

The Chagossian Fund at Sussex Community Foundation

Guidance Note and Criteria

What is The Chagossian Fund?

The Chagossian Fund is a grants programme, funded by the Foreign, Commonwealth and Development Office and managed by Sussex Community Foundation.

This fund is aimed at organisations supporting Chagossian people living in Crawley and other parts of Sussex.

Funding is offered to support one or more of the following Fund criteria:

- Education
- Health
- Employment
- Social care
- Culture

Who can apply for funding?

Applications are accepted from not-for-profit organisations such as charities, community organisations and social enterprises.

We define 'not for profit' organisations as those:

- Whose governing body (board or management committee) is entirely voluntary, although out-of-pocket expenses may be paid, and has a minimum of three unrelated people (if some are related there must be at least three who are not).
- Whose members do not receive any financial benefit.
- Whose income and assets are used for exclusively charitable purposes (and any remaining assets are transferred to a charitable organisation).
- That does not pay any dividend or distribute any surplus to shareholders or members.

Organisations applying for funding do not need to be charities, but do need to have:

- Their own bank account, with at least two cheque signatories (who are not related to each other).
- A constitution or set of governing rules, with a minimum of three trustees/committee members, as above.
- Accounts or records of expenditure.
- Relevant policies (such as equal opportunities, child protection, vulnerable adults, health and safety etc).

We can also accept applications from Community Interest Companies and Companies Limited by Guarantee carrying out charitable activities. However, these organisations must have:

- Demonstrable public benefit and clear protection against private benefit.
- A minimum of three unrelated directors, the majority of whom are not paid either as directors or for delivering the activities of the organisation (if some are related there must be at least three who are not) and none should be registered as Persons with Significant Control.
- A majority of non-executive directors approving the salaries and benefits of any paid directors, which should be reasonable and proportionate to the work they do and the financial position of the organisation.
- An asset lock body (in the case of CICs) with objectives that are charitable and similar to the CIC. These organisations must confirm that they meet the above conditions at the time of applying and no later than the closing date.

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Please note: the Fund is not open to applications from individuals.

We expect applicants to be based in Sussex or demonstrate their ability to work locally through established networks or with local partner organisations.

We will undertake all necessary due diligence to ensure applicants have the capability and capacity to manage funding responsibility and are suited to working to support the Chagossian community in Sussex.

Who can't apply for funding?

We can't fund:

- organisations or activities which don't benefit Chagossians living in Sussex
- organisations that discriminate unlawfully under the provisions set out by the Equalities Act 2010
- organisations where the service provided is used as a vehicle or means to promote religious beliefs
- political activities
- small contributions to major capital appeals or campaigns
- grants which will be used to make awards to a third party
- projects which only benefit animals
- organisations that have not returned monitoring reports from previous grant awards, or those of a poor standard
- retrospective funding for activities or projects that have already taken place

What can funding be used for?

The following list is presented to provide examples of the kind of projects organisations may like to implement, rather than being prescriptive about the focus of the Fund. We are open to ideas and suggestions that will benefit the Chagossian community.

- English language lessons, projects addressing digital inclusion or tutoring programmes.
- Health and well-being initiatives such as cookery classes, sports and leisure activities.
- Employment and training projects through mentoring, training and advice services, including offering practical skills such as CV writing, writing job applications, digital skills etc.
- Advice and support on issues such as immigration, welfare benefits, housing, financial management and domestic abuse.
- Music, arts, culture and heritage projects including projects that celebrate and showcase local talent.

Applicants should ensure they have consulted with members of the Chagossian community before submitting a grant application and must demonstrate how their proposed project meets the needs of the Chagossian people. Applicants will be required to evidence how their proposed project will achieve this.

How much can we apply for?

There is no limit to how little or how much funding organisations can apply for, but funding decisions will be based on the capabilities of the organisation applying and their experience of managing funds. Organisations with limited experience in managing grants should apply for a small grant initially.

Small grants

Awards of between £1,000 to £10,000

Small grants may be awarded to both established organisations and new organisations with limited experience of managing grant funding.

Large grants

Awards of above £10,000

Large grants will usually only be made to established organisations where there is clear evidence of their ability to manage grant funding.

How do we apply for a grant?

Applications are made on our online grant application, which can be accessed at:

<https://ukcf.secure.force.com/forms/SCF/TCF/2023>

Applicants will need to provide the following as part of their applications to us. Please note, we are unable to consider applications without this information:

All applicants should provide:

- a signed copy of their latest annual accounts or record of expenditure
- a copy of a bank statement from the last three months
- evidence of appropriate insurance for any funded events and/or activities
- if applying for a grant to purchase equipment, please send copies of written estimates or catalogue pages.

In addition, first time applicants should also provide:

- a signed copy of their constitution or set of rules (CIC's should also supply their CIC 34 report)
- the names of management committee members, with cheque signatories identified
- their equal opportunities policy, covering both the Equalities Act 2010 and the nine protected characteristics
- other policies relevant to their work such as child protection or vulnerable adult protection policy, health and safety policy, environmental or sustainability policy

We will contact applicants if we need any further information after we have received their application.

When does the grant need to be used by?

Grants should be fully spent by 31st March 2027

When do we need to apply by?

Grant applications will be accepted on a rolling basis.

What will happen once we've applied?

Once we receive an application, we will check that your organisation is eligible and has supplied the information we need. The application will then be assessed against the questions in the application form. The assessment includes a review of the project plan and budget.

It normally takes 4-6 weeks for us to review an application if all the required information is provided. We will then contact you with our decision.

What reporting information will we have to submit at the end of my project?

Applicants will be required to complete a short monitoring report about the use of their grant at the end of the funding period. This report will include:

- A summary of what activities were carried out
- A financial breakdown of funds spent
- Evidence of expenditure (receipts/invoices etc.)
- Information on people supported
- A summary of the outcomes achieved

Applicants must submit their monitoring report before we can approve any further grants to you they can be awarded further grants.

We may also request case studies and other materials to bring to life the impact of funded projects.

Applicants must retain detailed evidence of expenditure, so that it can be reviewed by Sussex Community Foundation on request.

Sussex Community Foundation may undertake monitoring checks during project implementation to ensure grant funding is being used as intended.

What help is available to support our application?

General queries or questions about the Fund or application process should be directed to the grants team at Sussex Community Foundation, either by email to grants@sussexcommunityfoundation.org or by phone on 01273 409440.

Links to organisations who can support the development of grant applications can be found on our website [here](#).

What help is available once my application is approved?

Support will be available once funding is received to ensure the successful outcome of your project/activities. The Sussex Community Foundation has a partnership with the RPD Foundation to provide advice and support to grant recipients on managing the finances of any grants awarded. For some and particularly new organisations, this support may be a condition of your grant offer.

Crawley Community Action (CCA) is providing support and advice to existing and emerging Chagossian groups based in Crawley or other parts of Sussex. It aims to help build their capacity to support Chagossians. Applicants seeking support should contact Karl Parks at karl.parks@crawleycommunityaction.org.

RPD Foundation (RPDF) is providing support to organisations preparing the financial elements of their grant applications. They will also support grant recipients with financial management, reporting and project audit /review requirements once grants have been made. Applicants seeking support should contact Daran Bennett at daran@rpdfoundation.co.uk.