



D A R K W O O D S

C O F F E E

Community Small Grants Programme Guidance Notes & Frequently Asked Questions

How much are the grants worth?

We have a limited annual grants budget, and we want to support small grass-roots organisations and activities. Our minimum grant is £100 and our maximum for any application is £500.

Can we split a grant over more than one project?

No. You can apply for more than one grant at a time, but each application must be just for one project or activity.

Can we request a grant for volunteer training fees?

Yes. If you have volunteers that need to attend an essential external training course, you can apply for a grant. Examples might include safeguarding training or first aid training.

Can we apply for more than one grant at a time?

Yes. You can apply for more than one grant at the same time, but the applications must be for different projects or activities or equipment purchases.

Why do we need to keep receipts?

We need to see that you spent the grant on the things that were approved in your application.

What are the deadlines for applying for a grant?

There are no deadlines. We will review applications at the end of June, September and November 2024. We will review all of the applications that we have received at the time. If you apply after the end of June, we will review your application in September, and so on.

How soon will we hear about our application?

We will send you confirmation within 5 working days that we have received your application and let you know when it will be assessed. When we have assessed your application, we will contact you within 10 working days to let you know whether you have been successful or not, and the next steps.

Can we apply for a grant if we have funding from somewhere else?

Yes; if you are applying to us for funds to add to funds from elsewhere, e.g. your activity costs £600 and you are asking for £300 from us and £300 from elsewhere. We will not “double fund” a project or purchase. If you secure funding from elsewhere, after you have applied to us, you should tell us that you have found the money that you need.

Why do you need feedback?

We need to know that the grants we give are making a difference in the local community. The best way to find this out is to get information from you about how our grant was used, how it helped local people or the local environment. We have a feedback form which you can use, or you can tell us in your own words. You can get creative, we would love to have photos or videos, stories, case studies, testimonials and comments, as well as a few basic facts and figures.

Can we apply again if our application is unsuccessful?

Yes, you can. If your application is unsuccessful, we will give you feedback on what changes can make, if you want to reapply.

Can we get help with our making our application?

We will help you to look for local organisations who may be able to help you. We can also help you with filling out your application if you get stuck. Email is at community@darkwoodscoffee.co.uk and we will get in touch with you.