ If you can find out the exact cost of something, then do! Don't guess the price of a photocopier for example - get quotes from different suppliers or use catalogues to get prices.

- 4 If you're planning expenditure for the next year, you need to take into account price rises so don't forget to add on inflation at the current rate
- 5 If you employ staff, tie them into relevant local authority pay-scales making sure you have an up to date copy of the scales. Don't forget to include costs of Employers National Insurance, pension contributions, salary increments, annual pay rises. Also decide what mileage rates the project will pay to staff.
- 6 Local authorities and most trusts divide their grants into 'Capital' and 'Revenue' ie. one-off expenditure on equipment or setting up costs (Capital) and running costs (Revenue). Divide your budget up in this way, it will help you decide where to apply for what and to keep track of where you are in relation to your fundraising targets.
- 7 Keep notes on how you reach your figures, so that you can explain your calculations if asked.
- 8 Repeat the process for the income side of the budget, look at all the possible sources of money and estimate realistically how much you will get from each.
- 9 Now look at the figures. Have you left anything out? Is there an income shortfall - that is, are you going to spend more than you are expecting to get in? If so how are you going to meet the shortfall? This may be the point which you set your fundraising targets for the next year.

TOP TIPS

when applying for funding

- ◆ Target the funders you think will respond best to your particular area of interest and personalise the approach as much as possible.
- ◆ Do some research on the funder - what have they funded before?
- ◆ Talk to other groups who have been successful about their fundraising experiences and learn from them.
- ◆ Read all the literature, i.e. the application form and guidelines, twice. Write down which aspects of your work should be emphasised.
- ◆ Know exactly how much money you need.
- ◆ Complete all sections of the form. Be concise and legible.
- ◆ Make your application stand out and catch the attention of the person reading it
- ◆ Include evidence where relevant
- ◆ Ask someone to read your application with a critical eye before submitting it. Consider any potentially awkward questions the funder may ask.
- ◆ Keep copies of your completed application forms and correspondence from the funding bodies.
- ◆ Make yourself easily accessible to the funding body.
- ◆ If successful, send a thank you letter and keep copies of publicity about your project as they will be useful for your feedback report.

ABC *of fundraising*

Accuracy - take time in getting your figures as accurate as you can

Brevity - use bullet points, be brief and to the point - grab attention

Clarity - bear in mind that the reader knows nothing about the organisation or the project.

common mistakes in applications - reported by funding bodies

- 1 Can't read the application**
Make sure your application is neat and tidy, and that handwriting (if used) is legible.
- 2 Questions not answered**
Think carefully about your answers and refer back to the question to make sure you really have answered it.
- 3 No indication of what the money is required for**
Be specific about which part of your project the funding is required for
- 4 Inappropriate to the funder**
Do some research before you apply. Is this funder interested in your kind of project? What kind of thing have they funded before? If they have a website, read it - it will outline what they are interested in, give examples and a contact. Call them for more information and guidance on whether they are likely to fund your project.
- 5 Lots of padding but no substance**
Avoid waffle and get to the point. Tell the funder what they need to know and be specific.
- 6 Application based on lack of service rather than demonstrated need**
Have you got proof that there is a need for your service? It's not enough to say that it will be the only one - is there a need for it in your area?
- 7 Contact persons have little/no knowledge of the application or project**
Make sure the contact person has been involved in the funding application from the start so that they can give more detailed information if required.



sample funding application questions

- 1 How does the project encourage the people who benefit to be involved in the running of the project in an appropriate way?
- 2 How does your project demonstrate that it is financially sound and well managed enough to handle additional funds effectively?
- 3 How do you show that the organisation is properly planned and organised, and staffed appropriately?
- 4 How does the project ensure that it is additional to other voluntary and statutory services i.e. that there is no overlapping or duplication of services?
- 5 What do you do to demonstrate that your organisation has an appropriate commitment to practicing equal opportunities in all aspects of its work?

Also:

- ◆ How long have you been established?
- ◆ What have you done so far?
- ◆ What is your legal structure?
- ◆ Staff and/or volunteers?
- ◆ What about the area?
- ◆ What is the problem? Who has defined it?
- ◆ What is your solution?
- ◆ Can you handle it?
- ◆ Do you have local support?
- ◆ Does this fit my priorities?

where can you find funding and support

CVSA subscribes to the Grantfinder program. This is the UK's largest database of funding opportunities. It allows the user to answer questions about their group and what they need funding for in order to produce a list of potential funding bodies that may be approached for funding. The search results can then be saved and printed to allow the user to then go and research each funder in their own time. The program is an excellent way getting the ball rolling - the output from the search will only include funders that meet some or all of the criteria that is entered into the search which means you don't have to waste time researching funders that won't be interested in your project. To use the CVSA Grantfinder service, call 01330 825027 or 01467 629072 to make an appointment.



CVSA can also help with the daunting task of filling in funding applications. It's often useful for someone not directly involved to look over an application and make suggestions that may make it more successful. Our Development Officers can help with this and can be contacted on the numbers above.

Current funding issues and projects are always featured in the CVSA newsletters and e-bulletins - download the newsletters from the CVSA website at www.cvs.co.uk, or contact us and join our mailing list to keep your group up-to-date!

Children & Youth

Awards For All (Big Lottery)

4th Floor, 1 Atlantic Quay, 1 Robertson Street, Glasgow G2 8JB Tel: 0141 242 1400

Email: scotland@awardsforall.org.uk

Grants of between £500 and £10,000 for people to take part in art, sport, heritage and community activities, and projects that promote education, the environment and health in the local community.

www.awardsforall.org.uk

BBC Children In Need

BBC Scotland G10, 40 Pacific Drive, Glasgow G51 1DA Tel: 0141 422 6111

If you are a properly constituted, not-for-profit organisation based in the UK needing funds to help with a project that aims to improve the lives of children and young people suffering disadvantage you may be able to apply for a grant.

www.bbc.co.uk/pudsey/charity

The Hedley Foundation

The Hedley Foundation awards grants to registered charities in the UK. Its main objective is to support projects concerned with the education, training and health and welfare of young people in the UK. The average grant awarded is £3,000. Grants are awarded on a one-off basis and may only be used to cover project costs rather than core, revenue, salary or transport costs.

www.hedleyfoundation.org.uk

Heritage Lottery Young Roots Fund

28 Thistle Street, Edinburgh EH2 1EN Tel: 0131 225 9450

Providing grants of between £3,000 and £25,000, the Young Roots Programme aims to involve 13-25 year-olds in finding out about their heritage, developing skills, building confidence and promoting community involvement. Young Roots projects stem directly from young peoples' interests and ideas, harnessing their creativity and energy and helping them work with others in their local community.

www.hlf.org.uk

Youth Link Scotland

Rosebery House, 9 Haymarket Terrace, Edinburgh EH12 5EZ Tel: 0131 313 2488

YouthLink Scotland is the national agency for youth work. It is a membership organisation and is in the unique position of representing the interests and aspirations of the whole of the sector both voluntary and statutory. YouthLink Scotland champions the role and value of the youth work sector, challenging government at national and local levels to invest in the development of the sector.

www.youthlinkscotland.org

Voluntary Action Fund

Dunfermline Business Centre, Unit 14, Izatt Avenue, Dunfermline, Fife KY11 3BZ T: 01383 620780 Email: info@voluntaryactionfund.org.uk

The Voluntary Action Fund's Community Chest grant will fund smaller community groups and voluntary organisations who work with children and young people, particularly in child care. They will provide grants of up to £1,000 and free training for groups with an annual income under £25,000.

www.voluntaryactionfund.org.uk

Prince's Trust Community Cash Awards

Head Office, 1st Floor, The Guildhall, 57 Queen Street, Glasgow G1 3EN Tel: 0141 204 4409
Email: webinfosc@princes-trust.org.uk

Community Cash Awards are grants of up to £5,000 to help young people set up a project that will benefit their community.

www.princes-trust.org.uk

Inspiring Scotland 14-19 Fund

Riverside House, 502 Gorgie Road, Edinburgh EH11 3AF

Inspiring Scotland is looking to invest in charities which make a strong contribution to supporting 14-19 year olds to engage in education (school, further or higher) and/or work. The scheme will look at helping with core costs and expansion & development costs for up to 7-10 years.

Inspiring Scotland Go Play Fund

Tel: 0131 442 8763

Go Play is a new £4 million programme that aims to offer increased opportunities for play for children in Scotland aged 5 to 13 years. Funding will be given to develop services in the sector, and help organisations develop themselves and their ability to grow and deliver services for children around play.

www.inspiringscotland.org.uk

Culture, Arts & Leisure

The Heritage Lottery Fund

28 Thistle Street, Edinburgh EH2 1EN Tel: 0131 225 9450

HLF enables communities to celebrate, look after and learn more about our diverse heritage. They fund the entire spread of heritage - including buildings, museums, natural heritage and the heritage of cultural traditions and language.

www.hlf.org.uk

The Scottish Arts Council

12 Manor Place, Edinburgh EH3 7DD Tel: 0131 226 6051

- The Scottish Arts Council is the lead body for the funding, development and advocacy of the arts in Scotland. They provide information and advice as well as funding.

www.scottisharts.org.uk

The Esmée Fairbairn Foundation

Esmée Fairbairn Foundation is one of the largest independent grantmaking foundations in the UK. They make grants in four areas of interest: arts and heritage, education, environment and social change.

www.esmeefairbairn.org.uk

The Robertson Trust

85 Berkeley Street, Glasgow G3 7DX Tel: 0141 221 3151 Email: admin@therobertsontrust.org.uk

The Robertson Trust is an independent Scottish grant-making Trust which exists to provide financial support to charities in Scotland. The four main priorities are Care, Health, Education and Training and Community Art and Sport.

www.therobertsontrust.org.uk

Volunteer Arts Scotland - Make A Splash!

This grant making trust has grants of £250 to £2K for small voluntary groups to create new opportunities for more people to participate in creative activities. Funding can be used to help pay for a wide range of things such as equipment, publicity, venue hire, staff time, volunteer training or materials. A total of £210k is available for 3 years up to 2012. For more information or to apply visit their website.

www.peoplemakingwaves.org.uk

Sport Relief

22 Calton Road, Edinburgh EH8 8DP Tel: 0131 524 0300

Sport Relief was set up by Comic Relief and BBC Sport. It will fund work that uses sport and exercise to strengthen communities and provide opportunities for people who are excluded or disadvantaged.

www.scottishcf.org/

2014 Communities

Tel: 0870 240 239 Email: enquiries.scotland@biglotteryfund.org.uk

2014 Communities is a new micro grants programme, offering voluntary and community organisations grants of between £300 - £1,000 to support and encourage grass roots involvement in sport and physical activity. www2.biglotteryfund.org.uk/prog_2014_communities.htm

Awards For All (Big Lottery)

4th Floor, 1 Atlantic Quay, 1 Robertson Street, Glasgow G2 8JB Tel: 0141 242 1400

Email: scotland@awardsforall.org.uk

Grants of between £500 and £10,000 for people to take part in art, sport, heritage and community activities, and projects that promote education, the environment and health in the local community.

www.awardsforall.org.uk

Local Environment

The Heritage Lottery Fund

28 Thistle Street, Edinburgh EH2 1EN Tel: 0131 225 9450

HLF enables communities to celebrate, look after and learn more about our diverse heritage.

www.hlf.org.uk

Scottish Natural Heritage

St Cyrus NNR, The Old Lifeboat Station, Nether Warberton, St. Cyrus, Montrose. Tel: 01674 830736

SNH work with others to protect and improve Scotland's natural heritage and to help people understand, enjoy and care for it. They offer grants to help others to do this as well.

www.snh.org.uk

O2 It's Your Community

Tel: 0870 5214 000

Awards of up to £1,000 are available to local groups and individuals, for anything that you can show will benefit your community. It's Your Community is a new awards programme O2 has launched to help people come together to make a real difference to the communities in which we live. www.o2.com/your_community.asp

E.On Source Fund

Tel: 02476 190 370

the SOURCE Fund therefore offers grants of up to £30,000 to community groups and not for profit organisations who wish to consider and implement sustainable energy projects in their buildings – from energy efficiency through to micro-generation

www.eon-uk.com/about/2654.aspx

Your Community, Your Environment

22 Calton Road, Edinburgh EH8 8DP Tel: 0131 524 0300

Run by the Scottish Community Foundation, Your Community, Your Environment is a new grants scheme aimed at helping community groups deliver sustainable environmental projects in their local area. The scheme is designed to help communities in the early stages of a project when it is still just an idea. It will help fund activities that take the project forward from an idea to bring it closer to reality

www.scottishcf.org

Tubney Charitable Trust

First Floor, Front Wing, 30-31 Friar Street, Reading RG1 1DX Tel: 0118 958 6100

The Trust seeks to support projects that achieve sustainable, significant and meaningful benefits to the natural environment

www.tubney.org.uk

Biffaward

Royal Society of Wildlife Trusts, The Kiln, Waterside, Mather Road, Newark, Nottinghamshire NG24 1WT Tel: 01636 670000 E-mail on biffaward@rswt.org

Biffaward is one of the most respected Landfill Communities Fund schemes, and has awarded nearly £100 million to worthwhile projects since 1997. Every year, they support a large number of projects across the UK which enhance communities or biodiversity, sometimes both.

www.biffaward.org

Scottish Community and Householder Renewables Initiative (SCHRI)

Tel: 0800 138 8858

SCHRI is a one-stop shop offering grants, advice and project support to assist the development of new community and household renewable schemes in Scotland.

www.energysavingtrust.org.uk/schri/

Woodland Trust Tree For All

Autumn Park, Grantham, Lincolnshire, NG31 6LL. Tel: 01476 581111

Tree For All is a new kind of movement that gives children the chance to understand nature and the power to care for it. It's about young people taking action today that will reap benefits for their children and grandchildren - a thriving landscape teeming with life. Community Groups can get involved by contacting the Community Woodland Network on the number above.

www.treeforall.org.uk and www.yourwoods.org.uk

Small Purpose Grants

Awards For All (Big Lottery)

4th Floor, 1 Atlantic Quay, 1 Robertson Street, Glasgow G2 8JB Tel: 0141 242 1400

Email: scotland@awardsforall.org.uk

Grants of between £500 and £10,000 for people to take part in art, sport, heritage and community activities, and projects that promote education, the environment and health in the local community.

www.awardsforall.org.uk

Age Concern Scotland

Age Concern Scotland awards small grants to voluntary organisations working for the benefit of older people in Scotland.

www.ageconcernscotland.org.uk

Scottish Community Foundation

22 Calton Road, Edinburgh EH8 8DP Tel: 0131 524 0300

Grants are made to help improve the quality of life and life chances for the people of Scotland. Their work covers a wide range of social welfare and community development activities through a number of different grant programmes.

www.scottishcf.org

O2 It's Your Community

Tel: 0870 5214 000

Awards of up to £1,000 are available to local groups and individuals, for anything that you can show will benefit your community. It's Your Community is a new awards programme O2 has launched to help people come together to make a real difference to the communities in which we live.

www.o2.com/your_community.asp

Wakeham Trust

Wakeham House, Rogate, Petersfield, Hants GU31 5EJ Tel: 01730 821 748

Enquiries & Applications: wakehamtrust@mac.com

The Wakeham Trust supports new community action projects and gives grants to projects where an initial £75 to £750 can make a real difference to getting the project up and running.

www.wakehamtrust.org

Capacity Building

Investing in Ideas (Big Lottery)

1 Atlantic Quay, 1 Robertson Street, Glasgow G2 8JB

Email: enquiries.scotland@biglotteryfund.org.uk Tel 0870 240 2391

This fund is designed to help communities develop their ideas and bring them to the stage where they are ready to apply for funding. Deadlines: Outline proposal form - Friday 1 August 2008, Full application form - Monday 1 December 2008. The final deadline for applications is Friday 30 January 2009.

www.biglotteryfund.org.uk/scotland

Scottish Investment Fund

Tel Social Investment Scotland on 0131 558 7706

The Scottish Investment Fund will run until March 2011. It will invest £30m to build capacity, capability and financial sustainability in the third sector. It will support enterprise through investment in organisations supported by integral business support and management development. This can include joint-venture or consortium based activity, perhaps with newer organisations working with more established enterprises. The fund will focus on Investment in outcomes linked to the purpose of the Scottish Government and applicants will require to demonstrate how Scottish Government investment will assist achievement of the 15 National Outcomes.

www.scotland.gov.uk

Rural Development Small Awards Fund (RDSAF)

Tel: 0131 244 3885 Email RDSAF@scotland.gov.uk

A Scottish Executive initiative to support community groups looking for a small sum on a one-off basis by, by funding: activities relating to project planning; maximising community involvement; capacity building; consultation exercises; gathering of local ideas. Applicants are encouraged to be creative; the fund can be used for a range of different things. From £500 to £5,000.

www.scotland.gov.uk/Home

Health, Welfare & Disability

Investing in Communities - Life Transitions (Big Lottery)

1 Plough Place, London EC4A 1DE Tel: 0870 240 2391

Email: general.enquiries@biglotteryfund.org.uk.

Life Transitions is about supporting people at times of change in their lives. People face changes at many stages in their lives. This fund aims to make those transitions a little easier.

www.biglotteryfund.org.uk

Social and Medical Research Fund (Big Lottery)

1 Plough Place, London EC4A 1DE Tel: 0870 240 2391

Email: general.enquiries@biglotteryfund.org.uk

BIG is providing up to £25 million in the UK over 2007-2009 to fund social and medical research grants in the UK. Only organisations from the voluntary and community sector are eligible to apply for funding. The voluntary and community sector is encouraged to link up with universities and the wider research community, but universities themselves are ineligible to apply for this funding.

www.biglotteryfund.org.uk

SportScotland Community Regeneration Programme

Tel: 0131 317 7200

Capacity building in community planning partnership areas. Supports the take-up of sports, physical recreation & healthy living activities. Minimum award: £5,000

www.sportscotland.org.uk

The Robertson Trust

85 Berkeley Street, Glasgow G3 7DX Tel: 0141 221 3151 Email: admin@therobertsontrust.org.uk

The Robertson Trust is an independent Scottish grant-making Trust which exists to provide financial support to charities in Scotland. The four main priorities are Care, Health, Education and Training and Community Art and Sport.

www.therobertsontrust.org.uk

The Trusthouse Charitable Foundation

65 Leadenhall Street, London EC3A 2AD Tel: 020 7264 4990

The Trusthouse Charitable Foundation offers grants to projects in the fields of Health Care & Disability under two separate schemes: The Small Grant Programme (capital and revenue grants) and The Large Grant Programme (capital grants only).

www.trusthousecharitablefoundation.org.uk

The Volant Charitable Trust

Box 8, 196 Rose Street, Edinburgh, EH2 4AT

This Trust was set up by the author J K Rowling to support charitable causes. It currently funds charities and projects, whether national or community-based, at home or abroad, that alleviate social deprivation, with a particular emphasis on women's and children's issues.

www.volanttrust.com

The James Tudor Foundation

WestPoint, 78 Queens Road, Clifton, Bristol BS8 1QX Tel: 0117 985 8715

E-mail: admin@jamestudor.org.uk

The James Tudor Foundation is a grant-giving charitable organisation established for the relief of sickness. The Foundation makes grants, gifts or loans within its area of benefit, principally to organisations that can maximise the effectiveness of its donations.

www.jamestudor.org.uk

Paths for All Partnership

Aberdeenshire Contacts:

Outdoor Access:

Rona Gibb

01259 218888

rona.gibb@pathsforall.org.uk

Paths To Health:

Frances Bain

01463 725125

frances.bain@pathstohealth.org.uk

When resources allow, Paths to Health seeks to fund new and innovative ways of promoting walking for health, and can provide grant funding to support this. Paths to Health can only consider funding for projects operating in Scotland.

www.pathsforall.org.uk

Community Food & Health (Scotland) Small Grants Scheme

c/o Scottish Consumer Council, Royal Exchange House, 100 Queen Street, Glasgow G1 3DN

Tel: 0141 226 5261 Email: cfh@scotconsumer.org.uk

Community Food and Health (Scotland) has an annual small grants scheme available for groups and agencies in Scotland who wish to improve access to, and take up of a healthy, varied and balanced diet. Grants from £500 to £3000 are available and grant recipients are expected to spend their grant money within one year.

www.communityfoodandhealth.org.uk

Community Regeneration

The Scottish Rural Development Programme (SRDP) 2007-2013

Contact for the Local Action Group (LAG): Vicky Thomson Email: vicky.thomson@aberdeenshire.gov.uk

The SRDP is a £1.6 billion programme of economic, environmental and social measures and designed to develop rural Scotland over the next six years. There is plenty of potential in the Rural Priorities stream for funding Village halls projects.

<http://scotland.gov.uk/Topics/farmingrural/SRDP/LEADER> and

www.aberdeenshireleader.org/

O2 It's Your Community

Tel: 0870 5214 000

Awards of up to £1,000 are available to local groups and individuals, for anything that you can show will benefit your community. It's Your Community is a new awards programme O2 has launched to help people come together to make a real difference to the communities in which we live. www.o2.com/your_community.asp

Investing In Communities - Growing Community Assets (Big Lottery)

1 Atlantic Quay, 1 Robertson Street, Glasgow G2 8JB

Email: enquiries.scotland@biglotteryfund.org.uk Tel 0870 240 2391

Helping local communities become stronger and more sustainable by obtaining or developing assets, in both urban and rural communities.

www.biglotteryfund.org.uk/scotland

Scottish Community Foundation

22 Calton Road, Edinburgh EH8 8DP Tel: 0131 524 0300

Grants are made to help improve the quality of life and life chances for the people of Scotland. Their work covers a wide range of social welfare and community development activities through a number of different grant programmes.

www.scottishcf.org

Comic Relief - Disadvantaged Communities

5th Floor, 89 Albert Embankment, London SE1 7TP Tel: 020 7820 5555

Email: red@comicrelief.org.uk

Local community groups, community enterprises and registered charities that address social and economic deprivation within specific geographic areas such as a housing estate, neighbourhood or village may be eligible to apply for grants of up to £5,000

www.comicrelief.com

Social Inclusion

Comic Relief - Disadvantaged Communities

5th Floor, 89 Albert Embankment, London SE1 7TP Tel: 020 7820 5555

Email: red@comicrelief.org.uk

During 2005-08 they are concentrating our funding on 6 programme areas: Young people; Older People; Mental Health; Refugees & Asylum Seekers; Domestic Violence; Disadvantaged Communities

www.comicrelief.com

The Trusthouse Charitable Foundation

Richard Hopgood, The Trusthouse Charitable Foundation, 124 Chancery Lane, London EC4 A 1 BU. Tel: 020 73206996

The Trusthouse Charitable Foundation offers grants to projects in the fields of Health Care & Disability and Community Support under two separate schemes:

w The Small (Capital and Revenue) Grants Programme is only available to organisations with an annual income of under £300,000. Applications can be made for grants between £500 and £10,000.

w The Large (Capital only) Grants Programme is available to all other organisations that do not fit within the criteria above. Applications can be made for capital grants for over £10,000 and up to £50,000 for projects within the priorities set out in these guidelines.

There are no deadlines and applications can be submitted at any time of the year

www.trusthousecharitablefoundation.org.uk

The Links Foundation

The Links Foundation help and support people who face significant challenges and barriers such as single parents, older workers, people with disabilities and former offenders. They give grants to provide, or assist in the provision of facilities or services to improve the conditions of life within communities in the UK by supporting projects which: Advance people's education, reduce significant disadvantage, assist those in conditions of poverty, need or distress and/or provide for the recreational or other leisure time occupation.

www.linksfoundation.org

Allen Lane Foundation

90 The Mount, York YO24 1AR. Tel: 01904 613223 Email: info@allenlane.org.uk

Makes grants to voluntary, not-for-profit organisations (which need not be registered charities, provided the work carried out is charitable) which are small (as its grants are small) and where the work benefits groups of people who are unpopular in UK society today. Please note that it does not make grants to individuals.

www.allenlane.org.uk

Kelly Family Charitable Trust

Tel: 0131 315 4879

The Trust will support local community projects seeking to deliver activities designed to nurture and support family life. Both capital and revenue grants will be considered, with particular emphasis placed on supporting innovative projects and strong partnership approaches.

Volunteering Scotland Grant Scheme (Voluntary Action Fund)

Dunfermline Business Centre, Unit 14, Izatt Avenue, Dunfermline KY11 3BZ

Tel: 01383 620780 Email: info@voluntaryactionfund.org.uk

The Volunteering Scotland Grant Scheme (VSGS) can provide grant for up to three years for projects that attract harder to reach volunteers. The philosophy behind VSGS is simple: that with dedicated resources, organisations can develop and sustain high quality volunteering opportunities for people who need more support to get involved; and that with this extra resource of volunteers, the organisation can enrich its services.

www.voluntaryactionfund.org.uk

useful websites and organisations...

www.fundraising.co.uk 17 Errington Road, Colchester, Essex CO3 3EA Tel: 01206 579081.
Updated daily - free email newsletter

www.access-funds.co.uk - Grants information for the British charitable and non-profit sector

www.j4bcommunity.co.uk - comprehensive Voluntary and Community Sector grants & funding.

www.acf.org.uk - The Association of Charitable Foundations (ACF) Central House, 14 Upper Woburn Place, London WC1H 0AE Tel: 020 7255 4499

The UK wide support organisation for grant-making trusts and foundations of all types. This site has links to member trusts and foundations who have web pages. It also contains general advice on how to frame applications.

www.cafonline.org - The Charities Aid Foundation
25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4TA
Tel: 01732 520000

- publishes a wide range of resources about the voluntary sector and fundraising.

www.dsc.org.uk - The Directory of Social Change
24 Stephenson Way, London NW1 2DP Tel: 020 7391 4800
Publishes resources related to the voluntary sector - and their website www.trustfunding.org.uk is a database of grant giving trusts and foundations (see previous page for K&D Voice subscription information)

www.scvo.org.uk - SCVO - The Scottish Council for Voluntary Organisations
The Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh EH3 6BB Tel: 0131 556 3882.
The Umbrella body for the voluntary sector in Scotland. They publish research and information on charities, run training courses and have a comprehensive website with updated news relevant to charities in Scotland. They hold an annual voluntary sector fair, The Gathering.

www.institute-of-fundraising.org.uk - Institute of Fundraising
22A/1 Calton Road, Edinburgh, EH8 8DP Tel: 0131 557 2100
Park Place, 12 Lawn Lane, London SW8 1UD Tel: 020 7840 1000
The membership body for fundraisers in the UK. They offer training, courses, events, publications and produce Codes of Practice for many areas of fundraising. There is an annual Scottish Conference as well as a UK wide one, offering workshops and speakers on current practices and topics of interest.

www.slcv.org.uk/ctoolkit - Skye & Lochalsh Community Toolkit
A comprehensive site offering a huge range of resources on everything to do with community groups. The fundraising section helps you to plan a fundraising strategy and prepare effective applications to suitable funding organisations. It directs you to local sources of assistance, including grants and advice, and provides brief introductions to some of the funding opportunities currently on offer for a range of project types.

www.frsb.org.uk/scotlandnorthernireland - the Fundraising Standards Board (FRSB)
22A/1 Calton Road, Edinburgh, EH8 8DP Tel: 0845 688 9894
The self-regulatory scheme for fundraising in the UK, supported by the Scottish and UK governments. The scheme has been established to promote public trust and confidence in how organisations raise money to support their work. Members are expected to follow high standards in their fundraising and to display the scheme's tick logo on their fundraising materials. The scheme also provides an independent complaints process through which members of the public can raise concerns about fundraising activity. The scheme aims to support all organisations raising money, both big and small, working in all sectors, to do things well and is currently expanding the range of benefits it can offer members, such as training, events and research. FRSB membership will support you to adopt best practice in your fundraising activity and give you access to appropriate advice and information. Membership also gives reassurance that your fundraising activity can be trusted. The scheme is the alternative to statutory regulation of fundraising and is supported by the Scottish Government. To find out more or to obtain an application pack, visit www.frsb.org.uk/scotlandnorthernireland."

APPENDIX 1

aims, objectives and results...an example

In most funding applications, you will need to explain to funders how the activities you aim to carry out will make a difference. This means identifying the difference you hope to make and tracking the path from what you are doing to achieving the purpose. If you have already done your business/development plan, then you will be able to lift the information from that. Here is an example to help you.

example:

OBJECTIVE:

You may want to offer advice and information on healthy eating.

AIM:

The purpose might be to prevent ill health through under or over nourishment and promote the growth and development of children.

The path is defined by identifying the results you expect to see and showing how they would link up, eg.

ACTIVITY: Discussion with parents on types of healthy foods, how to cook them and make them appealing.

RESULT 1:

Parents come to the group, join in the discussion, ask appropriate questions, taste foods prepared, talk about meals their families might try.

RESULT 2:

Parents buy the healthy foods, cook them at home and they become a regular part of meal times.

RESULT 3:

Children begin to ask for and choose the foods and talk to their friends about them.

RESULT 4:

There is a long-term change in the eating habits of the whole family.

RESULT 5:

Longer-term local dentists report an improvement in children's teeth. Clinics see more children of ideal weight and with fewer illnesses.

AIM ACHIEVED:

you can claim to be part of preventing ill health through under or over nourishment and promoting the growth and development of children.

SAMPLE BUDGET SHEET - APPENDIX 2

EXPENDITURE	
Staff costs	
Wages or salaries	
National Insurance	
Pensions	
Staff Training	
Travel	
Recruitment	
Supervision	
TOTAL Staff costs	
Office/Premises costs	
Rent and rates	
Venue or room hire	
Heat and Light	
Cleaning	
Repairs and security	
TOTAL Office/Premises costs	
Running costs	
Postage	
Printing and photocopying	
Marketing and publicity	
Stationery and other consumables	
Publications and subscriptions	
Telephone and Internet	
Insurance	
Health and Safety	
Equipment maintenance	
TOTAL Running costs	
Volunteer/Trustee costs	
Childcare	
Volunteers' training, support and supervision	
Volunteers' travel expenses	
Access costs	
Room hire and refreshments	
TOTAL Volunteer/Trustee costs	
Primary purpose activity	
Activities	
Events	
Trips	
Training	
TOTAL Primary purpose activity	
Fundraising costs	
Jumble sales or car boot sales	
Raffles or lotteries	
Galas, Fetes, Carnivals and Melas	
Concerts or discos	
Sponsored activities	
Other fundraising activities	
TOTAL Fundraising costs	

Capital items	
Office Equipment	
Computer Equipment	
Vehicles	
Buildings	
Access improvements	
TOTAL Capital items	

Other expenditure	
Accountancy/Audit	
Other professional fees (e.g. legal fees)	
Evaluation and monitoring	
Management development	
Depreciation	
Bank charges	
TOTAL Other expenditure	

TOTAL EXPENDITURE	
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INCOME

Grants and donations	
Local authority grants	
Grants from other statutory bodies	
Grants from charitable trusts or foundations	
Grants or donations from companies	
Legacy income	
Other gifts of money	
TOTAL Grants and donations	

Income from fundraising activities	
Jumble sales or car boot sales	
Raffles or lotteries	
Galas, Fetes, Carnivals and Melas	
Concerts or discos	
Sponsored activities	
Other fundraising activities	
TOTAL Income from fundraising activities	

Fees and other earned income	
Fees for services	
Contracts for services	
Sponsorship	
Membership subscriptions	
Income from publications	
Other sales	
TOTAL Fees and other earned income	

Other income	
Bank interest	
Surplus brought forward from a previous budget	
TOTAL Other income	

TOTAL INCOME	
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SURPLUS/DEFICIT (Inc - Exp)	
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This funding pack has been compiled by CVS Aberdeenshire - Central & South with the aid of:

Dave Davies at Stego Training and Consultancy (01383 831989)

Funderfinder (www.funderfinder.co.uk)

Grantfinder (www.grantfinder.co.uk)

The Skye & Lochalsh Community Toolkit (<http://toolkit.slcv.org.uk>)

Kate Higgins at The Fundraising Standards Board

CVSA try to keep the information in this pack up to date, but occasionally funding streams may be discontinued and deadlines may pass. Groups should use information in this pack to then research funding options and make sure they are still relevant.

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