Small Projects Funding Guide

www.postcodelocaltrust.org.uk

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What do we do?

Postcode Local Trust is a grant-giving body funded by players of People's Postcode Lottery. Postcode Local Trust provides funding opportunities to community groups and charities in Scotland, England and Wales, through grants ranging from £500 - £20,000 (or up to £10,000 in Wales).

Postcode Local Trust funds projects of local importance across Great Britain which support wildlife areas, sustainability initiatives, local indoor and outdoor spaces and citizenship programmes (volunteering).

Please note that we are **vastly** oversubscribed and therefore can only consider applicants who have fully read and understood the guidance notes. We will also give preference to those applicants that show innovation and tangible sustainability.

Who do we fund?

Postcode Local Trust aims to fund grassroots organisations, local charities and non-profit community businesses seeking to effect positive change within their local area. You can apply to Postcode Local Trust if you are a:

- **Constituted Voluntary and Community Organisation**
- **A Registered Charity**
- **A Community Interest Company**
- **Charitable Incorporated Organisation**

Please see our exclusions on page 9.

Applicants that are not formally registered as a charity can apply for £500 - £2,000 in funding. We will consider applications in this category from:

- **Co-operatives**
- **Companies limited by guarantee with a non profit purpose**
- **Social enterprises with an asset lock**

Applicants that can provide a valid charity number, can apply for between £500 to £20,000 (or £10,000 in Wales) in funding.

All applicants must be able to provide proof they are a constituted organisation.

We will consider applications from branches of national charities if the branch has its own charity registration number. **However, this does not extend to local Wildlife Trusts or RDA branches.**

Please note that if you are currently receiving funds from players of People's Postcode Lottery, your application will not be eligible until this funded project is complete and evaluation forms are submitted to the Trust team for review.

Organisation Type	Up to £2,000	£500 - £20,000
Companies limited by guarantee with a non-profit purpose	✓	
Constituted voluntary organisation with no charity number	✓	
Community Interest Company with no charity number	✓	
Constituted sports group with no charity number	✓	
Organisations with tax exempt status but no registered charity number	✓	
Constituted sports organisation registered with OSCR or Charity Commission	✓	✓
Organisation with registered Charity number or SCIO/CIO number	✓	✓

Application Process

During 2017 Postcode Local Trust will run two rounds, divided into two stages. Stage One will comprise an Expression of Interest Form. If successful, an organisation will be invited to apply to the Stage Two full application form.

We only accept on-line applications for both stages and our forms only go live during dates listed below.

Our staff are on hand at key times to help with any queries you might have.

T: 0131 555 7287 at the following times:

Mon: 10am-12pm and 2-5pm

Wed: 10am-12pm and 2-5pm

Thur: 10am-12pm and 2-5pm

E: info@postcodelocaltrust.org.uk

Round One	
Expression of Interest	23 January–10 February Applicants will hear back within 4 weeks of closing date If successful, the applicant will be invited to apply for the next stage - the **full application**
Full Application	6 March–31 March Applicants will hear approximately 8 weeks after the closing date

If an applicant is successful, a funding agreement will be issued approximately 10 days after the Trustee meeting. Applicants will be given a date in which to return the agreement form and funds can take up to 28 days to reach accounts.

Round Two	
Expression of Interest	1 August–18 August Applicants will hear back within 4 weeks of closing date If successful, the applicant will be invited to apply for the next stage - the **full application**
Full Application	4 September–22 September Applicants will hear approximately 8 weeks after the closing date

If an applicant is successful, a funding agreement will be issued approximately 10 days after the Trustee meeting. Applicants will be given a date in which to return the agreement form and funds can take up to 28 days to reach accounts.

*If you require special assistance to complete the application, please contact the Trust team.

Funding Theme

Postcode Local Trust (PLT) seeks to enhance local areas and local projects - those things that local people feel are important to preserve or improve. At its heart, PLT seeks to fund projects that make a positive impact on the planet: both environmentally and by enhancing a community's cultural heritage and, thus, pride in their local area. Postcode Local Trust also seeks to find real solutions, which encourage local people and groups to take a more active role in helping their natural or built environment.

Postcode Local Trust provides funding which supports activities such as:

o **Enhancing outdoor spaces such as:**
  - community gardens;
  - community orchards;
  - play areas, especially those made with sustainable wood sources or recycled materials;

o **Local, biodiversity improvements or habitat restoration such as:**
  - wildflower meadow creation;
  - flood prevention schemes;
  - hedgerow boundary improvements;
  - wetland area enhancements; and
  - tree planting/woodland creation

o **Outdoor education projects delivered with local communities by environmental charities;***

o **Green Energy projects which create more sustainable solutions to lowering, eg, energy costs in a community centre;**

o **Solar panel, wind turbine or micro-hydro schemes;**

o **Cultural heritage of an area (stories, exhibitions); and,**

o **Volunteering initiatives that help local projects, local areas and local people through, for example, uniform youth organisations.**

* Please note we cannot fund local authority schools or PTAs but we can fund projects that engage schools but are managed by or led by an independent charity or organisation.

Case Studies

The following represent some recently funded projects that we feel represent good projects with well-thought out impacts.

Seahorse Trust: Postcode Local Trust has helped to fund a unique training and survey course for divers across Great Britain, helping them to learn more about seahorses and how to record what they discover when diving in their local area. Numbers of seahorses are on the decline and more needs to be done to understand them to secure their future. Britain's waters hold a variety of seahorses and many diving clubs are taking up the cause of recording what they see.

Tay and Earn Community Trust: Tay and Earn Community Trust works to help people learn more about the natural habitat of the River Tay and surrounds. PLT helped to fund an outdoor classroom area at their river-side base, enabling them to provide additional experiences to schools and community groups in the area. Outdoor education helps to develop young people's appreciation of the natural world and boosts what they can learn in a normal classroom setting.

Assessment criteria

In order to assess applications, the following criteria have been established.

o The project has to have a clear charitable purpose and show visible results within 12 months of receipt of grant payment.

o The organisation MUST be a fully constituted body with an organisation bank account. We will not accept applications from organisations that only have an individual's bank account.

o All funding must be spent within 12 months of the date received and applicants must be able to provide receipts for items over £50, equaling the total amount awarded. Please note that any unspent funds must be refunded to Postcode Local Trust. If you are successful in receiving funds these would be delivered to your designated bank account approx. 3 months after the closing date of the funding round.

o The project MUST demonstrate a sustainable impact beyond its' original duration.

o All registered charities, with an income above £25,000, should have a financial reserves strategy in place.

Projects that are creative, far-reaching and will leave a long-term impact once completed stand the best chance of being successful. This can be evidenced on your application by requesting equipment or resources that will last beyond the duration of funding.

We especially welcome applications for projects that are focused on improving the environment for the benefit of local communities and encourage conservation action at a local level.

Tips and Hints

Have you ever wondered what is it that funders are looking for, and whether there is anything you could do to make sure that your application has the best possible chance of success? The tips and hints below should help you ensure that you tick all the boxes and avoid some of the common mistakes. This will help not only for Postcode Local Trust, but other funders too.

Section One: Content

READ THE GUIDELINES

Make sure you are eligible before sending. Don't assume that because you were sent a link to the Trust that this automatically makes you a suitable organisation for funding. If you're not sure, call first – we don't want you to waste your time filling in a form if you can't apply in the first place.

SHORT AND SHARP

A good application should be concise, communicating as much information about the organisation and project as possible in a succinct manner. An application that waffles on for pages will send assessors to sleep, and will almost certainly be overlooked.

PLAIN ENGLISH

Don't use jargon. If abbreviations and acronyms are necessary, use them sparingly. The best way to ensure your application is read thoroughly is to write in plain and understandable English.

PRESENT YOURSELF

Your application is often the only opportunity we will have to find out about your organisation and your project. If you don't follow instructions, or fail to sell yourself, this is the impression we will be left with. Think of it as a job interview – first impressions count!

BE DIFFERENT

We know that there are certain things that are not covered by statutory funding. And we know that the current climate means even more 'every day' items now need to be funded. But we don't want to read 100 applications asking for the same thing, and we certainly are unable to fund them all. Please try to make your projects different and interesting.

A grant assessor needs to understand the exact problem and solution in very few words. Always lead with the "**WHY**" and then describe the "**HOW**". For instance, don't simply say: "We aim to provide an outdoor education programme for children in the local primary school."

Lead with: *"Children today are increasingly more removed from the natural world. We aim to provide a hands-on programme of outdoor education sessions, helping to increase their awareness and appreciation of the environment."*

Section Two: Presentation

SPELL CHECK

Spelling and grammar errors make an application look sloppy and unprofessional. Please paste your written answers into a word document to check them for spelling errors before submitting them.

CHECK YOUR FIGURES

It is confusing to read through an application where facts and figures don't add up, so make sure the information is consistent throughout. The individual cost items you request on your cost breakdown should equal the total amount that are requesting.

MAKE IT LEGIBLE

Please DO NOT write in block capitals. It makes our job more administration-heavy if we have to convert everything.

PROOF READ

Always, always proof read your application before sending it. Incorrect information wastes time and is easily avoidable.

READ THE QUESTION

We were told this at school, and it still applies. Ensure that the answer corresponds to the question, and gives the information that we require.

FUNDERS TALK

Funders talk to other funders. We like to share information with each other, particularly if we have experienced problems with an organisation.
If you are applying to multiple funders, make sure you are consistent, and ensure you follow the rules.

Filling in the application

Pilot Projects

We award funding for pilot projects. However you must be able to demonstrate how you intend to continue your project beyond the period of funding.

Existing Projects

We do not award funding for general requests for running costs towards existing projects. However, if you are intending to expand your existing project in a new way or into a new area then your project could be eligible.

> **Budgeting for your project:**
>
> The biggest single reason that applications get rejected is that the applicant fails to follow our budgeting guidance. Please ensure you have read the guidelines (below) before filling in the Project Cost section of the application.

Capital, Construction & Renovation Costs

Applicants can request up to 100% of the total amount applied for towards costs relating to construction and renovation work or capital items such as equipment**. If you intend to apply for building renovations, these must have an ecological impact, or demonstrate a wider impact on the organisation (such as enabling new and vital services to take place). We would also consider renovation/capital works to increase access to disabled beneficiaries.** Applicants must also demonstrate sustainability in relation to on-going maintenance. Please note that we will not fund standard "bricks and mortar" renovation work.

Staff Costs

Requests for project staff and sessional staff costs (including the training of volunteers) can be up to 50% of the total amount applied for. This **is not** 50% of the total costs attributed to staff working on your project - it is 50% of the total amount you are requesting from PPT.

Please note that we are unable to fund existing members of staff unless their full or part-time work aims to deliver new project. **These costs would still need to fall within the 50% staffing costs for your delivered project.**

Volunteer Costs

Requests for volunteering expenses (travel, subsistence and DBS checks) can be up to 25% of the total amount applied for.

Running Costs

General running costs that support the running of the project can be applied for including utility bills, rent, insurance, contingency costs etc. Requests for running costs can be up to 20% of the total amount applied for.

Marketing Costs

Marketing costs are eligible for funding as long as they are no more than 10% of the total amount requested. Please remember that all marketing materials produced with funds from Postcode Local Trust must acknowledge us as a funder.

Pricing Guidelines

We will not fund items that are unreasonably or excessively priced, for example top of the range IT, photography or musical equipment that is not appropriate to the level of delivery. We will also not fund sessional or staff salaries that charge an excessive hourly rate, however we expect all organisations to fulfill Living Wage requirements.

You must provide evidence with your application that you have:

o researched into the possibility of purchasing a second-hand version of the item(s);

o looked into better value of the item(s) required (for example a lower model specification); and

o attempted to secure a charity rate with any external expertise being resourced to carry out some or all of the project.

If none of the above is possible, you may need to re-think whether you request funding for the item in question, or be able to demonstrate the need for such an expensive item over a better value alternative. If all of these suggestions have been tried and a less expensive alternative has not been sourced, please call the Trust Helpdesk to discuss the item you wish to purchase before submitting an application.

We regret that we will be unable to fund items which have not been through the above process, and we will ask you to remove such items from your application.

What we will not fund

Postcode Local Trust will not accept applications for projects that:

o relieve poverty through training or advocacy programmes, family support and intervention projects or relief of addiction and/or homelessness;

o promote the human rights/citizenship of marginalised groups;

o Help to develop sporting/recreation initiatives;

o promote healthy living or better mental health where the end result doesn't bring about an improvement in green-space or biodiversity; and,

o promote community development.

If your project fits within the above themes, please refer to People's Postcode Trust and Postcode Community Trust.

Postcode Local Trust will not provide support for the following:

o applications which will not bring a direct public benefit to Scotland or England or Wales;

o individuals and groups who are not a constituted organisation;

o applications for funding under £500 and over £20,000 (or over £10,000 if in Wales);

o applications where the funding amount requested is less than 10% of the overall project cost;

o charities that appear to have excessive unrestricted or free reserves and no policy to reflect the rationale behind this;

o organisations that have previously been funded by Postcode Local Trust (or Postcode Community Trust and People's Postcode Trust) and that did not comply with all the funding requirements in full;

o promotion of religion;

o bodies seeking to distribute grants/funds to others;

o political parties or activities;

o city councils, local authorities or government/statutory bodies;

o projects or activities that the state has a legal obligation to provide;

o local Authority-run schools and nurseries, private schools PTA groups and Universities;

o private clubs for those with restricted memberships, or organisations that charge rates that will exclude disadvantaged groups;

o projects that cannot be maintained due to high ongoing costs or the need for long-term specialist skills;

o feasibility studies or research;

o general awareness raising projects;

o general marketing appeals (including website development) or sponsorship;

o events such as conferences, day trips, seminars, galas, festivals or activity weekends. Generally speaking we will not fund very short-term projects;

o training or educational workshops that do not result in a tangible outcome for participants;

o medical research, advice and equipment;

o end of life or palliative care, including hospices;

o building renovations that are purely for cosmetic purposes;

o renovations or installations of toilets, showers, lifts or changing rooms;

o the purchase of items or salary costs that are excessively priced; and,

o branches of Wildlife Trusts and the RDA.