

# CAG Devon - Small Grants Fund Guidelines

The CAG Devon Small Grants Fund has been created to help small groups working within areas of re-use, repair, waste reduction, sharing/borrowing, surplus food, composting, nature, biodiversity, sustainability and energy in Devon.

## Rationale

The aim of this fund is to enable groups working to increase reuse, repair, waste reduction sharing/borrowing, surplus food, composting, nature, biodiversity, sustainability and energy to continue/expand their community-based support and engagement work.

## Eligibility of applicant

Eligible applicants will be those who work as a group to increase re-use, repair, waste reduction, sharing/borrowing, surplus food, composting, nature, biodiversity, sustainability and energy in Devon reuse. Applicants must be fully signed-up members of CAG Devon.

The applicant should be:

- a constituted group, not an individual
- working with at least three people on reuse, repair, reduction, sharing, surplus food, composting, nature, biodiversity, sustainability and energy
- based in or providing services in Devon

## Criteria

The activities, services or resources the funding will provide/support should be:

- to support aim of reuse, repair, reduction, sharing, surplus food, composting, nature, biodiversity, sustainability or energy
- not for private profit
- for the benefit of a group of people, not an individual or solely an individual's close relatives.

We can fund:

- activities, meetings and events
- training (with a maximum amount of or £100 per course per person)
- capital costs including, but not limited to, resources and equipment revenue expenditure including but not limited to; associated travel costs, services, staff salary for direct contact time only, marketing, venue hire and expendable supplies such as food.
- insurance in specific circumstances (if you are a new group, and new to CAG Devon, talk to us about applying to our separate insurance grant pot. Please note we cannot repeatedly cover insurance costs year on year)

We cannot fund:

- core costs beyond staff salary for direct contact time, such as management costs, admin or planning time
- activities which generate profit that is not reinvested in the group or a charitable cause
- activities which have already happened.

## How much?

An amount of up to £300 per application is available. Any application exceeding this amount will be reviewed on a case-by-case basis and may be subject to special conditions and additional requirements. If you have a project which necessitates a larger amount (up to £500), do contact the CAG Devon team to discuss this. Only one grant will be awarded to any group in any financial year.

## The application process

The process has been designed to be 'light-touch.' A representative of the group will complete the 'Small Grants Application Form' and confirm they have read the accompanying 'Small Grants Fund Guidelines.' The representative must be a person who holds responsibility for the group and/or their fiscal responsibilities.

The form will be returned electronically to CAG Devon. The group must be a constituted group.

The applications will then be reviewed by an informal panel including the CAG Devon Lead, either in person or via email with a deadline for response.

## Awarding a payment

Once the decision-making process has been completed the Devon CAG Lead will complete and sign the relevant section of the 'Request for Funding' form. The form will be authorised and countersigned by the CAG Devon lead.

Funds will be paid to a registered charity or organisation via BACS. Relevant evidence (quotes, receipts and photos) must be provided.

## Monitoring and evaluation

Once the funds have been spent, grantees are obliged to provide feedback including a summary of how the money was spent, who benefited and future plans. A minimum of 2 photos must also be provided except in cases whereby this is deemed unnecessary by the Devon CAG Lead, or the group is of a sensitive nature and photos would be inappropriate. Feedback can be submitted via email or in person and will be kept on record. This written report must be submitted within 6 months of the grant award.