

## Grants Guidance

Welcome to Sussex Community Foundation's grants guidance.

We're here to support local organisations that are making a difference across Sussex. As a community foundation, we connect people who want to give with the groups working hard to strengthen our communities. Thanks to over 100 fundholders - many who take an active role in choosing which causes to support - we're able to fund projects tackling a wide range of community needs.

### The funding we offer

#### Main grants

Our Main grants are supported by our network of fundholders, with many choosing which organisations they want to fund. These grants provide flexible funding to local organisations and can be used for a variety of costs, including core running expenses.

#### Additional grants

Our Additional grants have their own application process, criteria, and deadlines. They often focus on a particular theme or area of Sussex. You can apply for these alongside our Main Grants.

### Our Funding Priorities

We focus our funding on four key priorities where we believe we can make the biggest difference:

**Tackling Poverty:** Reducing poverty and disadvantage in our communities.

**Improving Health:** Helping people live longer, better lives.

**Reaching Potential:** Providing life-changing skills, education and training.

**Acting on Climate:** Taking local action for the climate

You can find more details about our funding priorities [on our website](#).

## Grant Details

- Applications for our Main grants open several times a year – we share dates on our website, newsletters, and social media.
- Additional Grants have separate deadlines and requirements.
- The maximum you can apply for through our Main grants is £10,000, to be spent over 12 months (unless agreed otherwise).
- Larger or multi-year awards are sometimes made at the request of a fundholder, by invitation only.
- Most of our grants are unrestricted (covering core costs), unless otherwise advised.
- We'll ask you for a short monitoring report at the end of your grant. You'll need to submit this before applying again.
- By completing our application form, you will be agreeing to the Terms and Conditions detailed within the application portal.

## How to apply

1. Check our [eligibility criteria](#) before you begin (especially if you are new to us or your governance has changed since your last application).
2. Go to our online application portal via [our website](#).
3. Log in or register if you're applying for the first time. For further guidance on the portal, please [visit here](#).
4. Choose from the funds currently open for applications and start your form if you meet the criteria.
5. Some sections of the form must be completed in one go, but you can save and return at the end of each section.
6. Submit your application – this means you're agreeing to our Terms and Conditions.

## Your Information

Once you're registered, we'll store your core details and supporting documents

securely for future applications. You'll simply need to verify and update them when something changes (for example, new annual accounts or policies).

### What happens after you apply

- **Due diligence** - our grants team will carry out eligibility checks and will get in touch if they have any questions or need further information.
- **Review & Matching** - we look for the best fit between your application and available funds.
- **Donor Meetings** - if your application has enough information, it may be presented to our Fundholders straight away, which can speed up grant approvals. Larger or more complex requests may be invited to submit a Stage Two application, with more detail, which would then be shown to Fundholders.
- **Grants & Impact Team Review Meetings** - applications are also considered by our staff team, who recommend for discretionary funding, or are sent to the Grants Committee for approvals where appropriate.

### When you'll hear from us

Most applicants will receive a decision within 1–3 months, depending on the type of application and if a second stage is needed.

If we can't find a match straight away, we'll keep your application on file for up to 12 months.

If your organisation isn't eligible, or if your application needs further work, we'll usually let you know within one month of submission.

### Need help?

Our grants team is here to make the process as straightforward as possible. If you have questions, please get in touch.

Email: [grants@sussexcommunityfoundation.org](mailto:grants@sussexcommunityfoundation.org)

Phone: 01273 409440.

If you're new to applying for grants, your local Voluntary Action or infrastructure organisation can also help strengthen your application and signpost other funding opportunities. Contact details can be found [here](#).