



# Fundamentals Training

**SEARCHING FOR RELEVANT  
GRANT FUNDING & WRITING  
GRANT FUNDING APPLICATIONS**



**CHESTERFIELD**  
BOROUGH COUNCIL



**Funded by  
UK Government**

# AIMS OF THE SESSION

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10:00am - Introductions

10:15am - Searching for relevant grant funding

10:45am - Highlighting some local and national funding.

11:00am - Group exercise - organisational checklist

11:30am - Break

12:00pm - Are you eligible?

12:15pm - Identifying & Evidencing Need

12:30pm - Top tips

1:00pm - Farewell

# SEARCHING FOR RELEVANT GRANT INFORMATION

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Searching for grant funding opportunities can be complex and confusing. Some funders have several deadlines throughout the year, others do not have deadlines and you can apply at any time.

Funders do change their focus on what they want to fund. You need to check the criteria carefully to make sure you meet them.

You could sign up to at least one online service that will send you updates about new grant funds and deadlines by email. Try and ensure that the service you choose lets you configure its settings so that you get updates that match your needs.

Don't rely solely on update emails as not all grants show up. Many funders have programmes that run for years with no deadlines or rolling deadlines, so you should always use grant searches as well as updates.

# My Funding Central

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An affordable funding search tool for Charities and VCSE's in England.

[www.myfundingcentral.co.uk](http://www.myfundingcentral.co.uk)

Up to £30,000	Free
Over £30,000 up to £50,000	£50 + VAT
Over £50,000 up to £100,000	£100 + VAT
Over £100,000 up to £500,00	£200 + VAT
Over £500,000 up to £1 million	£300 + VAT

Free to use grant search and regular email updates - around 2400 funders.

Find anything you need, for free:

- [Funding Finder](#) - with categories for [Core Funding](#) and [Small Charities & Community Groups](#) and links to other free grant directories.
- [Help Finder](#) – including finding [companies that make donations](#) and [raffle prizes](#).
- [Data Finder](#) – find charity information & data, and donation & giving statistics.

### Tips from experience

Ensure you click UK wide when selecting Derbyshire otherwise it will only display Derbyshire only grants.

<https://www.charityexcellence.co.uk/free-grant-funding-finder-directory/>

# Funds | Online

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Huge database of funders but expensive - around 8,000. £150PA + VAT if you are registered charity, otherwise £450PA + VAT. More complex to use than My Funding Central but you can select more specific criteria relating to your organisation which means that you will get a better match for your needs.

<https://fundsonline.org.uk/>

Free weekly mailing from Links – if you wish to receive them, please sign up to our mailing list. It features roughly 6 funds per issue – we include newly announced funds plus those with approaching deadlines.

There are limits to finding funds through update emails, at Links we aim to fill those gaps by featuring grants with no rolling deadlines or lesser-known pots – these funds are listed on our website here - [www.linkscvs.org.uk/fundingnews](http://www.linkscvs.org.uk/fundingnews).

Directory of Social Change research indicates that over one-third of applications to grantmakers are ineligible – meaning they do not fall within the funder’s stated guidelines and criteria. These databases do help narrow that margin but they aren’t perfect.

We have found at Links when doing a funding search for a group an ineligible fund has shown in the search despite the criteria selected. **ALWAYS CHECK BEFORE STARTING AN APPLICATION.**

**ALWAYS READ THE GUIDANCE AND TRY AND TALK TO THE FUNDER TO ENSURE YOU ARE ELIGIBLE!** Ring them, email them, even write to them if possible.

At Links, we carry out funding searches on behalf of groups looking for funding. This is what we are here for, please use us.

We will be running group follow up sessions to show you how to use My Funding Central and Charity Excellence Framework.



# LOCAL FUNDERS

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- **Foundation Derbyshire:** Foundation Derbyshire offers a wide variety of funding programmes available to individuals and community & voluntary groups working across Derby and Derbyshire. Usually can apply up to £2,500. [foundationderbyshire.org](https://foundationderbyshire.org)
- **Derbyshire Voluntary Action:** Start Up - Up to £200 to get things going for brand new groups | Small Grants - Up to £500 for running costs | Health & Wellbeing Grants – Up to £3,000 per area (Chesterfield, North East Derbyshire & Bolsover). [dva.org.uk](https://dva.org.uk)
- **Chesterfield Borough Council - Community Grants Fund:** for revenue and smaller capital projects the minimum grant is £500, and the maximum grant per application is £6,000. The next deadline is **26th March 2024**. Rounds open throughout the year. [chesterfield.gov.uk](https://chesterfield.gov.uk)
- **Derbyshire County Council - COVID-19 Community Fund:** aims to support voluntary and community sector organisations to improve the health and wellbeing of Derbyshire residents. Up to £2,000. [derbyshire.gov.uk](https://derbyshire.gov.uk)

# LOCAL FUNDERS

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In every area of the UK there is usually at least one local support or infrastructure organisation that helps charities and voluntary sector organisations look for funding - Links is the infrastructure organisation for Chesterfield & North East Derbyshire for help with funding/applications. Some of these support organisations also have funding to give out. Links doesn't have any dedicated funding streams however if you cover more than Chesterfield & North East Derbyshire e.g. Erewash/Amber Valley please check with the CVS in that area if you would be eligible for any funding pots they may have available.

# NATIONAL FUNDERS

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## National Lottery Funding

- National Lottery Community Fund - The starting place for many organisations making a difference to people's lives. They are particularly interested in helping communities most in need. Awards for All: Up to £20,000 over 2 years. Reaching Communities: No limit over 5 years.
- Heritage Lottery Fund - Focuses on understanding, valuing and sharing heritage. £10,000 to £250,000 or £250,000 to £10million.
- Arts Council England - Focuses on creativity and culture. £1,000 to £30,000 and £30,000+.
- Sport England - Aims to build an active nation.

[tnlcommunityfund.org.uk](https://tnlcommunityfund.org.uk)



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# NATIONAL FUNDERS

## Severn Trent Community Fund

For project costs only. Have designed their fund around improving community wellbeing. This includes:

- People - Projects that support healthier lifestyles and skills development.
- Places - Projects that help create better places for communities.
- Environment - Projects that improve access to and promote a healthier natural environment, including the preservation of water.

There are three sizes of grant that you can apply for:

- £2,000 to £10,000 – up to 12 months for project completion
- £10,001 to £75,000 - up to 24 months for project completion
- £75,001 to £200,000 - up to 24 months for project completion

To apply for more than £10,000 you must be a registered charity or company/business.

[stwater.co.uk/about-us/severn-trent-community-fund/](https://stwater.co.uk/about-us/severn-trent-community-fund/)

# NATIONAL FUNDERS

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**LLOYDS BANK FOUNDATION**  
England & Wales



## Lloyds Bank Foundation

They have three unrestricted funding programmes and one which is focussed on collaborations seeking to influence locally and regionally. The three unrestricted funding programmes are:

- 1) for small specialist charities supporting people facing complex issues;
- 2) for small charities working with and led by people experiencing inequity because of their race or ethnicity;
- 3) for d/Deaf and Disabled people's organisations.

Unrestricted grants of £75,000 for three years are provided to registered charities/CIOs alongside a range of tailored development support. Must have an annual income of between £25,000 and £500,000. Currently closed but will be reopening soon.

[lloydsbankfoundation.org.uk](https://lloydsbankfoundation.org.uk)



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# NATIONAL FUNDERS

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## Landfill Communities Fund

The Regulations impose various eligibility criteria for projects to receive funding, namely projects must be within 10 miles of an Environment Agency registered landfill site and must match one of a number of objects (or areas of work) which are defined within the regulations. These are as follows:

- Object A - the reclamation, remediation or restoration of land which cannot currently be used;
- Object B - the prevention of potential for pollution or the remediation of the effects of the pollution;
- Object D - the provision, maintenance or improvement of a public park or another public amenity;
- Object DA - the conservation or promotion of biodiversity; and
- Object E- the restoration of a place of religious worship or of historic or architectural interest.

# Small group exercise – organisational checklist

# ORGANISATIONAL CHECKLIST - ARE YOU ELIGIBLE?

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## The National Lottery Awards for All Eligibility Criteria - Example

- You must be a voluntary or community organisation and have a governing document.
- You need at least 2 board or committee members who are not related or living at the same address.
- Require a bank account and can provide a bank statement.
- Understand how much income you have and can provide details (unless a new group).

If you meet these 4 main requirements you will likely be eligible for funding.



# IDENTIFYING NEED

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Need is the term we use to describe a problem, issue or situation where something needs to change to make things better for a person, a group of people, an environment or an organisation.

- Have a clear vision about what you want to tackle, how you will address this and will it complement other projects.
- Be prepared to revise and adapt if necessary.
- Be clear about the reasons for your project.

## Key Points

- What is the problem or issue you want to address with your project?
- What evidence is there that this need exists?
- What are the reasons for the need?
- Have you carried out any research?
- Why have you prioritised this need?
- Why is your project an appropriate response to the need?
- Have you consulted with the people your project will benefit and other relevant stakeholders?
- Do you know about relevant local strategies or initiatives, or other projects working in this field and how your project will fit in?

# EVIDENCING NEED

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- Asking people with experience of the need
- Your own experience, or what you have seen
- Research into the scale of the need
- Local statistics about the population in the area or levels of deprivation (such as from the census or other more recent surveys) or other statistics e.g. Derbyshire Observatory
- Local authority initiatives or partnership strategies between statutory and voluntary sector services that are in place because the need is already well known and evidenced.

## Key Sources/Resources

- Derbyshire Observatory
- The Index of Multiple Deprivation
- Office for National Statistics (Census Data)
- 360 Grant Nav

# DERBYSHIRE OBSEVATORY

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As of 18th January 2024 this website is currently undergoing a revamp and not being updated. However, it does still include a lot of useful information for Derbyshire and specific areas including:

- Population & Households
- Housing
- Health & Well-being
- Businesses
- Employment
- Education & Skills
- Environment
- Deprivation
- Crime

<https://observatory.derbyshire.gov.uk/>



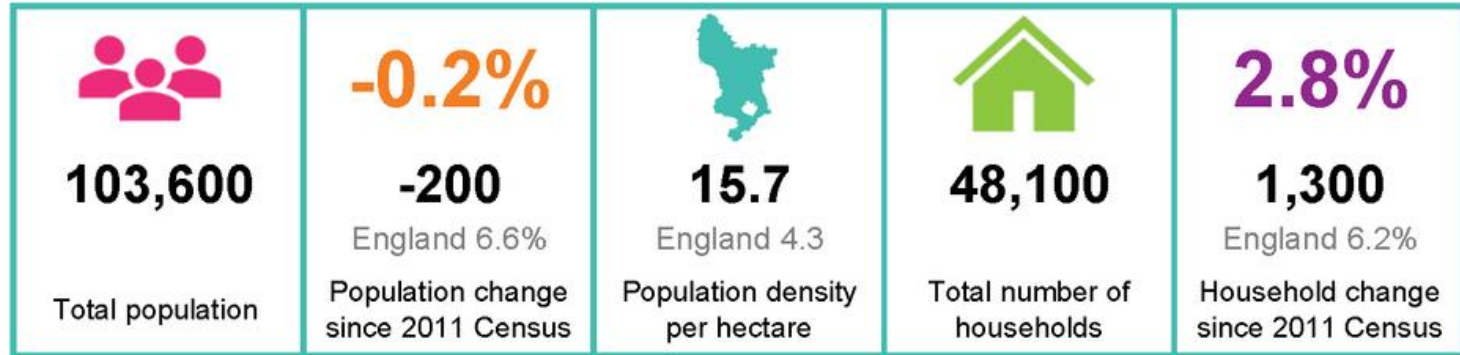
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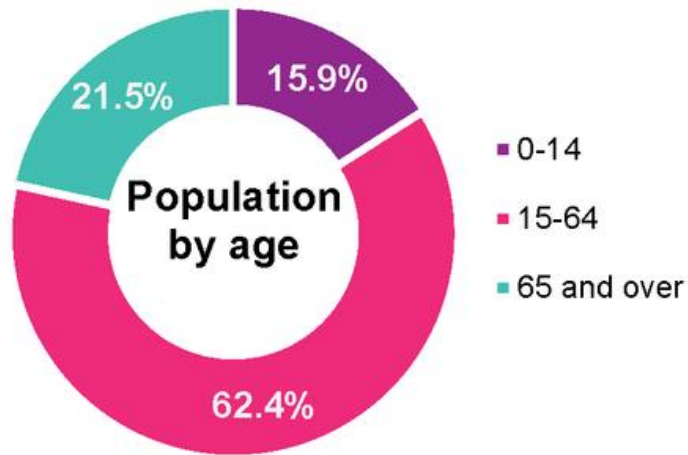
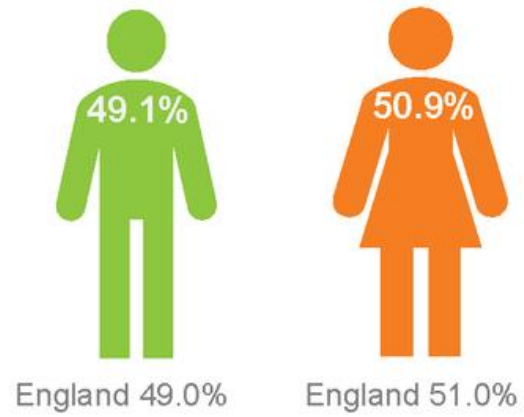
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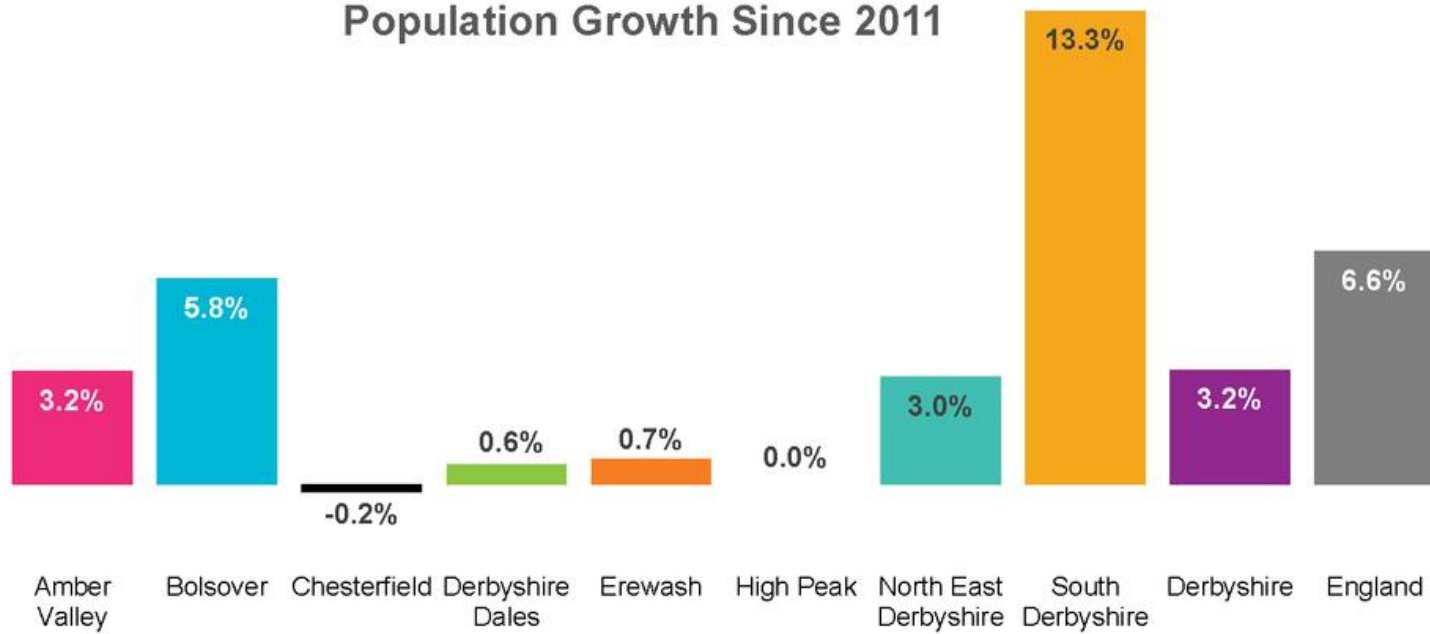
## Key statistics for Chesterfield



### Population by sex



### Population Growth Since 2011

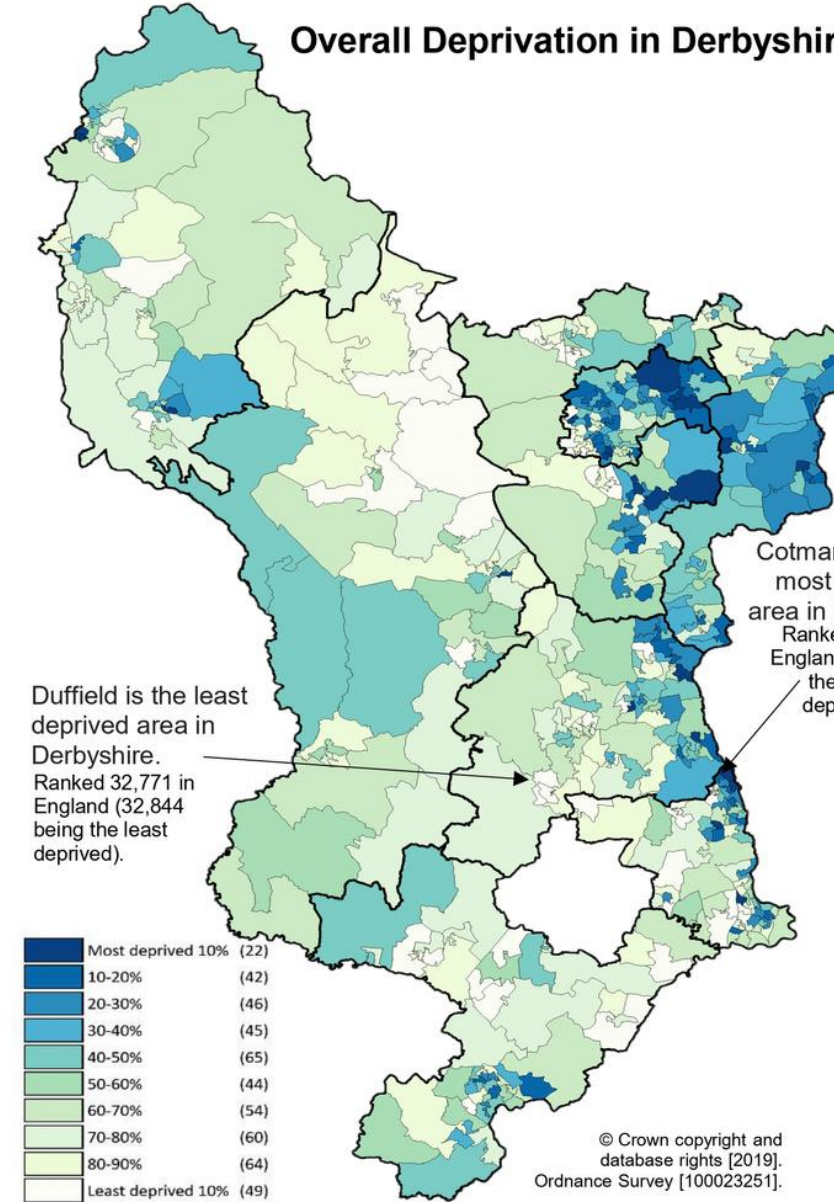


Source: Office for National Statistics licensed under the Open Government Licence, © Crown Copyright 2022

# Deprivation in Derbyshire 2019

The English Indices of Multiple Deprivation (IMD) ranks all Lower Super Output Areas (LSOAs) in England from the most deprived to the least deprived. Of the 151 Upper Tier Local Authorities in England, Derbyshire ranks 103 (1 being the most deprived).

## Overall Deprivation in Derbyshire



## Key Facts

- 22 areas (4%) in Derbyshire fall within the 10% most deprived nationally
- 64 areas (13%) in Derbyshire fall within the 20% most deprived nationally
- 15% (20,488) of children in Derbyshire live in deprived households (IDACI)
- 12% (24,739) of older people in Derbyshire live in low income households (IDAOP1)

## Seven Domains of Deprivation



of areas in Derbyshire in the 20% most deprived nationally...

# INDICES OF MULTIPLE DEPRAVATION

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The Index of Multiple Deprivation (IMD) datasets are small area measures of relative deprivation across each of the constituent nations of the United Kingdom. Areas are ranked from the most deprived area (rank 1) to the least deprived area.

[https://dclgapps.communities.gov.uk/imd/iod\\_index.html](https://dclgapps.communities.gov.uk/imd/iod_index.html)

The following map shows Lower layer Super Output Areas (LSOAs). They comprise between 400 and 1,200 households and have a usually resident population between 1,000 and 3,000 persons.

If you want to find out how to use these tools we will be offering follow up sessions.

# TOP TIPS - PLAN FOR SUCCESS

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Applying for funding is just like applying for a job. There will be lots of competition and you will have to argue your case.

## **Research your project thoroughly**

Whilst it is often tempting to just get on and fill out a form, a project which has been planned carefully and with consideration stands out very clearly from those that have been rushed.

Research can take weeks or even months but knowing that the project is what people want and is the best possible way to deliver a benefit will make sure that the project runs for a long time into the future.

# TOP TIPS - PLAN FOR SUCCESS

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## Research the funder

You need to know your funder before you write your application. At a minimum you should:

- Check the funder's website
- Read the funder's annual report and other published documents
- Find a contact name at the funder and double check the spelling
- Check the funder's current address
- Look at how much money they've given previously. This will guide how much funding you ask for

You should use the information you find to tailor your application to that particular funder's interests.

## Leave enough time

You need to leave at least six months between applying for funding and hearing an outcome.

# TOP TIPS - FOCUS ON OUTCOMES

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You need to be clear on what outcomes your project will deliver and how it will help.

Ask yourself:

- What do you want to do?
- Why?
- Who will benefit?
- How will they benefit?
- How do you know that your project is the best way of accomplishing your aims?
- Are there any other similar projects in the area?

Until you can answer these questions clearly and concisely you're not ready to submit a funding application.

Identifying the outcomes of your project, how they will be achieved and what evidence you will need to prove that you've delivered the outcomes you aimed for is vital to winning funding.



# TOP TIPS - IDENTIFY YOUR SELLING POINTS

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Funders tend to be attracted to:

- Your use of volunteers. If people willingly give you some of their time this shows their commitment and that it is a good cause. You may also give volunteers transferable skills and training opportunities.
- The involvement of users in planning or running your project. Involving users shows that your project is needed and wanted by the people who have first-hand knowledge of the problem you're trying to solve.
- Your ability to mobilise support in kind. Gathering in-kind support, like pro-bono support from businesses, donated furniture and other non-monetary items, shows that you can get practical support from people and are not relying only on your funders.
- Your ability to attract support from other sources. Support and recognition from the statutory sector and other providers is important.
- Your financial security and sustainability in the medium and long term. Funders will want to be reassured that you are a safe bet.
- The proportion of funds you generate for yourselves. Being self-supporting is very attractive to funders at every level.
- The support you get in membership or donations from the local community. Support from the local community is a strong point. This kind of support also enhances your financial sustainability.
- Collaboration with other groups. Working with other groups shows that you're ensuring that your group doesn't duplicate efforts.
- Wider Significance. Could your project have wider reaching significance? Could it be seen as a pilot which would either impact on work in other areas or pave the way to attracting more money for a larger project? This is often a selling point for funders.

## TOP TIPS - BUDGET FOR SUCCESS

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An accurate, realistic budget can make or break your funding application. Your budget needs to include everything that you need so that you can run your project. It also needs to make sense to the funder and show them that you're capable of handling the funding you're asking for.

# TOP TIPS - WRITING APPLICATIONS

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Our top tips for writing your funding application include:

- Remember application writing is 80% preparation, 20% writing.
- Research funders. You need to find out as much as you can about the funder and then tailor your application accordingly. Check their websites, look at their annual reports, Google them and pursue any other avenues you can think of to learn about the funder.
- Ensure you have the funder's current address.
- Ask for a specific amount of money. Check what they have given in the past and ask for a realistic sum.
- Ensure that your main contact can answer questions about your project confidently.
- Allow at least six months between sending applications and the start of the project.
- Include salaries and running costs when you budget. Only ask the funder for this if it is something that they fund.
- Use facts and figures instead of generalisation. You need to provide hard evidence of need.
- Convey your key points as briefly as possible and keep your language simple.
- Make sure you answer the questions asked on application forms.
- Get someone not connected to your group to look at your application critically before sending it in.
- Mention if you've previously applied whether or not you were successful.
- Show how service users have been involved in your project.
- Include a [realistic budget](#). Avoid round figures.
- Include a [project plan](#).

# HOW TO COMPLETE AND SUBMIT APPLICATIONS

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Once you've planned your project and done your research you're ready to complete and submit your application.

Here's the process you should go through:

1. Download the guidelines as well as the application form from the website if applying online.
2. Read through the all of the information that comes with the form before deciding whether to apply. It is important to check whether your organisation is eligible and whether your planned activities fit the funder's criteria. Funding applications often fail because the organisation or planned activities do not fit the criteria.
3. Read through the whole application form before filling any part of it in and make sure you understand all of it. If you don't, ask for help. Links CVS can support you.
4. Answer the question they ask you. Do not put in any information that is not relevant to the question.
5. Fill in a photocopy of the form and have someone from outside your group comment on the draft copy first.

# HOW TO COMPLETE AND SUBMIT APPLICATIONS

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6. Use the amount of space allowed for each answer as a guide to how much detail is required. Do not continue on extra paper unless asked to do so.
7. Use bullet points wherever possible and do not waffle.
8. Make sure the writing is legible. You should complete the application in neat handwriting or at least point 10 in an easy to read font (e.g. Ariel). Links can help with completing forms on a computer and submitting online.
9. Make sure that you send in any extra information that is requested. Leaving this information out can delay your application.
10. Make a copy of the form and keep a record of the date you sent it.
11. Make sure that the main contact named on the form has access to a copy of the application form and is available during the day in case the funder wants to get in touch.
12. Respond promptly if you are asked for more information after submitting your application.

# TOP TIPS - DON'T DO IT ALONE

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If your group needs support researching, preparing or submitting a funding application, Links CVS is here to help.

We can:

- Help you identify the best funder for your project
- Work with you to develop a strong application
- Review your application before you submit it

## Contact us to discuss your needs

If your group needs help securing the funding you need to thrive, Links CVS is here to help.

Contact us on:

Email: [info@linkscvs.org.uk](mailto:info@linkscvs.org.uk)

Telephone: 01246 274844

Complete our funding questionnaire: <https://www.linkscvs.org.uk/funding-questionnaire.html>

Visit our website: [www.linkscvs.org.uk](http://www.linkscvs.org.uk)

# Thank you!

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