Grantee Portal Guide

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Contents

About this guide 3

Logging into the portal. 4

My Applications. 6

Call for Applications. 7

General Applications. 8

Monitoring. 9

Eligibility 10

About this guide

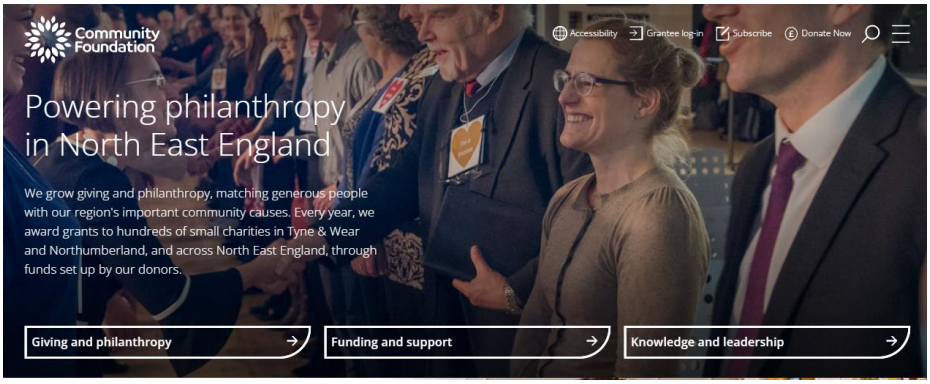
The purpose of this grantee portal guide is to help those applying for grants through the online application system. It covers how each section of the portal works and how to complete an application or monitoring form.

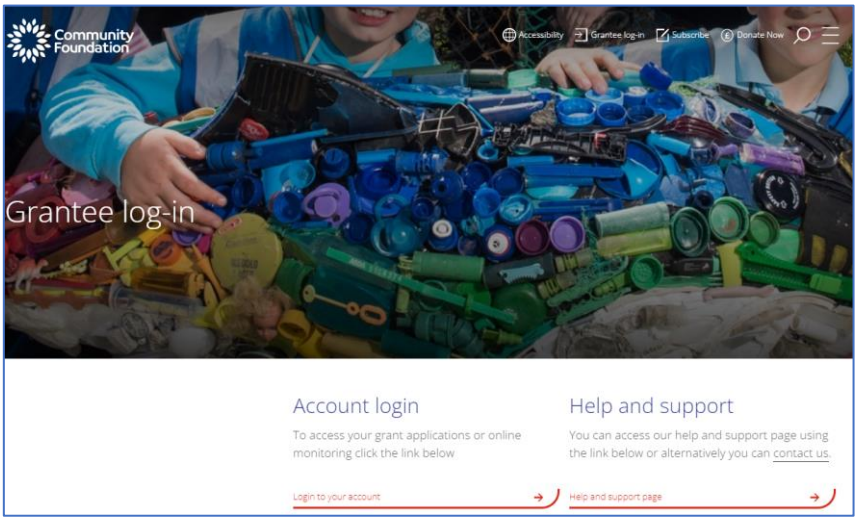
We hope this helps with submitting applications, however, please get in touch by email general@communityfoundation.org.uk or telephone the office 0191 2220945.

Logging into the portal.

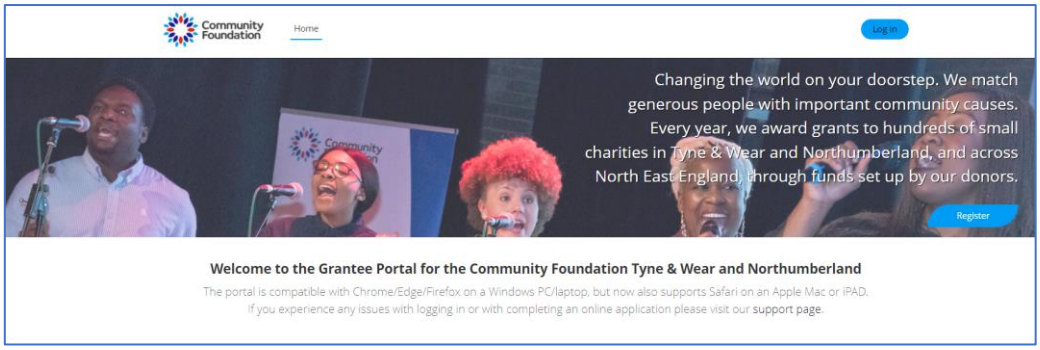
Once you have registered onto our system and it has been approved you will be sent an email asking you to create a password. When your password is created you can log in to the portal, the easiest way is through our website www.communityfoundation.org.uk.

Click on the small ‘Grantee log in’ tab at the top of the page and then choose ‘Account login’.

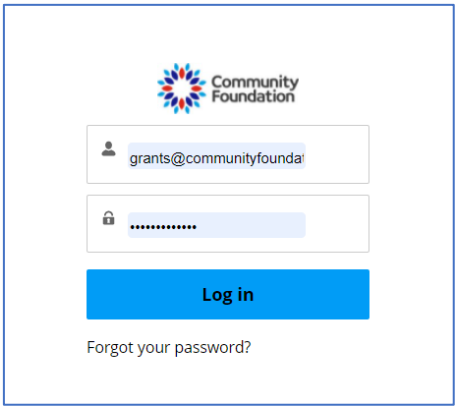




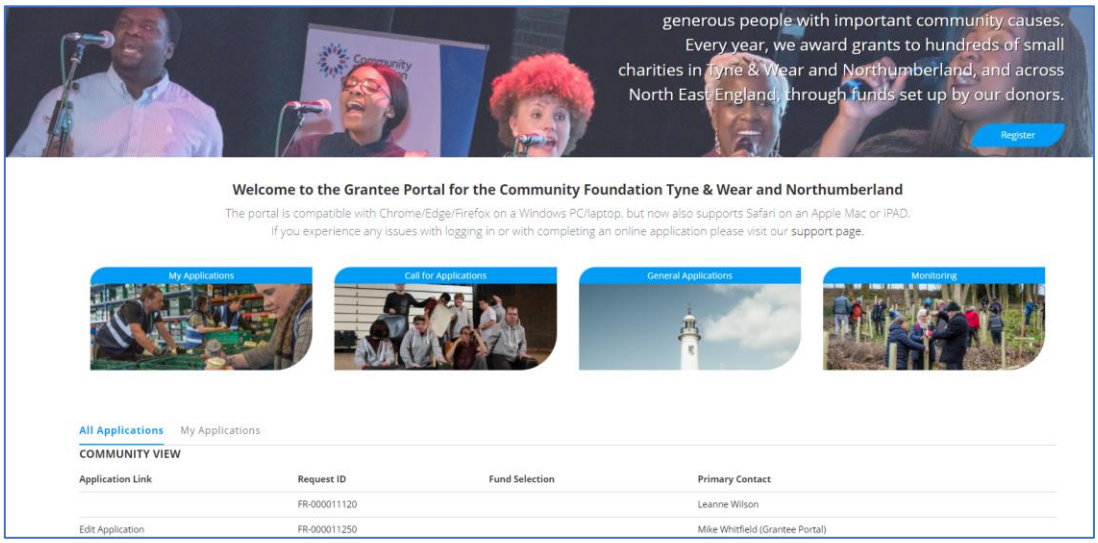
Choose the log in button at the top right of the picture:



Enter your username which is the email address you registered with and the password you created. If you have forgotten your password at any time, you can also use the log in page to reset it by clicking on ‘Forgot your Password’ or contact us by emailing general@communityfoundation.org.uk and we can reset it for you.



Once logged in you will be directed to the main page of the portal.



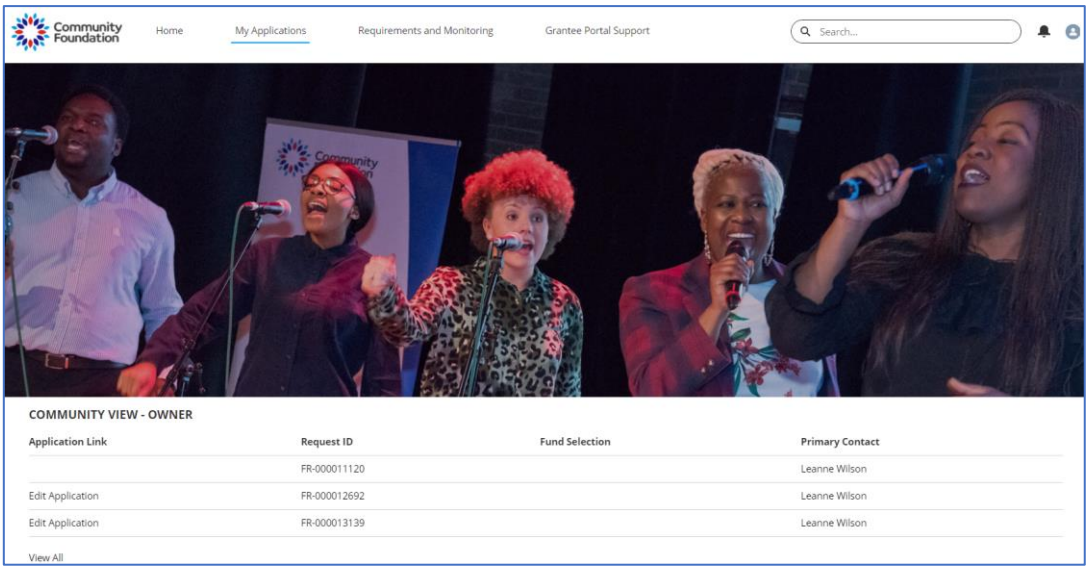
On the portal you will see 4 picture boxes: My Applications; Call for Applications; General Applications and Monitoring.

My Applications.

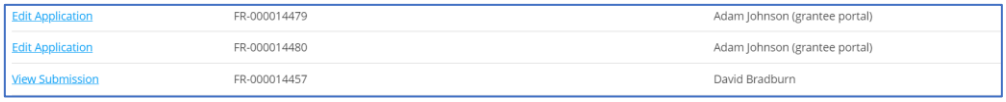
On the main page you will see every grant application your organisation has submitted within the last 4 years; it will also tell you who the primary contact of the application was. If you need to view an application form that was submitted earlier than 4 years please get in touch and we can email you a copy.

FR-000012168		Huffty McHugh
FR-000012195		Huffty McHugh
FR-000012442	David Dockray's West End Young People's	Emma Hughes
FR-000012980		Emma Hughes
FR-000013283		Huffty McHugh
FR-000014595	Ray Wind Farm Small Grants Programme	Jill Heslop

To see only the applications that you have started or submitted yourself, click on the ‘My Applications’ box and this will show you only those under your name.

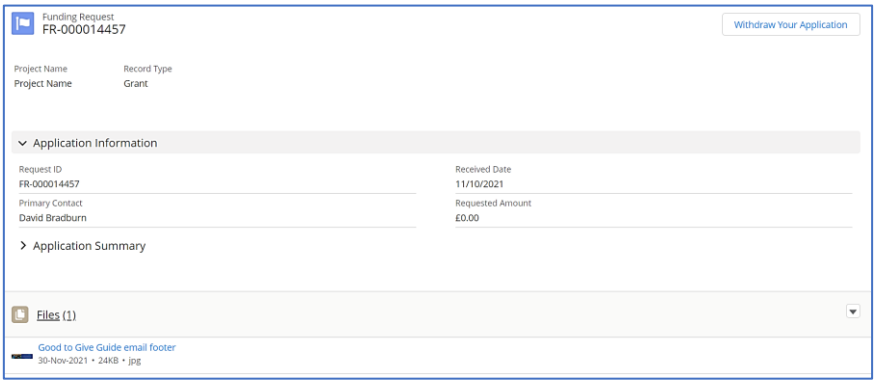


Any applications that you have not yet submitted can be edited here by clicking on the words ‘edit application’ alongside the relevant funding request ID number, this will open up the form so that you can continue to complete it. We do advise you to save as you go along so that information cannot be lost due to a bad internet connection or a possible error.

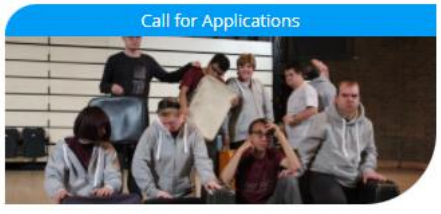


If you need a copy of your application form you can ‘view a submission’ of it by clicking on the link against the relevant funding request.

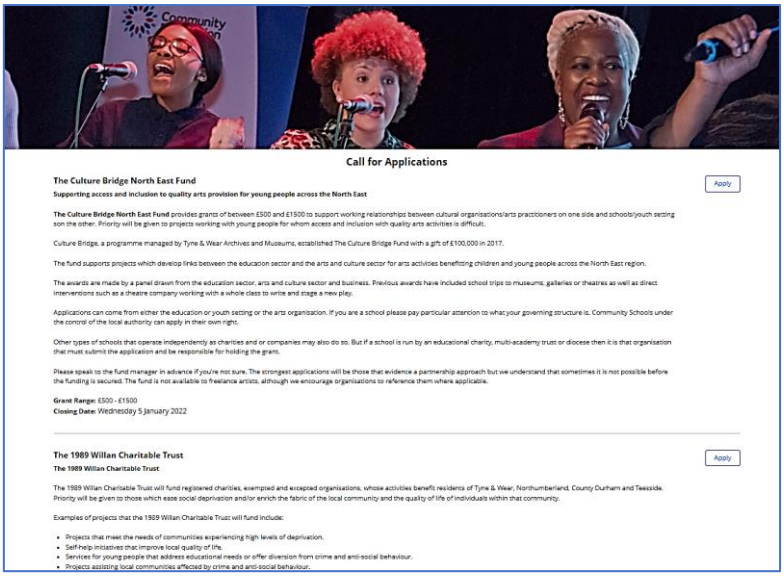
This will open a new screen showing you a summary of your application and under files you will see a pdf of your submitted document. Please note that you will not be able to access the pdf until it has been uploaded onto our system, this can take up to 72 hours from submission.



Call for Applications.



‘Call for Applications’ is a current list of funds that are live and actively looking for applications.



Call for Applications

The Culture Bridge North East Fund Apply

Supporting access and inclusion to quality arts provision for young people across the North East

The Culture Bridge North East Fund provides grants of between £500 and £1500 to support working relationships between cultural organisations/arts practitioners on one side and schools/youth setting son the other. Priority will be given to projects working with young people for whom access and inclusion with quality arts activities is difficult.

Culture Bridge, a programme managed by Tyne & Wear Archives and Museums, established The Culture Bridge Fund with a gift of £100,000 in 2017.

The fund supports projects which develop links between the education sector and the arts and culture sector for arts activities benefitting children and young people across the North East region.

The awards are made by a panel drawn from the education sector, arts and culture sector and business. Previous awards have included school trips to museums, galleries or theatres as well as direct interventions such as a theatre company working with a whole class to write and stage a new play.

Applications can come from either the education or youth setting or the arts organisation. If you are a school please pay particular attention to what your governing structure is. Community Schools under the control of the local authority can apply in their own right.

Other types of schools that operate independently as charities and or companies may also do so. But if a school is run by an educational charity, multi-academy trust or diocese then it is that organisation that must submit the application and be responsible for holding the grant.

Please speak to the fund manager in advance if you're not sure. The strongest applications will be those that evidence a partnership approach but we understand that sometimes it is not possible before the funding is secured. The fund is not available to freelance artists, although we encourage organisations to reference them where applicable.

Grant Range: £500 - £1500
Closing Date: Wednesday 5 January 2022

The 1989 Willan Charitable Trust Apply

The 1989 Willan Charitable Trust

The 1989 Willan Charitable Trust will fund registered charities, exempted and excepted organisations, whose activities benefit residents of Tyne & Wear, Northumberland, County Durham and Teesside. Priority will be given to those which ease social deprivation and/or enrich the fabric of the local community and the quality of life of individuals within that community.

Examples of projects that the 1989 Willan Charitable Trust will fund include:

- Projects that meet the needs of communities experiencing high levels of deprivation.
- Self-help initiatives that improve local quality of life.
- Services for young people that address educational needs or offer diversion from crime and anti-social behaviour.
- Projects assisting local communities affected by crime and anti-social behaviour.

Scroll down the page and you will be able to see the full list, once you have found a fund your organisation is eligible for then click the ‘Apply’ button alongside the relevant call. It may be worth taking a note of the grant range and the date the fund closes so that you know when it needs to be submitted by.

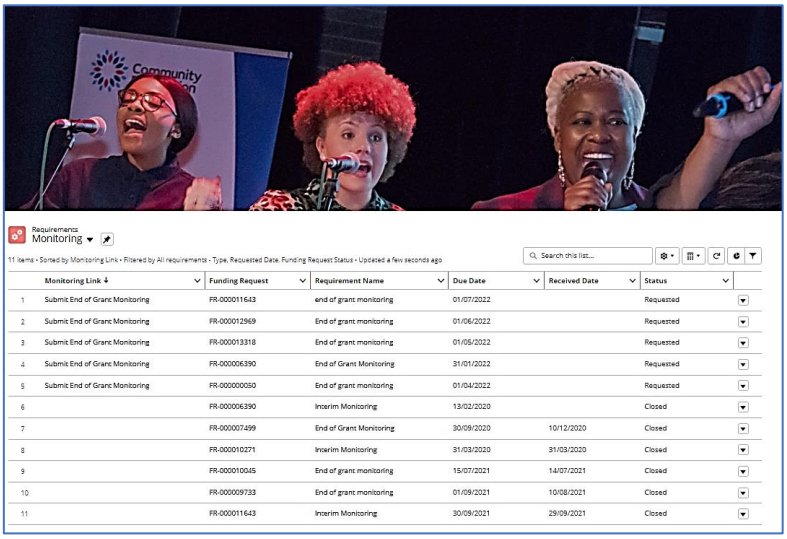
General Applications.

This box is used to complete a general application form which will be put to all of our fund managers at a meeting held every two weeks. You only need to click on general applications once to open a new form, you can then go to ‘edit application’ if you wish to continue completing it. If you do click more than once it will create a brand new form every time.

Edit Application	FR-000014479	Adam Johnson (grantee portal)
Edit Application	FR-000014480	Adam Johnson (grantee portal)
View Submission	FR-000014457	David Bradburn

Monitoring.

If you have recently had an email reminder to complete your end of grant monitoring, clicking on the monitoring box will bring up a list of any monitoring that has been submitted (shown as closed and the date it was received) or is due by your organisation along with the due date (shown as requested).



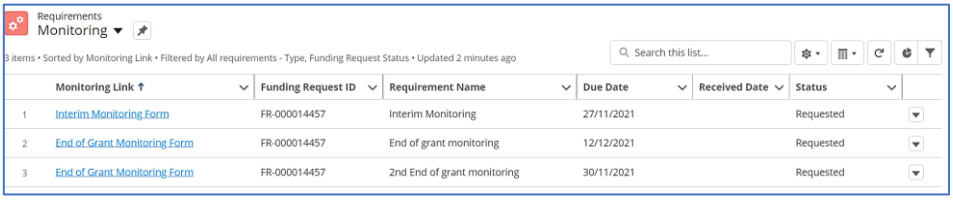
Requirements
Monitoring

11 items • Sorted by Monitoring Link • Filtered by All requirements - Type, Requested Date, Funding Request Status • Updated a few seconds ago

Search this list...

	Monitoring Link	Funding Request	Requirement Name	Due Date	Received Date	Status
1	Submit End of Grant Monitoring	FR-000011643	end of grant monitoring	01/07/2022		Requested
2	Submit End of Grant Monitoring	FR-000012969	End of grant monitoring	01/06/2022		Requested
3	Submit End of Grant Monitoring	FR-000013318	End of grant monitoring	01/05/2022		Requested
4	Submit End of Grant Monitoring	FR-000006390	End of Grant Monitoring	31/01/2022		Requested
5	Submit End of Grant Monitoring	FR-000000050	End of grant monitoring	01/04/2022		Requested
6		FR-000006390	Interim Monitoring	13/02/2020		Closed
7		FR-000007499	End of Grant Monitoring	30/09/2020	10/12/2020	Closed
8		FR-000010271	Interim Monitoring	31/03/2020	31/03/2020	Closed
9		FR-000010045	End of grant monitoring	15/07/2021	14/07/2021	Closed
10		FR-000009733	End of grant monitoring	01/09/2021	10/08/2021	Closed
11		FR-000011643	Interim Monitoring	30/09/2021	29/09/2021	Closed

To complete your monitoring click on the words ‘End of grant monitoring form’ or ‘Interim monitoring form’ against the relevant funding request number and this will open up the document for you.



Requirements
Monitoring

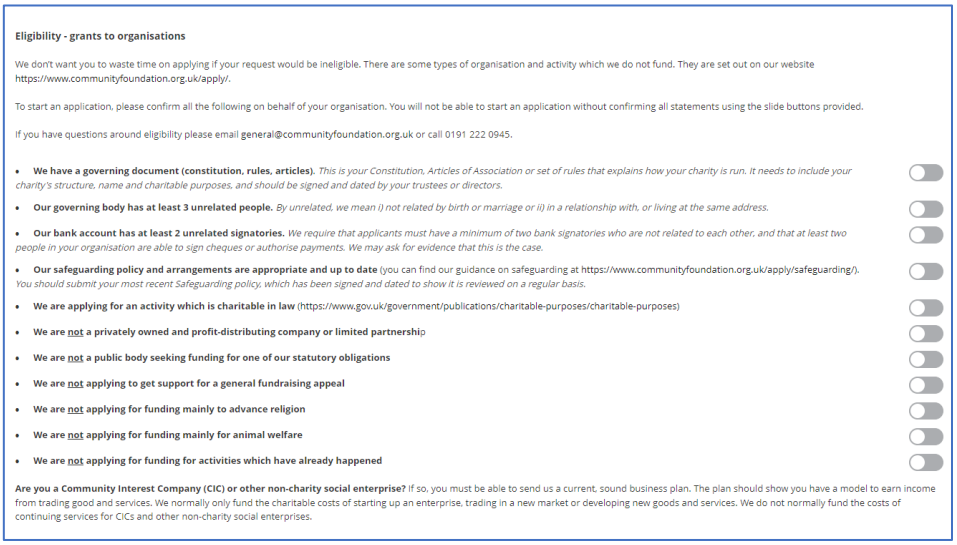
3 items • Sorted by Monitoring Link • Filtered by All requirements - Type, Funding Request Status • Updated 2 minutes ago

Search this list...

	Monitoring Link	Funding Request ID	Requirement Name	Due Date	Received Date	Status
1	Interim Monitoring Form	FR-000014457	Interim Monitoring	27/11/2021		Requested
2	End of Grant Monitoring Form	FR-000014457	End of grant monitoring	12/12/2021		Requested
3	End of Grant Monitoring Form	FR-000014457	2nd End of grant monitoring	30/11/2021		Requested

Eligibility

Before you can start an application form you will need to tick the eligibility boxes which are shown before you start a new general application or one listed on our call for applications. Until these boxes are ticked the 'apply' button will not appear. Please read the questions carefully and if you need any help please contact general@communityfoundation.org.uk or call 0191 2220945.



Eligibility - grants to organisations

We don't want you to waste time on applying if your request would be ineligible. There are some types of organisation and activity which we do not fund. They are set out on our website https://www.communityfoundation.org.uk/apply/.

To start an application, please confirm all the following on behalf of your organisation. You will not be able to start an application without confirming all statements using the slide buttons provided.

If you have questions around eligibility please email general@communityfoundation.org.uk or call 0191 222 0945.

- **We have a governing document (constitution, rules, articles).** *This is your Constitution, Articles of Association or set of rules that explains how your charity is run. It needs to include your charity's structure, name and charitable purposes, and should be signed and dated by your trustees or directors.*
- **Our governing body has at least 3 unrelated people.** *By unrelated, we mean i) not related by birth or marriage or ii) in a relationship with, or living at the same address.*
- **Our bank account has at least 2 unrelated signatories.** *We require that applicants must have a minimum of two bank signatories who are not related to each other, and that at least two people in your organisation are able to sign cheques or authorise payments. We may ask for evidence that this is the case.*
- **Our safeguarding policy and arrangements are appropriate and up to date** (you can find our guidance on safeguarding at https://www.communityfoundation.org.uk/apply/safeguarding/). *You should submit your most recent Safeguarding policy, which has been signed and dated to show it is reviewed on a regular basis.*
- **We are applying for an activity which is charitable in law** (https://www.gov.uk/government/publications/charitable-purposes/charitable-purposes)
- **We are not a privately owned and profit-distributing company or limited partnership**
- **We are not a public body seeking funding for one of our statutory obligations**
- **We are not applying to get support for a general fundraising appeal**
- **We are not applying for funding mainly to advance religion**
- **We are not applying for funding mainly for animal welfare**
- **We are not applying for funding for activities which have already happened**

Are you a Community Interest Company (CIC) or other non-charity social enterprise? If so, you must be able to send us a current, sound business plan. The plan should show you have a model to earn income from trading good and services. We normally only fund the charitable costs of starting up an enterprise, trading in a new market or developing new goods and services. We do not normally fund the costs of continuing services for CICs and other non-charity social enterprises.