



**Friends of
the Earth**

Big Local Groups Support Fund (over £150)

Guidelines for applicants

Introduction

The amount available to local groups through the Support Fund is £20,000 a year. Previously, groups could only apply to the Fund once in each financial year, now you can **apply as often as you need to**. You can use this form to apply for sums between **£150 and £1,500**. You can download forms from the Community website at <http://community.foe.co.uk> or request a form from our Activist Information Officer t: 0207 566 1677 or email: localgroups@foe.co.uk. For more specific advice on the Local Groups Support Fund, please call the Local Groups Development Coordinator (t: 0207 566 1676).

Who can apply? The Local Groups Support Fund is **open to all licensed Friends of the Earth groups and networks**; it is intended to provide financial support that can make a real difference, either to the development of your Group or in its campaigning. To follow are some examples of applications and guidelines that explain what your group needs to consider if it wishes to apply to the Fund.

Examples of applications

- Cornwall Friends of the Earth employed a waste campaigner over a critical phase, to ensure they had influence on the Waste Strategy.
- Saffron Walden Friends of the Earth applied to LGSF to employ a consultant to help oppose the development of Stanstead Airport.
- Medway Friends of the Earth received funding to help them with the co-ordination of the Big Wheel of Kent Bike Ride.
- Taunton Friends of the Earth used the funding for a GM free Somerset Campaign. They worked with farmers and the public, at a time when new farm scale trail sites were being sought.
- Bristol Friends of the Earth used the funding to pay for facilitators at their strategy day.

Remember to invest in your group too! Without a healthy group you'll struggle to campaign effectively. Local Groups Support Fund money can be used for a particular recruitment event, celebratory do's and training.

Meeting your group's long term funding needs If your group has an ongoing need for funding then it should consider its fundraising strategy at the same time as applying for this fund. For support with this please read the 'Change your world' pullout 'How To: raise money for your local group' available on Community (http://community.foe.co.uk/resource/how_tos/). For general fundraising advice (not that involving the Local Groups Support Fund) call Carole Zagrovich (t: 01642 459 171).

Conditions

Grants must not be applied for retrospectively.

The application form must be completed in its entirety, and you should be prepared to provide the following information:

- a clearly defined objective that demonstrates either benefit to the environment and or group development;
- ideally, benefits to local communities and/or to other parts of Friends of the Earth;
- a considered strategy and timescale for meeting the objective;
- a thorough costing for the project;
- evidence that the application is supported by the Group as a whole.
- an up to date copy of the Groups most recent yearly accounts.
- all grants are conditional; Friends of the Earth needs to be accountable for the money that it gives to groups. You must agree that once you have spent the money you will fill in a simple evaluation form. You will receive this evaluation form with the letter offering you the grant.

When you fill in the form, please ensure that you provide all of this information as it will be used to assess your application. If information is missing or vague then it is less likely that your group will be awarded a grant.

Particularly for amounts exceeding £750, preference will be given to groups who can find **part funding** for the purpose of their application, either from group funds, fundraising or external sources. You may still apply to the fund for 100% funding, in which case you will have to demonstrate both your need for the funding as well as a clear reason why the group are not able to raise any money towards meeting their needs in this case.

The reasons for asking groups to part-fund their projects are twofold. Firstly it enables a greater number of groups to be supported by the Fund, and secondly it encourages groups to gain skills in fundraising – thereby enabling them to become more self sufficient.

Grants will normally be awarded for materials and equipment, awareness raising events, campaigns, professional fees, to meet specific training/development needs and other specific project costs.

Big Grants will not normally be awarded for ongoing Group running costs such as phone bills, ongoing internet connection, stationary, everyday volunteer expenses etc

Applying for a grant

Initially you could speak to staff in your regional office, particularly in those regions that have Network Developers. They might be able to help you in putting together the application and advise you as to its appropriateness. Otherwise call the Local Groups Development Coordinator (t: 0207 566 1676). Once you've completed the application form it should be sent (together with the necessary supporting information) to the Local Groups Development Co-ordinator, Friends of the Earth, 26-28 Underwood St, London N1 7JQ.

Grants must not be applied for retrospectively apart from in an emergency, when there is an urgent and compelling reason for financial assistance that could not have been foreseen, we are able to issue grants at short notice. Should such a need arise then you should contact your Regional Office immediately and then contact the London office.

Once your application is received it will be **assessed** by the Capacity Building Team. The decision will be taken on the basis of the information that you provide in the application, and in consultation with relevant staff. We aim to inform you of the **outcome of your application** within one month of receiving it. Best of luck.

Evaluation

If you are successful in your application you will receive a letter with the cheque. Enclosed will be an evaluation form. It is important for you to complete this for four main reasons;

- to help you celebrate and learn from your work
- to ensure we learn about your activities
- to help us give advice to other group's planning similar work to you
- to inform future applications you make.