

Faiths in Action

Round two guidance notes



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Welcome

We hope that the following guidance will provide you with the relevant information you need to make a successful application under the second round of Faiths in Action.

Please note that this round of funding will operate as a rolling programme. That is, there is no formal deadline for receipt of applications. Applications will be accepted in the date and time order that they are received by CDF, until the total value of the eligible, relevant applications received equals the overall value of the fund of £2million.

We receive many applications for grants, so please make the best use of this opportunity to present a case as to why your organisation should receive funding. Applications will be assessed on how well they meet the fund criteria and it is important that you do not rush your application. Make sure that you focus on the content of what you write. And although each application will be looked at on a first come first served basis, **it is the quality of an application that will determine whether or not it will be recommended for funding.**

Please note: Groups funded in Round 1 of Faiths in Action may apply for Round 2 funding, provided that their Round 1 grant was for the financial year ending and is spent by 31 March 2010 and both Round 1's grant and amount applied for in Round 2 do not together exceed £12,000.

Community languages and alternative formats

If you would like someone who speaks your community's language to help you complete the application form, please contact us and we will do our best to put you in touch with someone who speaks your language and understands this fund. They will assist you in understanding the application form, which must be completed in English. We will also do our best to provide these guidance notes in alternative formats, for example large print, if requested. Please contact the helpline on 01223 406533 or e-mail us at fundingadmin@cdf.org.uk for further details.

Need more information or help with completing your application?

If you have any questions that you cannot find answers to within these notes, please call the helpline on **01223 406533** or e-mail us at fundingadmin@cdf.org.uk and we will help you with your queries.

Part one: General guidance notes

Summary

'Faiths' in Action' invites applications from eligible third sector organisations for grants up to £6,000. Faiths in Action is a £4.43 million grant programme, distributed over two years in two rounds of funding. The first round of funding closed on 1 November 2008, and over 580 applications were received. Two hundred and sixteen organisations were offered grants of up to £12,000, totalling over £2.43 million.

The second round of funding is now open. Please note that this round of funding will operate as a rolling programme. That is, there is no formal deadline for receipt of applications. Applications will be accepted in the date and time order that they are received by CDF, until the total value of the eligible, relevant applications received equals the overall value of the fund of £2 million. To give some indication of the amount of funding available, if all applicants applied for the maximum amount of funding, 333 organisations would receive funding.

Funds will be distributed from April 2010 and will cover work in that financial year (April 2010-March 2011).

The fund contributes to the delivery of the Government's inter faith strategy as set out in *Face to Face and Side by Side: A framework for partnership in our multi faith society*, published in July 2008 (www.communities.gov.uk/publications/communities/interfaithdialogue).

The fund aims to support local activities and initiatives that have a direct link to one or more of the four building blocks set out in this framework. The fund is open to third sector organisations at national, regional and local level in England. Applicants should ensure they are eligible before applying to the fund. Funding will be awarded to successful organisations from April 2010, to be spent by the end of March 2011.

The fund is sponsored by Communities and Local Government (CLG), the Government department that has responsibility for community cohesion in England. CDF administers, supports, monitors and evaluates this programme on behalf of CLG. CDF is a Non-Departmental Public Body (NDPB) sponsored by Communities and Local Government, and a charity, with experience in running grant schemes for faith, inter faith, voluntary and community organisations.

¹ Our use of the term 'faith' in this publication is intended as an all inclusive term to cover 'faith, religion and belief'. We recognise that a wide range of faith and belief groups make an important contribution to equality and cohesion work in the UK.

Size of grants available in Round 2

The maximum size of a grant in Round 2 is £6,000 and will be subject to applicants demonstrating need, and providing a detailed description of costs and activities. We will consider applications to expand or scale up existing work which meets the priorities of the fund.

CDF will only be able to fund proposals which can go ahead between April 2010 and March 2011 and only on the basis that any additional funding (where it is required) has been secured at the time of the application.

When does the grant need to be spent by?

Funding will be awarded to successful organisations from April 2010, to be spent by the end of March 2011.

Application process

Round 2 of the fund is currently open for applications. Completed applications can be sent in at any time **either** electronically **or** by post. Applications will be accepted in the date and time order that they are received by CDF, until the total value of the eligible, relevant applications received equals the overall value of the fund. All applications will be acknowledged by e-mail. CDF will e-mail this acknowledgement and include a reference number to each applicant within five working days. This will confirm receipt and help facilitate future correspondence.

All applications received by CDF for Faiths in Action will be subject to a 5-stage assessment process that consists of: 1) initial in house documentation check; 2) constitution and financial eligibility checks; 3) full activity assessment; 4) CDF final checks and recommendations to Communities and Local Government (CLG); and 5) CLG final checks and approval. At the end of each stage applicants will be notified on the progress of their applications by e-mail and organisations that are not successful will be offered feedback and advice on how to re-apply, if appropriate. Unsuccessful applicants may be offered the opportunity to re-apply (see page 19). However, applicants must be aware that once the full amount of the fund has been allocated, applications will no longer be assessed. These subsequent applications will be accepted in the date and time order that they are received, i.e. based on the date of the latest submission.

Timeline Round 2

Fund opens for applications	12 November 2009
Support available from CDF, see www.cdf.org.uk for frequently asked questions and please use the e-mail and telephone helpline for further enquiries (01223 406533; fundingadmin@cdf.org.uk)	12 November 2009
Applicant acknowledged by e-mail	5 days from when CDF receives the application.
Applicants informed of the progress of their application	On a continuous basis. CDF will inform groups by email what stage of the process their application is at.
Funds sent to successful organisations	from April 2010 onwards
Monitoring, support and reporting in place	from May 2010 onwards
All Round 2 funding to be spent by funded organisations	31 March 2011

What is the vision of Faiths in Action?

The fund aims to support local activities and initiatives that have a direct link to one or more of the four building blocks set out in the Government's inter faith framework, *Face to Face and Side by Side*.

Faiths in Action supports the Government's aspiration to help faith communities and others promote understanding and dialogue, encourage social action and develop strong and sustainable partnerships in their own locality.

It helps organisations to create local opportunities for "face to face" dialogue which supports a greater understanding of shared values as well as an appreciation of distinctiveness and "side by side" collaborative social action where local people come together and share their time, energy and skills to improve their local neighbourhood.

The fund's work is based on the three core principles of the Government's framework:

- Partnership – valuing the contributions made by partners and working together to increase their impact
- Empowerment – people and government, working together to make life better
- Choice – local communities deciding what works best for them

The fund further supports the aim of promoting a tolerant and just society in which people can live with mutual respect and fairness. It encourages links and partnerships between national, regional and local inter faith organisations and activities.

What is the policy context of the fund?

The fund was first announced on 21 July 2008 in the Government's document *Face to Face and Side by Side: A framework for partnership in our multi faith society*. The fund supports the implementation of this framework, while the design of the fund reflects its key elements, aims and objectives.

In October 2007 the Government announced a 10-point action plan to promote cohesion and tackle community tensions², including a specific commitment to develop an inter faith strategy. As part of developing such a strategy, Communities and Local Government carried out a consultation on a framework for inter faith dialogue and social action (*'Face-to-Face' and 'Side-by-Side': a framework for inter faith dialogue and action*³). The consultation closed on 7 March 2008. The results of the Government's consultation are incorporated into the design of this fund.

This fund forms an integral part of the Government's three-year programme of investment and support worth over £7.5m, which focuses on delivering increased opportunities for dialogue and

² More information on: <http://www.communities.gov.uk/news/corporate/500395>

³ Available on: <http://www.communities.gov.uk/publications/communities/interfaithdialogue>

social action regionally and locally within communities in England. The fund also complements the regional element of this programme, through a three-year investment in regional faith forums to support and build their capacity and the capacity of faith communities. This was a key outcome of the consultation on an inter faith strategy and its aim is to ensure that by 2011, there is an independent regional faith forum in each of the English regions which:

- supports increased opportunities for dialogue and social action at the regional and local level, in a way that is complementary to the work of local and national agencies
- works in partnership with regional decision-making bodies (such as Government Offices and Regional Development Agencies) on faith or belief issues in the region and ensures that the faith communities of its region can engage with policy and programmes at regional level.

Purpose and Priorities of Faiths in Action

Faiths in Action aims to support local projects that have a clear focus on faith or inter faith issues, and a direct link to one or more of the four priorities of the fund:

- A. Developing the confidence and skills to 'bridge' and 'link'
- B. Supporting shared spaces for interaction and social action
- C. Developing structures and processes which support dialogue and social action
- D. Improving opportunities for learning which build understanding

All applications must directly relate to one or more of these four priorities. Please read *Face to Face and Side by Side: A framework for partnership in our multi faith society* to understand the context and the priorities that form the basis of this fund⁴.

On the application form (question 9) we ask you to tell us which priority/ies your activities best fit and how you expect to address and contribute to these priorities in your local area. **If your activities do not relate to at least one priority, we will not be able to process your application or give you a grant.**

Please note the intention of the Faiths in Action programme is to fund projects/ activities running in one locality; not across one or many localities or Government regions.

You will need to provide sufficient information in your application to demonstrate that you can successfully deliver your activities related to the priorities of the fund. If you are thinking of applying and need advice on which priority might best suit your project, please call our helpline on **01223 406533** and we will provide assistance.

⁴ Available on: <http://www.communities.gov.uk/publications/communities/facetofaceframework>

Please note that under any of the above priorities we are particularly keen to support:

- Projects that have a significant focus on women and/or young people. Applicants will need to demonstrate how their proposals increase the confidence and participation of women and/or young people in the activity under at least one of the above priorities. We also want young people and/or women to be involved in the planning of these activities from the outset, rather than simply benefiting from the activities as recipients.
- Partnership applications. See **Partnership approaches** section below for more information.
- Projects that actively involve more than one faith or belief community in the proposed work, with members of the different faiths and beliefs taking part in the activities from the planning stages through to completion. This is because the fund is primarily about supporting inter faith activities, rather than activities between communities sharing the same religion or belief. Any application for an inter faith project needs to demonstrate how the project will reach and benefit more than one faith community.

Partnership approaches

The fund aims to support and encourage stronger links and partnerships between groups locally. It also aims to support and encourage links and partnerships between national, regional and local organisations involved in inter faith work. For that reason, the fund welcomes partnership applications for projects involving more than one local faith, inter faith, voluntary or community organisation or group as well as applications from local bodies wishing to work with a regional or national organisation.

National and regional organisations can only apply in partnership with local partner(s) in one local area. Partnership applications might also involve private and public sector organisations as strategic or delivery partners provided they are contributing their own funds to the project. So, for example, a local inter faith group might apply for funding to run some community events to which its local authority pledges to commit a worker for a number of hours per week, and to pay for a day event.

An organisation applying on its own for funding can also take part in a separate partnership application, but must not be the main organisation or lead body for that partnership application.

You need to name any partner organisations on your application and if you do so, we expect **you to be the lead partner** in charge of the work. **We must pay you the funding (into your organisation's bank account), not a partner organisation,** and will expect **you** to be accountable for the work and the funding. We cannot pay funds into another organisation's bank account, even if they normally hold funds for you. We also expect you to be able to tell us how your partner(s) will contribute to the work, in Question 1 of the application form.

Existing approaches and innovation

For all of the priorities listed in the previous section, we are keen to encourage and support both new and innovative approaches, as well as existing approaches that work well locally.

For this reason, there is a specific question (question 12) in the application form where applicants are asked to show whether their activities are based on new or existing approaches.

Examples of activities

Grants can be used for a wide range of purposes to respond to local demand and activities in different settings, for example in schools; workplaces; sports, culture and leisure venues; shared public spaces and residential areas. We encourage applicants actively to involve more than one faith or belief community in the proposed work, with members of the different faiths and beliefs taking part in the project from the planning stages through to completion. This is because the fund is primarily about supporting inter faith activities, rather than activities between communities of the same religion or belief. Any application for an inter faith project needs to demonstrate how the project will reach and benefit more than one faith community.

A. Developing the confidence and skills to 'bridge' and 'link'

Organisations can apply for funding to carry out activities that aim to:

- strengthen and increase the links between faith communities
- provide people with the confidence and skills to develop trusting and active relationships with people of different faiths and beliefs ('bridging') and effective partnerships with local decision-making bodies ('linking').

Development of the confidence and skills to 'bridge' and 'link' might be the first and necessary step towards creating strong and purposeful relationships between different communities. Below are some examples of projects that demonstrate how this work might be carried out locally:

- a local inter faith body working with another organisation specialising in dialogue skills to deliver a workshop for local faith community members
- a local women-led single faith organisation working with the local inter faith body and a voluntary sector organisation to help build its members' confidence and skills to engage with faith and other communities around them
- training young volunteers in youth leadership to help pull together a local inter faith community project
- facilitating local residents to organise a street event, to enable people of different faiths and beliefs to get together and see that they can make a difference to their community.

B. Supporting shared spaces for interaction and social action

There are physical and virtual spaces that provide opportunities for interaction both in terms of dialogue and shared activities. For the purpose of this fund, the term 'spaces' includes faith-based and secular buildings, for example, church halls, sacred buildings, schools, town halls, community, civic and sports centres. It also includes virtual spaces such as websites.

Safe spaces are not just places that are secure from physical risk, but spaces that have an environment or ethos which allows people to be themselves and be: honest yet respectful; comfortable but not complacent; constructive in recognising difference; open to sharing concerns and values; and to help them move out of their "comfort zone" when they are ready to do so.

Organisations can apply for funding to help establish and develop shared spaces for interaction and social action.

Examples of projects might include:

- creating a website, aimed at the local community, to facilitate discussions about faiths and beliefs in their community
- making use of a community centre to provide a variety of activities for community members of different faiths and beliefs
- facilitating local community members of different faiths and beliefs to create a neighbourhood community garden
- facilitating an inter faith café for young people in the local community.

C. Developing structures and processes which support interaction and social action

There are many ways of bringing people together – some might be formal, such as groups, forums and meetings, and others are informal, such as sporting and cultural events.

Under this priority organisations can apply for a grant to find the best local means to support interaction between people of different faiths and beliefs, and the wider community. This might include, for example, supporting the work of an existing local inter faith body or setting up a new structure, such as a local inter faith council, where one does not yet exist.

Examples of possible projects include:

- running a project to bring people/communities together to discuss 'common values' of faith groups and people of non-religious beliefs
- organising a multi faith football tournament to bring different communities together and trying to sustain relationships formed

- in consultation with the local Standing Advisory Council on Religious Education (SACRE⁵) and any local inter faith body, organising an inter faith conference for young people to share their views and experiences – perhaps with a view to making it an annual event
- setting up a local volunteering scheme to involve local people of different faiths.

D. Improving opportunities for learning which build understanding

Having the opportunity to learn about different faiths and beliefs is an important part of developing a sense of shared values. It can also help to tackle myths and misconceptions that can fuel suspicion, fear and mistrust, and enable people to develop an understanding of the distinct elements of different faiths and beliefs. It is important that people have access to reliable and up to date information and can use both formal and informal learning opportunities including, for example, activities in schools or local community initiatives.

Under this priority, applications are invited from organisations which are looking to improve local formal and informal opportunities for learning.

For example, applicants can submit proposals for projects such as:

- in partnership with the local SACRE and local inter faith council, putting on a local inter faith event for schools
- setting up a women's multi faith discussion group that meets weekly to discuss issues such as aspects of different faiths and beliefs
- organising an event to explore different faiths and beliefs through dance, food, crafts or storytelling, followed by group discussion
- running a series of inter faith events for residents to develop their awareness of local community issues with a view to creating a joint inter faith community project.

These are purely examples, and any activities that meet the criteria described above will be considered.

⁵ A SACRE is a statutory local multi faith body with the remit to support the effective provision of religious education and collective worship in local schools.

Who can apply?

To be eligible an applicant must:

- be a not-for-profit, third sector voluntary or community organisation or group. Groups and organisations do not have to be registered charities. If registered, an organisation might take the form of a charity and (or) a company limited by guarantee, or any other recognised structure. An eligible organisation or group must fall within the scope of section 70 of the Charities Act 2006 definition of being a “charitable, benevolent or philanthropic institution”⁶.
- demonstrate in the application that they are involved in or planning to get involved in local faith or local inter faith work. Applications for local intra faith activity (i.e. ecumenical work between different strands of one faith community) will also be considered, as long as they directly relate to one or more of the priorities of the fund.
- demonstrate that their proposals directly relate to at least one priority of the fund. Organisations can apply for more than one priority, although the total funding must not exceed £6,000.
- submit only one application from their organisation to Faiths in Action Round 2 at any one time. If an applicant is unsuccessful they may be invited to re-apply, if appropriate (see page 19). However, applicants must be aware that once the value of the fund has been allocated, applications will no longer be assessed. Subsequent applications will be accepted in the date and time order that they are received, i.e. based on the date of the latest submission.
- be a local, regional or national organisation that is based in England and whose primary aim is to benefit communities in England. Any local community or voluntary organisation, whether or not they are faith based, may apply, as long as their proposals directly relate to the priorities of the fund. National and regional organisations can only apply in partnership with a local organisation or local project. National and regional organisations (or organisations that are a part of a larger regional or national organisation) must demonstrate that they work in partnership with a named local organisation(s) specific to one location, and have links to and understanding of a local community.

Organisations that previously applied to CDF for funding through other grant programmes, including the Faith Communities Capacity Building Fund and Connecting Communities Plus, Community Grants, may apply for funding but will need to re-submit all the relevant documents, as detailed in these guidance notes.

Organisations that applied but were unsuccessful in Round 1 can apply in Round 2.

⁶ This section gives a “relevant Minister” (ie a Secretary of State or the Minister for the Cabinet Office) an express statutory power to give financial assistance to organisations that are established for charitable, benevolent or philanthropic purposes. This power extends to funding only those activities which benefit the whole or any part of England.

Applicants should ensure they are eligible before applying to the fund.

Who cannot apply?

An organisation is not eligible to receive financial assistance under Round 2 of Faiths in Action if one or more of the criteria listed below applies:

- It already receives, between April 2010 and March 2011, grant funding from Round 1 of Faiths in Action. Organisations that received a grant in Round 1 may apply for funding for a new piece of work or to continue work funded in Round 1, but only if they were offered and have spent all their Round 1 grant in the first year (2009-2010). Organisations cannot hold more than one Faiths in Action grant in any one financial year (April-March).
- It has already received a grant from Faiths in Action for the maximum amount of £12,000. The total amount received over the two rounds of funding must not exceed £12,000.
- It is a private sector, 'for profit' company that does not reinvest its surplus for social, environmental or cultural benefit.
- It is a public sector group or organisation such as a SACRE, Primary Care Trust, Local Authority or another public sector agency. There is, however, no restriction on projects involving organisations outside the voluntary and community sector as strategic or delivery partners who are contributing their own funds to the project (see page 9 for more information).
- An individual is applying rather than a company. Please note: Faiths in Action will not fund individuals; Faiths in Action can only give grants to organisations.
- On the basis of the information available, its financial position is not sound, such as, an organisation that is illiquid, insolvent or in receivership.
- It is an organisation that is based in Wales, Scotland, Northern Ireland, or countries overseas, and/or an organisation whose objects and/or activities have a primary or significant focus outside England.
- It (or in the case of a partnership, any of the partners) intends to use, or if, on the basis of the information available, there is a risk that it might use the Faiths in Action funds:
 - a) Whether directly or indirectly, for activities such as: services or events where the key purpose is to promote a religious doctrine, mission or proselytism; promotion of the beliefs of a particular faith (beyond basic religious/cultural awareness raising); acquisition of religious artefacts or publications for the use of followers in worship; the cost of supporting religious personnel in their normal duties in their place of worship; projects designed to benefit only the members of a particular place of worship or religious organisation without impact on wider society;

- b) For generating profit, unless the income is clearly displayed within the budget and designed to offset the costs of the specific project in question;
- c) For producing publications or resources to be sold at a price beyond that necessary to offset costs of the specific project;
- d) For international activities or activities that are taking place outside England. These include but are not limited to: international conferences or travel and accommodation costs to visit communities based outside England;
- e) For building work or refurbishment costs of premises;
- f) For capital expenditure above 30 per cent of the total cost requested (that is, if you request a grant of £6,000, total capital costs cannot exceed £1,800. Within this limit no single item may cost more than £500).
(**Please note:** the maximum size of a grant is £6,000. Capital expenditure includes any assets you buy together worth over £500 in total and with an expected life of more than one year, e.g. computer equipment, tables and chairs or a photocopier);
- g) Activities at a national or regional level. Activities must be linked to one local project.

Multiple applications from one organisation, as the lead partner, will not be accepted.

Locations

We welcome applications from all areas in England and any eligible organisation can apply. We expect to fund a range of faith-related activity across England. Please note that the intention of the Faiths in Action programme is to fund projects/activities running in one locality; not several across one or many Government regions. Faiths in Action will not fund activities at a national or regional level. Activities must be linked to one local project. The nine Government Office regions are:

- East of England
- East Midlands
- London
- North East
- North West
- South East
- South West
- West Midlands
- Yorkshire and The Humber

Please note: the fund will not provide grants to organisations working in Scotland, Wales or Northern Ireland, or those that primarily benefit communities overseas in Europe or elsewhere.

Before sending in your application

We expect you to have done the following before submitting an application:

- checked that your project work is original, and that work of a similar kind is not already going on in the area;
- checked that, in the case of resources, similar resources do not already exist;
- checked that your organisation is eligible to apply (please refer to eligibility criteria on pages 26 of this guidance notes);
- checked that all required documents are included with your application;
- made your referee aware that CDF will be contacting them for a reference.

What you need to send to CDF to apply

Please ensure CDF receives a copy of:

- Your completed application form including details of referee
- A constitution or set of rules (**please note:** if you have a constitution or set of rules and do not send a copy to us, we will not be able to process your application). If you do not have any we will expect you to develop some, with our help, if you gain funding
- Up-to-date annual accounts, either audited, or signed by the Chair or Treasurer of your organisation (for organisations over 12 months old)⁷, or a 12-month cash-flow forecast and a note of income and expenditure to date for new organisations signed by the Chair or Treasurer of your organisation (if your organisation is less than 12 months old). **Please note:** bank statements will not be accepted as a substitute for accounts
- Any additional papers you used to answer the questions in your application

Please note that this round of funding will operate as a rolling programme. That is, there is no formal deadline for receipt of applications. Applications will be accepted in the date and time order that they are received by CDF, until the total value of the eligible, relevant applications received equals the overall value of the fund

Do not rush applications. It is much better to take time and submit a strong application.

⁷ An example of a Trustees' Annual Report and accounts is available from: <http://www.charity-commission.gov.uk/Library/investigations/sorp/pdfs/arwbyc.pdf>

Returning a completed application form

You must decide whether to return your completed application form and associated documents **either** by e-mail **or** by post. We must receive all documents in the same e-mail or envelope. If some documents are sent by post and others are sent separately by e-mail we will not be able to match them together. If you only have paper copies of documents you could scan them and then e-mail them to us.

If you complete your form electronically: We encourage applicants to send their completed forms and associated paperwork (see list on page 26) to CDF electronically. This will help us to process information efficiently and comply with CDF's environmental policy by reducing damage to the environment. CDF has signed the Third Sector Declaration on Climate Change, and is keen to promote sustainable and environmentally friendly business practices.

Please note: all electronic applications must be received by CDF on the fundingadmin@cdf.org.uk e-mail address.

When your documents have been logged, CDF will send you an electronic acknowledgment, with an individual log number. In order to supply CDF with original signatures and validate your electronic application, attached to this e-mail will be a validation form for you to complete and return by post, signed by the authorised signatories for your organisation (as stated on your application form).

Before e-mailing your application, please refer to the checklist on page 26 to ensure you have included all of the required information.

If you complete your form in paper format:

If using the post, we recommend that you use recorded delivery so that you can track your documents and see that they reach us safely.

Please send your signed and completed application and relevant enclosures by post to:

Faiths in Action Round 2
CDF
The Michael Young Centre
Purbeck Road
Cambridge
CB2 8HN

Before sending your application, please refer to the checklist on page 26 to ensure you have included all of the required information. **Please note:** Applications will be received in date and time order until the value of the fund is reached. We will not accept faxed copies of the paper applications.

Letting you know the outcome of your application

All applications received by CDF for Faiths in Action will be subject to a 5-stage assessment process that consists of: 1) initial in house documentation check; 2) constitution and financial eligibility checks; 3) full activity assessment; 4) CDF final checks and recommendations to Communities and Local Government (CLG); and 5) CLG final checks and approval. At the end of each stage applicants will be notified on the progress of their applications by e-mail and organisations that are not successful will be offered feedback and advice on how to reapply, if appropriate.

Some applicants might be subject to a site visit or telephone conversation with CDF staff during the assessment process or before being offered a grant.

Ineligible, Incomplete or Unsuccessful applications

Applicants whose applications were found to be ineligible, incomplete or unsuccessful at any assessment stage will be notified in writing as soon as possible of the reasons for rejection.

Applicants may be able to re-apply with another application. Any subsequent applications will be accepted in the date and time order that they are received, i.e. based on the date of the latest submission. Once the total amount of the fund has been allocated, applications will no longer be assessed.

Approving Applications

Applications that are recommended for funding will need approval from our sponsor body, the Department of Communities and Local Government (CLG).

Applications received at CDF Cambridge office by Friday 4 December 2009 are expected to be included in the submission to Communities and Local Government on week commencing 8 February 2010.

Applications received at CDF Cambridge office between Saturday 5 December 2009 and Friday 8 January 2010 are expected to be included in the submission to Communities and Local Government on week commencing 8 March 2010

Applications received at CDF Cambridge office between Saturday 9 January and Friday 5 February 2010 are expected to be included in the submission to Communities and Local Government on week commencing 12 April 2010.

We will accept applications until the value of the fund has been allocated, and this may be after Friday 5 February 2010, in which case the above process will continue.

We aim to notify you as soon as possible after the recommendations have been considered by our sponsor body, the Department of Communities and Local Government.

If you have any questions please call the CDF helpline on **01223 406533** or e-mail **fundingsadmin@cdf.org.uk** and CDF will help you with your queries.

Notes on terminology

To help you understand the priorities of the fund, we offer the following definitions for the purposes of the fund, based on the Government's document *Face to Face and Side by Side: A framework for partnership in our multi faith society*

Community cohesion: Communities and Local Government (CLG) states that community cohesion means there is a common vision and a sense of belonging for all communities. The diversity of people's backgrounds and circumstances are appreciated and positively valued; those from different backgrounds have similar life opportunities; strong and positive relationships are developed between people from different backgrounds and circumstances – in the workplace, in schools and in neighbourhoods.

“Face to Face” dialogue supports a greater understanding of shared values as well as an appreciation of distinctiveness. It helps to build a better understanding based on shared values through talking and it is based on recognising distinctiveness and working through disagreements. Participating in “face to face” dialogue often helps people to build their skills and confidence to discuss differences, identify common values and find ways of dealing with difficult issues.

“Side by Side” social action happens where people come together and share their time, energy and skills to improve their local neighbourhood or local community. Part of this involves the development of “linking social capital” – the ability of individuals and groups to influence local decision making.

Faith or belief⁸ organisation: for the purpose of the fund, a faith or belief organisation is defined as one where the majority of its members adhere to the same faith or belief. Its members share a world view or ‘life stance’ that involves a set of moral and spiritual values and beliefs about the nature of life and the world.

Inter faith activity: inter faith activity involves people of different faiths and beliefs interacting. The kind of inter faith activity open for support through this fund is that which promotes mutual understanding, respect and co-operation.

⁸ It is important to note that existing international standards, including the *Human Rights Act 1998*, speak of religion or belief. According to the Office for Democratic Institutions and Human Rights of the Organisation for Security and Co-operation in Europe (OSCE, 2004, s. A, para. 3), the ‘belief aspect typically pertains to deeply held conscientious beliefs that are fundamental about the human condition and the world’. Our use of the term “faith and belief” in this guidance follows from the OSCE definition and covers “faith, religion and belief”.

Inter faith organisation: an inter faith organisation is defined as one which involves organisations or individuals of two or more different faiths or beliefs, the aims or practical outcome of the work of which include increasing mutual understanding and co-operation.

Social capital is the 'social glue' between people, organisations and communities that enables them to work together to pursue shared objectives. It also brings benefits to people, organisations and communities, as it provides networks of support and opportunity.

There are three categories of social capital⁹:

- **Bonding** – based upon enduring, multi-faceted relationships between similar people with strong mutual commitments such as among friends, family and other close knit groups
- **Bridging** – formed from the connections between people who have less in common, but may have overlapping interests, for example, between neighbours, colleagues, or between different groups within a community
- **Linking** – derived from links between people or organisations beyond peer boundaries, cutting across status and similarity and enabling people to exert influence and reach outside their normal circles.

⁹ Community Cohesion and Community Development: Bridges or Barricades?, Alison Gilchrist, 2004, CDF

Part two: Guidance on completing your application

The application form is divided into three sections: about your organisation; about the project that you want us to fund; and finances. For each section on the form there is help in answering the questions on subsequent pages of this guidance.

About your organisation

In this section you will help us understand the main activities and purpose of your organisation or group. You can tell us what your organisation actually does and who is involved. It would also help us to know about your organisational policies. We will expect you to have appropriate policies and procedures in place, for example on equal opportunities, child/vulnerable adult protection, Criminal Records Bureau (CRB) checks for staff and volunteers, and financial procedures. If you do not have them, and we fund you, we will expect you to create them, with our help.

Contact Details

Please give all your organisation's contact details accurately and provide details for two contact persons including telephone numbers. Having the ability to contact two representatives from your organisation can help us to reach you faster if we need to. Tell us the positions that your contact persons hold in your organisation, e.g. group organiser, co-ordinator, Secretary, Chair or Treasurer.

If you are also involved as a partner in a separate partnership application(s) please tell us the names of your lead organisation(s) for each of these applications.

About the project that you want us to fund

You need to tell us which of the scheme's priority/ies you are applying under and how you expect your project to address and contribute to it. Please describe the project your organisation is proposing and what exactly you are planning to do once the grant has been received. It is also important to show how the need for the project or activity has been identified within the respective community, that members of that community have been involved in the process and that they will be involved in delivering the project or activity.

We would like to know how many people are going to benefit from your project and what age range your proposed project/activity will cover. It is important that you tell us who you think will benefit from your project if we fund your proposals (including the faith and ethnicity of your beneficiaries).

Finances

In this section we ask you to provide a summary of your income and expenditure. If your organisation is older than 12 months, you will need to provide copies of your up-to-date annual accounts – these must be verifiable: independently audited accounts are preferable, but we will accept accounts signed by the Chair or Treasurer of your organisation. If your organisation is new/younger than 12 months, you will need to provide a 12-month cash-flow forecast and a note of income and expenditure so far, signed by the Chair or Treasurer of your organisation.

Please note: bank statements will not be accepted as a substitute for accounts.

You will need to have a bank or building society account in your organisation's name, with the signatures of at least two members of the organisation for each cheque or payment (please note: it is good financial practice to make sure that these people are not related). If you do not have a bank account, we will expect you to open one in the applying organisation's name if you are successful in gaining funding. We cannot pay funds into another organisation's bank account, even if it normally holds funds for you.

We are also asking you to provide a clear idea of how much money you need for your project. Please give as thorough a breakdown of costs as possible using the budget table (question 24 of the application form).

Please remember that the maximum size of the grant is £6,000. The total you are requesting must be the same as the amount in question 23. If you cannot recover VAT, include VAT in both columns where applicable. A short explanation of the table is given below. Remember that you need to show how you have arrived at the figures given in the last two columns by giving a breakdown in the Calculation column. For example, if you would like the grant to pay for volunteers' expenses, you need to show clearly how you calculated the level of costs.

Recovering overheads (full cost recovery)

CDF is committed to operate within the requirements of Compact Code for Procurement and Funding¹⁰, including the principle of full cost recovery. We encourage organisations that apply for grants to recover overheads, for example, to include a contribution to rent costs related to activities in their application and budget.

We expect you to be insured to carry out the activities we fund, so if you need insurance for your project, you can include it in the budget under operational costs. More detailed information on full cost recovery is available from the Association of Chief Executives of Voluntary Organisations (ACEVO) at <http://www.fullcostrecovery.org.uk>

It is a grant requirement to provide audited/independently assessed accounts, so also allow for those costs.

¹⁰ Available online from: <http://www.thecompact.org.uk/information/100023/publications/>

Example:

Budget Heading	Calculations	Total cost £	Amount requested in grant £
Staff and volunteer costs			
Volunteer expenses	For 10 volunteers at 2 hours per week for 20 weeks	1,000	1,000
Operational/activity costs			
Resources for 3 workshops	£500 per workshop: £200 IT equipment; £150 stationery; £150 resource packs	1,500	1,500
Refreshments for workshops	£100 per workshop: £50 biscuits; £50 drinks	300	300
Booklet for use by community	£1,000 design, £700 printing costs, £300 folders	2,000	2,000
Insurance	to cover project for 20 weeks	437	437
Office, overhead, premises costs			
Contribution to photocopying and phone	£0.03 per sheet for 1,000 copies; £20 for phone charges for 20 weeks at £1 per week	50	50
Capital costs	n/a	0	0
Publicity costs			
Publicity leaflets and posters	£100 for 1,000 leaflets at £0.10 per leaflet; £150 for posters at £1.50 per poster	250	250
Totals		5,537	5,537

A short explanation of the budget headings is given below:

Staff and volunteer costs

This is where you put any costs incurred by staff or volunteers, e.g. travel, expenses, wages.

We strongly encourage applicants who require staff to develop and/or expand the roles of existing staff members (e.g. increasing the working hours of a part-time staff member), **share existing staff resources with another organisation, or to use limited and carefully thought through pieces of expert consultancy support.** This is because, in our experience, funding a new staff post can be unhelpful if further funding is not secured or is not available for subsequent years. If your organisation does apply for funding for a new staff post, we strongly recommend that your budget reflects the reality that it will take approximately two or three months to recruit staff and therefore only 8 or 9 months' salary will be needed.

Operational/activity costs

This is where you put any costs of the actual activity, e.g. refreshments, workshop costs, transport, training, insurance.

Office, overhead, premises costs

This is where you put any costs for office resources e.g. photocopying, postage.

Capital costs

This is for the assets together worth over £500 you buy with an expected life of more than one year, e.g. computer equipment. The total in this section must not be more than 30% of the total amount of funding you are requesting.

Publicity costs

This is for leaflets, websites, marketing and any other publicity costs you might have.

If you are applying for all the money you need from this grant, the figures in the 'Total cost' column and 'Amount requested in grant' column will be the same. If you are adding money from other sources, then include the amount in the total cost column.

Please note: should your project/activities cost more than the maximum for which you can apply, please tell us how you plan to raise the remainder of the funding you require.

A short example is given below:

Source of funding	Total amount applied for	Date applied for	Secured or not
Comic Relief	£16,000.00	12/01/09	Yes
Lloyds TSB	£5,000.00	20/07/08	No
Grassroots Grants	£5,000.00	20/03/09	Awaiting

Declaration

By signing the application form your organisation agrees to abide by the terms and conditions of the grant as they are set out in the application form and in these guidance notes, and understand that any offer of a grant will be subject to your proposed work remaining within grant criteria. Your organisation also agrees to participate in monitoring, auditing and evaluation related to this fund.

Signatures of applicants

If you submit your application in paper format please provide the signatures of the Chair or Secretary of your organisation and another committee member who knows about the application for funding and the organisation's work. By signing the form, these people are confirming that to the best of their knowledge, all details are accurate. Remember, **we need original signatures**, one of which must be Chair or Secretary, on the application form sent to us. Please **do not use scanned or photocopied signatures**, do not sign on behalf of someone, do not type in a signature using a different font in the signature box and do not send us the form unsigned. If we do not have two original signatures on your paper application form, one of which must be Chair or Secretary, it will not be considered for funding.

If you submit your application electronically, you do not need to sign your application. When we have processed your application, we will send you an electronic acknowledgment, with an individual log number and a validation form to complete and return by post, signed by the authorised signatories (Chair or Secretary and another committee member) for your organisation as stated on your application form. This is because if you submit your application by e-mail rather than by post it will not contain original signatures. By signing the validation form and returning it to us, your authorised signatories are confirming that all details in your application, constitution (if you have one) and financial information are accurate.

Checklist, have you enclosed:

Make sure you send us – electronically or by post (but not both) – all of the following:

- This signed and completed application
- Contact details of a referee
- Any additional papers you used to answer the questions above
- Your organisation's set of rules/terms of reference/constitution, signed and dated by your committee (if the group has a constitution or set of rules and doesn't submit a copy we are unable to process the application)
- Your organisation's last set of audited accounts¹¹ or income and expenditure details, or 12-month cash-flow forecast, signed and dated by the Chair or Treasurer of your organisation, with details of income and expenditure already received. **Please note:** only organisations less than 12 months old can send a cash-flow forecast, along with a note of income and expenditure received to date, instead of the full set of audited accounts or income and expenditure details, signed and dated by the Chair or Treasurer

Returning your completed application form

You must decide whether to return your completed application form and associated documents by e-mail or by post. We must receive all documents in the same e-mail (or e-mails if size of attachment is an issue) or envelope. If some documents are sent by post and others are sent separately by e-mail, we will not be able to match them together. If you only have paper copies of documents, you could scan them and then e-mail them to us.

¹¹ An example of a Trustees' Annual Report and accounts is available from: <http://www.charity-commission.gov.uk/Library/investigations/sorp/pdfs/arstgeorges.pdf>

If you submit your application form electronically

We encourage applicants to send their completed forms and associated paperwork (see checklist in previous section) to us electronically. This will help us to process information efficiently and comply with CDF's environmental policy by reducing damage to the environment.

All electronic applications must be received by CDF on the **fundadmin@cdf.org.uk** e-mail address. If you submit your application by e-mail, we will send you a validation form to complete and return by post.

If you submit your application form in paper format

Please send your signed and completed application and relevant enclosures by post to:

Faiths in Action Round 2
CDF
The Michael Young Centre
Purbeck Road
Cambridge
CB2 8HN

Please note: We will not accept faxed copies of the paper application form. We recommend that you use recorded delivery. You will receive an electronic acknowledgement that we have received your paperwork.

Please remember that this round of funding will operate as a rolling programme. That is, there is no formal deadline for receipt of applications. Applications will be accepted in the date and time order that they are received by CDF, until the total value of the eligible, relevant applications received equals the overall value of the fund.

Part three: Who we are

Community Development Foundation (CDF)

CDF is the leading source of intelligence, guidance and delivery on community development, engagement, empowerment and capacity building in England and across the UK. Our work cuts across Government Departments, regional and local public agencies and the community and voluntary sectors. We also operate at European and international level.

CDF is a non-departmental public body sponsored by Government and a charity registered in England and Wales and recognised in Scotland. CDF's mission is to lead community development analysis and strategy in order to empower people to influence decisions that affect their lives.

CDF is administrating the 'Faiths in Action' grant programme on behalf of Communities and Local Government (CLG).

In administering the fund and in its wider work where this involves faith communities, it works in close co-operation with the Inter Faith Network for the UK and the Faith based Regeneration Network (national bodies with support from CLG).

Website: www.cdf.org.uk Registered Charity Number 306130

Communities and Local Government (CLG)

Communities and Local Government (CLG) is a Government Department that was created in May 2006 with a powerful new remit to ensure prosperous and cohesive communities, offering a safe, healthy and sustainable environment for all. CLG has responsibility for all community cohesion related issues in England including the promotion of effective inter faith dialogue and social action.

The role of CLG is to build the capacity of communities to shape and protect their own future. It wants to see communities which are empowered and confident, with higher levels of democratic participation and citizen engagement, as well as strong and resilient through the tackling of violent extremism and the promotion of community cohesion. It is important that this is backed by strong and responsive local government which draws in all local partners to shape and deliver the communities' vision for the future.

Website: <http://communities.gov.uk>



