



**Friends of
the Earth**

Small Local Groups Support Fund (£150 and under)

Guidelines for applicants

Introduction

We are pleased to inform you that the total fund available to support local groups is £20,000 a year. The Capacity Building Team have made it easier for groups to apply to the Fund for smaller amounts (£150 and under). Previously groups could only apply to the fund once a year, no matter how little they needed. Now you can make as many applications as you need. For requests of £150 or less use this form. It is not only quicker and easier to complete but is also more accessible. 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.

To make small applications (under £150) over the telephone and 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. The guidelines set out below explain what your group needs to consider if it wishes to apply to the Fund; please read them carefully before you go any further.

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 benefits to the environment or group development;
- a plan and timescale for meeting the objective;
- a costing for the project;
- evidence that the application is supported by the group as a whole;
- **All grants are conditional;** Friends of the Earth needs to be accountable for the money that it gives to groups. Once you have spent the money you will need to fill in a simple evaluation form stating how the money was spent and what change the money bought about. The evaluation form will be sent out with the letter offering your group 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. If you intend to make the application over the telephone two representatives from the group (one being the Coordinator) will need speak to the Local Groups Development Coordinator, one to make the application and the other to support it.

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'](http://community.foe.co.uk/resource/how_tos/) 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).

Small grants will normally be awarded for materials, equipment, professional fees and other specific project costs, newsletter production, hiring of venues, celebrations of campaign successes, initial internet connection, costs involved in training (either fees or expenses), recruitment initiatives and much more. To save time for both parties please ask for small amounts in groups i.e.: if you know that over the next year you want to subsidise five group members by £20 each to attend training, apply for one lot of £100, not five of £20!

Grants will not normally be awarded for everyday group running costs like phone bills, ongoing internet connection, basic stationary costs etc.

Applying for a grant

You may want to speak to staff at your regional office in the first instance, particularly if you have one of the new Network Developers. The regional staff may help you in putting together the application and advise you on its appropriateness. Alternatively, ring the Local Groups Development Coordinator (t: 0207 566 1676) for support in completing the form. Once you've completed the application form it should be sent to the Friends of the Earth, Local Groups Development Co-ordinator, 26-28 Underwood St, London, N1 7JQ. You should enclose any relevant supporting information.

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 two weeks of receiving it.

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