

Small Groups Network Fundraising Tips June 2023

Before Applying Essentials

Group structure:

- [Choosing a legal structure | Resource Centre](#)
- Simple constitution can be enough, and not always necessary to incorporate.
- Unincorporated groups, CICs and other social enterprises may find their eligibility less for larger funds over £10k and have to meet specific criteria for other funds, e.g: [Guidance-for-applicants-2022-1.pdf \(sussexgiving.org.uk\)](#)

Bank account

- May use host account, but be clear on how it will be managed/ agreement between host and group. May also limit funder eligibility if host group receiving own funding.
- May be time consuming/ confusing to open – pre meet with bank officer – make appointment for group & support/ prepare documents ahead. Likely to need signed minutes and constitution naming bank. Metro helpful: Robbie.Chalmers@metrobank.plc.uk
- Bank statements - check where bank statements are going – postal address ideally accessible to all signatories. Some centres will act as a postal address.
- Examined accounts – Resource centre offer independent examination for Brighton & Hove groups in Social housing areas and other groups with shared protected characteristic: [Getting outside help with managing money | Resource Centre](#)

Policies

Commonly required policies include: Equality, Diversity & Inclusion, Health & Safety and Safeguarding.

[Resource Centre policies and procedures | Resource Centre](#)

- Funders like National Lottery and Children in Need often hold examples on their websites.
- Discuss as group and make sure the procedural aspects are doable for your group.
- Health & Safety and Insurance might be covered by venue or umbrella group but must check as part of your risk assessment. [Health and Safety and Insurance | Resource Centre](#)

Planning application

- What is the need you are trying to address? Use evidence and statistics to show why your project is needed. You can get local data in Sussex Community Foundation's report [Sussex Uncovered 2019 by Sussex Community Foundation - Issuu](#)
- How do you know your idea is wanted by intended beneficiaries- who have you asked?
- Who else could be helping on this issue and have you spoken to them/ sought their endorsement/ involvement. How do you fill a gap or compliment/ add value to existing offers?
- Is there a clear plan of action – what you will put in to the project in actions and resources? Be clear about your project aims, activities and outcomes (the why, how, what and when)
- Do you have a time frame for your plan?
- Be SMART - Specific Measurable Achievable Results Timebound
- How will you measure if you have been successful? Does this need resourcing? Describe how you will evaluate the impact of your project
- Say why your group is best placed to deliver the project

Finding right funder

Look at funder lists and think about ease & suitability of process/ shared goals of group and checking criteria etc. Does it match funders goals/ strategy?

If you can narrow down funders by geography or theme then you can reduce competition and create an ongoing relationship:

[Favourite Funders for specific projects and new activities | Resource Centre](#)

Common Local Funders

- Worthing Community Chest – Sophie Hawkins grants@worthingcommunitychest.org
www.worthingcommunitychest.org
- Worthing Community Infrastructure Levy - David Attmore worthingcil@adur-worthing.gov.uk
01903 221493 <https://www.adur-worthing.gov.uk/worthing-cil/neighbourhood-fund/>
- Co-op Communities Fund – Bob Smytherman, <https://causes.coop.co.uk/> robert.smytherman@coop.co.uk
- BHCC Grants team offer support on communities' engagement fund- £2k [The Communities Fund \(brighton-hove.gov.uk\)](#) Deadline 7th July
- Sussex Community Foundation, including EBT & Argus Appeal: [How to apply for Sussex Community Foundation grants \(sussexgiving.org.uk\)](#) Deadline 8th Sep.
- Chalk Cliff – East Sussex- £3-5k simple online form. [The Chalk Cliff Trust - How to Apply](#) No deadline.
- Homity Brighton/ Sussex- £1k want specifics in spend. [Applying For A Grant — The Homity Trust](#) Deadline 28th July
- BrightonSoup– 'pitch' like dragons Den. [Submit a Project | BrightonSoup](#) Next Round 24th July-25th August
- Enjoolata- up to £5k [Funding - enjoolata.org](#) Closed.
- Groups that benefit BHCC Housing tenants can apply to [Estate Development Budget \(brighton-hove.gov.uk\)](#) Apply Augst for Oct panel.

Capital funders

- Veolia - strict timelines and requires match so plan consultation in advance. [Funding \(veoliatrust.org\)](#)
- Rampion requires match [Rampion Fund - Sussex Giving](#)

Core and running costs

It was noted that as much as possible these should be bult into projects rather than funded as stand alone, unless seeking investment to restructure or change core to be more sustainable.

- (Awards for All (Up to £10k rising to £20k in autumn) [National Lottery Awards for All England | The National Lottery Community Fund \(tnlcommunityfund.org.uk\)](#)
- Children in Need (project costs up to £15k) [Apply for a grant - BBC Children in Need](#)
- Co-op neighbourhood funds [Southern Co-op - Information | Neighbourly](#)

Writing bid

[Writing a funding application | Resource Centre](#)

- Tone – 3P's: Positive, Polite and Plain English.
- Consistent formatting.
- Concise - What do they need to know (must know/ should know/ could know)
- Make sure your budget is realistic and relates to the activities described in your application.
- Use [Grammarly](#) or [Chat GPT](#) online tools to help with writing clear bids.

- Extras - photos/ quotes can save on a website/ social media and share urls in online forms. Keep electronic folder of bits to use.
- Community Works offer bid reading service [Read a funding bid - Community Works \(communityworks.org.uk\)](http://communityworks.org.uk)

Process issues & tips

- Check your eligibility (and likelihood) - always read the application guidance on website. Talk to funder & others in receipt of funds.
- Read a funder's strategy to see how your project aligns with their goals e.g. https://sussexgiving.org.uk/wp-content/uploads/2013/09/SCF_Strategy-Document_DIGITAL.pdf
- See what the funder has funded before
- Online
 - Download/ copy & paste questions and word count etc to draft offline.
 - Check format & capacity of uploaded docs. Will probably want constitution and accounts and possibly some policies.
- May need group contact – practice and use crib sheet by phone/ landline/ email rather than mobile.
- May need a referee – line up at start and send them bid with plenty of notice to respond in case they decline. Councillors, officers and other community leaders.
- Monitoring requirements must be manageable by group. Agree who will lead this at start. Plan monitoring/ reapplication into delivery timeline if ongoing project.
- Your group must have a governing document, policies relevant to your activities and its own bank account with at least 2 signatories.
- The Communities Fund:
 - The Communities Fund is always oversubscribed
 - You apply through the [online portal](#) which saves automatically. This means you can complete the application in any order and you don't have to complete it all at once.
 - There are 3 rounds a year.
 - It takes 12 weeks to get a decision.