



Elizabeth Way & Company

Community Assistance
Programme

About the Elizabeth Way Community Assistance Programme

In these challenging economic times, we have established the Elizabeth Way & Company Community Assistance Programme to help fund good causes provided by small local charities and not-for profit organisations working for the benefit of people who live within three mile of an area in which Elizabeth Way & Company operate. Businesses, individuals and 'for profit' organisations are not eligible.

Elizabeth Way & Company Community Assistance Programme will be a rolling programme during 2024 where community groups or charities can apply for funding during February, 2024 and March 2024. Applicants will generally be informed of the outcome of their application within two weeks of the application window closing.

Organisations can request the total cost of the project or a contribution towards the project up to a maximum of £300.

Funding

Sadly, there may be good applications that we will not be able to support because there is not enough money available. We make our decisions based on the information you provide in your application, the programme criteria, and outcomes. We use our professional judgement to make the difficult choices between the projects seeking funding and our decision cannot be challenged. If your application is eligible, but not funded at the first attempt, you may reapply.

Grants are available to fund local activities which improve the quality of life of residents and the wider community. Projects must align with our fund category - poverty

The Fund aims to support ongoing activities that benefit residents of all ages and priority will be given to:

1. Projects addressing the needs of the most disadvantaged in the local community
2. Projects led by people who can demonstrate a clear understanding of community need and strong connections in that community

Projects that cannot be funded – this list is not exhaustive

- Work that has already taken place
- Applications for furniture/office equipment e.g., racking, desks, chairs etc
- Applications for vouchers
- Political donations or promotion of a political cause
- Fundraising activities or challenges
- Running costs and organisation overheads



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- Activities which collect funds for redistribution to other charities or individuals
- Overseas appeals
- Marketing promotions
- Research projects
- Projects or activities that the state has a legal obligation to provide

Grants and applications for grants

- Applications for grants will be accepted up to £300
- All applications must be made by completing the application form which is available at www.elizabeth-way.co.uk or by emailing elizabethwaycommunity@funeralpartners.co.uk
- The application must be submitted by the closing date and sent to elizabethwaycommunity@funeralpartners.co.uk
- Please read the instructions carefully
- You will receive an email confirming receipt of your application.

If the funding application is successful, the below supporting documents will be required to be sent by email

- Your Governing Document, i.e., your constitution *or* memorandum and articles
- Annual Accounts *or* Income & Expenditure (I&E) Sheet for your last financial period for smaller groups.
- Safeguarding Policies if working with young people under 18 or vulnerable adults
- If applicable a copy of the Risk Assessment completed for the required activity

Opening date for applications	Closing date for applications	Successful applicants informed by
4th March 2024 Noon	1st April 2024 2024 Noon	29th April 2024



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Who can apply?

The following **not-for-profit organisations** are eligible to apply:

- Constituted community group
- Registered charities
- Social enterprises
- Community Interest Companies (CICs) Limited by Guarantee - **not** CICs Limited by Shares
- Faith based groups

Applicants must:

- Demonstrate that the proposal is in response to identified community need
- Have a minimum of 3 unrelated Trustees/Directors/Management Committee members
- Have a Governing Document, i.e., a constitution or Memorandum & Articles
- Have a Bank Account in the name of the group, with at least 2 unrelated signatories - or provide details of another group who will be managing any grant awarded, with a copy of the partnership arrangement
- Have Annual Accounts, or for smaller groups, an Income and Expenditure Sheet for the most recent financial period.
- Have a Safeguarding Policy if working with young people under the age of 18, and/or working with vulnerable adults. Groups will also need to have AccessNI checks in place where required
- Have the relevant insurance in place, including public liability (if required) before delivering activity.

Equality of Opportunity

It is a requirement of our funding that your organisation commits to equality of opportunity and good relations duty. Funeral Partners has a statutory duty under the Equality Act 2010 in carrying out its functions to have due regard to the need to promote equality of opportunity between all Section 75 groups and you will note that you must provide an Equality of Opportunity and Good Relations policy statement as part of your application form



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Funding Decision Process

We will review your application against our funding decision criteria, and we will compare your application against other applications which we may receive. Our decision-making and prioritisation process for funding will typically include, but may not limit itself to, how much we feel levels of deprivation may be alleviated by any funding we provide, along with performing a review of the experience and expertise of the applicant in supporting deprived groups.

By awarding funds this is not an indicator that Elizabeth Way & Company is affiliated in any way with the project. The funds are a charitable gesture and there is no expectation that the organisation will recommend Elizabeth Way & Company services.

Timetable for spending the grant

Successful applications will have three months from the date of offer to append any grant awarded. If the award is not spent within the three-month period, we may ask for the funding to be returned.

Monitoring and Evaluation

Monitoring and evaluating the projects funded by our grants enables us to better understand the impact of the grant. It helps us understand community need more fully, enables us to learn from your project and can also help us put together information that can help inform our future plans.

Between one and three months after the funding has been awarded, we will carry out a follow up visit with you. This forms part of our monitoring process.

Celebrating your Elizabeth Way & Company Community Assistance Programme

Sharing your successes will help inspire other groups to make a difference in their community and highlight the great work you have done. With your permission your activity will be shared on social media and our website. We may also issue a press release so will require your permission, participation, and cooperation for taking and using photographs and conducting any interviews providing comment or quotes.