



Better Community Business Network FAQ's 2017

Part 1 – Are you qualified for grant funding?

1. What does BCBN's Grant Initiative Fund?

Information about the range of grants we offer and guidelines outlining what we fund and how to apply can be found in the Grant Initiative section of our website.

2. Do you fund individuals?

We do not fund individuals. The only exception is sessional work carried out by a qualified trainer/ teacher who is able to demonstrate an ability to carry out support/ educational programmes applicable for BCBN grant funding.

3. Can I apply for multiple grants in one term?

An individual or organisations may apply for approximately 2 separate grants in any one term.

4. What don't you fund?

Please refer to our list of exclusions on the Grant Initiative section of this website. It is important to read this page carefully before applying to us.

5. Can we apply if we are a new organisation and do not have a full set of accounts yet?

We give priority to established organisations. The number of applications we receive always far exceeds our available budget, so we would recommend that new organisations wait until they are able to provide a full set of accounts, should this be requested before applying to us.

6. You are funding our organisation already. Can we apply for another grant?

Organisations cannot have more than one active grant from us at a time.

If you wish to apply for continuation funding, then you should submit your application after 12 months from completing the grant evaluation form. A full application is required so you will need to re-apply for a grant award.

7. Can you fund a project that is already running or does it have to be new work?

We are able to consider applications for existing work or new work where you can show that there is a need for it. If you have already run the project as a pilot please make sure that you tell us what difference the project has made and why it should continue.

8. Are there any geographical restrictions on the areas in which you fund?

We are able to fund projects throughout the UK. By UK we mean England, Wales, Scotland, Northern Ireland, the Isle of Man and the Channel Islands. We do not fund overseas projects

9. We are not a registered charity; what does it mean for volunteers or community groups to apply?

You do not have to be a registered charity to apply for funding but your organisation must be not-for-profit - e.g. a company limited by guarantee or a constituted group with clear not-for-profit objectives.

10. We are just beginning our fundraising for a large project from external funding partners, can we apply?

BCBN does not support part-funding of projects. The exception, however may be for a specific section of this programme that BCBN's grant funding can fully cover. It is vital that you are able to report back on the impact and achievements of BCBN's independent funding as well as the project at large. BCBN does not take responsibility of the overall project, nor for components of the project funded by external or third party funders. BCBN's acknowledgment of the funding should not be associated with other funding partners UNLESS this has been agreed and authorised in the Memorandum of Understanding between the grant recipient and BCBN.

Part 2 – Applying for a Grant & Processing your Application

11. What is the process of assessing applications and when can I expect to hear back?

Our assessment process is through the Board of Trustees who decide which application is successful. Information about assessment timescales can be found in the *Grant Initiative* section of our website.

Successful applications will be subject to due diligence and expected to provide further details. Grantees will be asked to sign a *Memorandum of Understand* agreeing to the terms and conditions of BCBN's grant award. Please see our website for Terms & Conditions.

If you have not heard from BCBN after the 'award' date mentioned on the website then your application has been unsuccessful this time. Please ensure that you are referring to the correct quarter deadline.

12. Where can I get an application form?

Please download an application form from BCBN website, *Grant Initiative* section

13. How much can I apply for?

You may apply for a grant of up to £3000. Please ensure your funding request does not exceed this amount. Grant applications requesting over £3000 in funding may be rejected.

14. How long should the project grant term be for?

This should be stipulated by the applicant. For example, grant funding may be for a one-day event, 3 month short-term project or a 12month programme.

15. What do you mean by an "independent referee"? Who can I put as a referee?

An independent referee is an individual who will not stand to directly benefit from a grant if your application is successful and is not directly connected to your charity in other ways (for example, as a trustee, patron or current volunteer). A suitable referee might be, for example, an ex-service user, a representative of a funder, or a representative of a partner organisation.

16. What do you mean by applications demonstrating a "positive impact"?

Demonstrate how your project will bring real improvements to communities and to the lives of people most in need and the priorities identified in the UK.

17. What do you mean by Project outputs and outcomes?

Outputs are the activities, services and products provided by your organisation.

When project objectives are set, the term "deliverables" is often used to specify those tangible things produced by the project.

The other kinds of outputs are tangible plans, measurements, tracking processes, evaluations that pertain to planning, managing and closing the project itself.

Outcomes are the changes, benefits, learning or other effects that happen as a result of services and activities provided by your organisation.

Please look at [The Charities Evaluation Service](#) website, which provides lots of useful information and guidance on outputs and outcomes.

18. What supporting documents should I attach to my application?

No additional documents are required at this stage, unless you feel they are needed to support your application.

19. Where can I find a copy of the Terms and Conditions of Accepting a Grant?

Terms and Conditions for successful grantees can be downloaded in PDF format from the *Grant Initiative* page of our website. We strongly recommend that you read these BEFORE submitting your application to us. Successful applications will be expected to agree and sign these terms in the *Memorandum of Understanding* prior to the grant being awarded.

20. Are there deadlines for applications?

Deadlines for when your application must be submitted is listed on our website Grant Initiative section. Please ensure that your application is submitted before 17:00 on the day of the deadline. Applications submitted after this time may be considered for the following grant term.

21. How will I know how my application is progressing?

You will be sent an email acknowledging receipt of your application. If you have not heard from us prior to the grant application deadline, please call to check we have received your application.

22. How long will it take to assess my application?

It can take 4-6 weeks from the grant term deadline.

23. How soon will I know if my application has been successful or not?

Information about assessment processes and timescales can be on the *Grant Initiative* section of our website. Successful Grantees will be notified of their selection within 4 weeks of the grant deadline.

24. Can I post or fax an application?

No. We only accept applications online. Your application must be completed electronically in lower case text. Please ensure your application is submitted in both Word and PDF format.

25. What should I do if I don't understand the guidelines?

If you have any queries about the guidelines or are unsure whether or not your project fits within them, please call us on 020 7202 9129 and speak to one of our Grants Officers. Alternatively, you may email your question to grants@bcbn.org.uk

Part 3 – Assessment & Grant Funding

26. Who will be assessing my grant?

BCBN's Board of Trustees, please see our website *About* section for trustee's profile.

27. Who is applicable for a reference request?

Your reference must be from a person who has a professional standing, such as a minister of religion, civil servant or a member of a professional body, for example, accountant or solicitor. However, it is important that the referee is not formally connected to your organisation, nor a representative of an organisation to which your organisation has a formal and/or commercial relationship, such as a supplier, customer or business partner.

28. My application was turned down. Can i reapply?

You can apply again for the same project funding next term. The same application/ funding request for the stipulated grant award can only be submitted twice. Repeat applications or funding requests will not be considered this time. Your organisation can reapply for a new grant request next term. There is no limit on the number of times you may apply for a grant, providing that the funding proposal has not been applied for previously through us.

29. My application was successful. When can i reapply?

You can apply again after 12 months (i.e. one year) after the date your grant funding began and upon completion of the project, submitting an evaluation form.

30. Will you come and visit us?

If you apply for a grant of £500 or above, the final part of our evaluation process may involve a member of staff or one of trustee to visit your organisation or funded project. The visit will include a discussion around your project, its achievements and impact.

31. Do I need to attend the award ceremony?

BCBN award ceremonies is an occasion that acknowledge the grant award distributed by the charity and an opportunity to meet with other UK charities, professionals and heads of businesses supporting BCBN and its supported causes. The event is an opportunity for grant recipients to meet with BCBN's board of trustees, donors and supporters of the charities. Award presentations are photographed and often circulated through BCBN's social media and circulars.

32. I have received an email saying you have noticed my project/sponsored event and invite us to apply for grant funding. Is this for real?

BCBN may email charities and organisations informing them of its Grant Initiative Programme, grant term dates and invite you to apply for grant funding. The process for applying to us for funding is set out on the Grant Initiative section of our website.

