



Global Majority Fund Small Grants Guidance

Comic Relief

The Comic Relief Global Majority Fund is targeted at communities experiencing racial inequality and have been disproportionately affected by the Covid-19 pandemic. The fund is to benefit people from a BAME background which includes Black, Asian, Eastern European, Refugees and asylum seekers and Roma and traveller communities. We believe communities flourish when we all stand together, advocating for those who are most at risk and partnering with the right organisations to reach smaller community organisations undertaking much needed and valued community work.

Who are LBN?

Lancashire BME Network (LBN) is a charitable organisation who look to advance the education of the public, primarily but not exclusively minority ethnic and deprived communities in the county of Lancashire by whatever charitable means the Board of Management think fit with the object of improving the conditions of life of the said beneficiaries. To provide recreational facilities in the interests of social welfare for those who have need by reason of their youth, age, disability, ethnicity, social or economic circumstances to improve their conditions of life.

What can you apply for?

- Emergency Food Provisions including food banks.
- Wellbeing services
- Work with vulnerable groups (i.e., Domestic Violence)
- Small community groups experiencing financial hardship and / or at risk of closure.
- Work that reduces social isolation
- Work that improves digital inclusion
- Work that promotes Covid Vaccinations
- Advisory and Welfare work
- Sports & Recreation
- Purchase equipment to enable remote / online working.
- Purchase of equipment for organisations to operate 'Covid Safe'.
- Crisis Support scheme (Furniture & crisis funds, school uniforms)
- Building works – repairs or improvements for accessibility

Who can apply?

Any VCFS, voluntary, community, faith sector. organisation / group can apply providing they are:

- Black, Asian, Minority & Ethnic) 'BAME' this means 51% or more of the organisation's board and management team are BAME
- Communities the organisation supports/works with are BAME
- Groups / organisations operating in Lancashire (including BwD & Blackpool)

We are not a registered charity; can we still apply?

- Yes, you can be a new group who is unregistered, CIC, group of volunteers that support the community. If you are unsure, please get in touch.

Who cannot apply?

- Those with an income over £100,000 in the financial year ending March 2020. We're aware that during the last financial year, groups and organisations may have received significant funding to support Covid related work and as such are using the financial year end March 2020 as a more accurate reflection of an organisation's accounts.
- Groups that are based outside of Lancashire.

Can I apply for more than one small grant?

- You can only apply for one grant from the small grant scheme.

Can I apply for the Micro and Small grant scheme?

- You can apply for both, however if you have already received the micro grant, you must provide proof that these funds have been spent.
- You cannot apply for both grants simultaneously.

How long before I know that my application has been successful?

- Once the deadline has been passed, the panel will meet to decide which projects they would like to fund. This will take up to 10 days following the closing date.
- If you receive a conditional offer in writing you will have 5 working days to respond, or the application will be withdrawn.

Do I need a bank account in my organisation / group name?

- Ideally yes with two unrelated signatories, however you can identify a 'partner' organisation to hold the funds on your behalf.

How long do I have to spend the funds?

- You MUST have spent the funds by the end of December 2022.

Will I have to send reports about what I have spent the money on?

- We will be asking you for a mini report, a template of which will be sent out once you have been successful. In addition, you can provide photographic, video, or testimonial evidence.

What evidence do I need to keep?

- You will keep any financial evidence/ records for a period of seven years.

What if I do not have any policies in place?

- LBN can work with you to create these policies.

What if I cannot fill in the application form?

- Please contact us via email on: grants@lancashirebmenetwork.org.uk

Do I need to be a LBN member to apply for the funding?

- You do not need to be a LBN member to apply for the funding so long as you are eligible to apply.

If you are unsure whether you are eligible, please contact us via phone / email on: 01254 392974 / grants@lancashirebmenetwork.org.uk

How to apply

1. You must complete the application form.
2. You can print out the application form and complete it by hand, scan it and e-mail it to us.
3. Fill in the application form, which is in Word format, and email it to us as an attachment.
4. We can also arrange a zoom, telephone interview or in person meeting to support with the writing of an application – please contact us if this is needed.

The Grant scheme:

The **'Small Grant'** consists of grants **up to £5000**.

The **'Small Grant'** will have **three competitive rounds**.

- **Round 1 will open on the 9th of August 2021 and close on the 11th of October 2021**
- **Round 2 will open on the 10th of January 2022 and close on the 21st of February 2022**
- **Round 3 will open on the 19th of April 2022 and close on the 27th of May 2022**

Projects need to be delivered by the end of **December 2022**. If this will be a problem, please contact a member of the team.

The Application Process

The application contains six sections that **must** be completed for the application to be considered.

Section 2: About your organisation

2.5: What area does your organisation cover?

Please include information on your organisation and the areas that you cover. Include the targeted groups/ individuals your charity work with or support.

2.6: What is your organisation's annual turnover in the year April 2019 – March 2020?

This is to ascertain whether the organisation is eligible for funding. If the turnover is over £100,000, they are not eligible for funding.

2.7 Provide a brief description of what the organisation does?

Project that are currently taking place and how they positively impact the community. Include your organisations mission statement, values, and objectives.

Section 3 The Need

3.1: How much funding are you applying for?

In this section, please include a breakdown of the following:

- Outline the project and the objectives and outcomes that you wish to attain upon successfully completing it. Include the **amount of money (funding) required** for the proposed project
- Please provide a breakdown of the funding that you have applied for in terms of how you are planning on spending it, and who will benefit from the outcomes of your project.
- Please provide details as to how the BAME community will benefit because of this funding. (Max 300 words)

3.2: How have you identified your activity?

In this section you need to write a couple of sentences detailing how the activity the small grants will be funding has come about e.g., case studies, service user feedback, previous projects etc.

3.3: Please evidence the connections you have with your communities which would make your project a success

This section requires organisations to detail evidence of the relationship between the organisation and the direct beneficiaries of the project.

3.4: Please outline local networks that you may use to ensure your project is a success

This section establishes what local networks the organisation utilises to connect with beneficiaries to deliver the funded project.

3.5: Please outline your plans to ensure this project is sustainable and has a legacy

This section requires organisations to demonstrate what the effects of the project will be well beyond the expenditure of the funding. Will beneficiaries still be benefitting from the project once the money has been spent? If so, how?

3.6: What is your project outcome? How will it be measured?

What are you hoping to achieve with this project, and do you have any systems and processes in place to measure this?

3.7: How much funding are you applying for?

This requires a full breakdown of project related costs.

3.8: What difference will this grant make, and to whom?

Once the beneficiaries have been identified, organisations must detail what effect this funding will have on them? What areas of life will it help or assist them? Are there multiple differences the beneficiaries will experience? If so, please detail this.

Section 4: Policies

4.1, 4.2, 4.3: Does your organisation have an Equality, Inclusion and Diversity/ Safeguarding/ Health and Safety policy?

If your organisation has the above policies in place, please attach it as part of the application process. If you do not have them in place and would like some support to improve your organisations policies and processes, you can email Grants@lancashirebmenetwork.org.uk

Section 5: Bank Details

Ensure to complete this section to speed up the process, as if you are successful, we will notify you and the process of providing you with funding becomes faster. If you do not have a bank account, then we can accept a 'Technical holder' who is then legally responsible to hold the funds and allocate them to you.