



**The Capital
Community
Foundation**

Russell Investments Charitable Fund

Russell Investment Ltd and Capital Community Foundation are pleased to announce the re-opening of their grants fund for 2010. If you are a local voluntary or community group and you need funding for a project focusing on young people and education, employment and training this grant fund may be able to help.

These guidelines set out who may apply and for what type of activity you may apply for. Please read the following carefully.

Fund Area

All London boroughs.

Fund Theme

Projects supporting young people not in education, employment or training (NEET) or those at risk of becoming NEET

Priority areas:

- a. Supporting individuals whose circumstances have changed as a result of the recession (e.g. been made redundant or struggling to find work since leaving school or college)
- b. Supporting NEET young people who are not currently being reached/engaged by other statutory/voluntary sector support programmes
- c. Working with individuals who have been specifically identified as at risk of becoming NEET (e.g. persistent absentees)

We are particularly interested in supporting projects with hard outcomes such as formal or accredited learning opportunities and access to paid employment.

Grant Size

The maximum grant is £5,000. However we would **strongly** recommend that groups make applications around £3,000 as few maximum grants will be awarded due to the size of the fund.

Who may apply?

Community groups, voluntary organisations, charities, Community Interest Companies and Social Enterprises may apply. Group's annual income must be less than £150,000 and priority will be given to groups with income under £100,000.

Your organisation will need to have the following elements in place prior to an application:

- A governing document (e.g. a constitution)
- An active management committee of at least three people (who are not related)
- Recent accounts (unless the group is new) and sound plans for managing your money
- A bank account in the name of the group, with at least 2 unrelated signatories
- An equal opportunities policy
- A safeguarding policy if working with children and/or vulnerable adults

Relevant Exclusions

The grant cannot be used to fund:

- Conferences/seminars
- Film Production
- Publicity/advertising in the media
- Professional clubs/associations
- Sports events/tournaments/team sponsorship
- Political campaigns or concerns
- Religious organisations where the activities benefit only those of a particular faith
- Statutory organisations, such as Local Authorities, schools and the Police Force
- Individuals
- Spending that has already taken place

Monitoring and evaluating your work

Grantees will be required to complete a short form outlining how the grant was spent and highlighting the benefits for your users.

Monitoring and evaluating our grants enables us to better understand the impact of our grantmaking. It helps us to understand community need, enables us to learn from our grant making and inform future strategies, and also enables us to show donors the impact of their funding and hopefully encourage them to give more!

It should also help organisations to collect valuable information on how service users benefit from your work, what works and what doesn't, how you can make your services more effective, and also demonstrate to funders (and donors) the value of your work. Further information can be found at the Charities Evaluation Services website www.ces-vol.org.uk

Deadline for Applications

Completed applications must be returned to CCF with **all** your supporting documents by **Friday 2nd July 2010**.

Please note that completed applications and all supporting documents must have reached us by the stated deadline no later than 5pm.

Applications may be sent by post to 357 Kennington Lane, London SE11 5QY or emailed to enquiries@capitalcf.org.uk.

We regret we are unable to consider incomplete or revised applications, so please make sure the application form is fully completed and all supporting documents are included before submission.

If you are sending your application by post and require receipt of its arrival, please include a stamped addressed envelope, which will be returned to you within 1 week of the deadline date. If you have emailed your application you will receive a confirmation email letting you know we have received it.

We aim to notify applicants of a decision within 8 weeks of the deadline.

Monitoring

If your application is successful, you will be required to:

- Credit support from Russell Investments Ltd and CCF on all materials related to the funded work
- Complete your spending within 12 months
- Complete a project review form within six weeks of completion of your project, and no later than 13 months after receipt of the grant.
- Maintain accurate financial records for all grant spending and submit requested information to CCF
- Be available for a potential monitoring visit by CCF, or a visit by Russell Investments Ltd Associates

Contact Us

Please contact Cat Dix, Programme Manager if you have any questions about the fund:

Tel: 020 7582 5117 www.capitalcf.org.uk

Please return completed applications to:

Capital Community Foundation
357 Kennington Lane
London
SE11 5QY

Or Email to: enquiries@capitalcf.org.uk

PLEASE NOTE, IF YOU ARE EMAILING YOUR APPLICATION, YOU DO NOT NEED
TO SUBMIT A HARD COPY