



## **D A R K W O O D S** **C O F F E E**

### **Dark Woods Coffee Community Grants Programme**

#### **Eligibility Criteria**

In 2023, Dark Woods Coffee has launched its *Community Small Grants Programme*, with the aim of supporting small local organisations and community groups within Kirklees. Our small grants are designed to support small projects or initiatives that are improving the lives of local people or making a positive impact on our local environment.

Our grants are aimed at small, local groups and projects; as such, the minimum grant is £100, and the maximum is £500.

#### **Who CAN apply?**

To be eligible, you must show that your organisation:

- Is a voluntary, community or faith group, with local members and an elected committee (or trustees/directors).
- Has a bank account in the name of the group, with at least two non-related people required to sign cheques. We cannot pay funds to an individual.
- Is open and accessible to the community it serves.
- Has a serious approach to safeguarding, if you are working with children, young people and vulnerable adults.
- Is based within Kirklees – or the planned activity will take place within Kirklees.
- Meets the terms and conditions of the scheme (see our T&C document)

#### **Who CANNOT apply?**

- Standard for-profit organisations.
- Organisations with an annual income of more than £100,000.
- Individuals.
- Statutory bodies, including schools. We will fund organisations that work with statutory bodies and activities happening on the premises of statutory bodies (e.g., activities at after-school clubs).
- Organisations without an organisational bank account.

#### **Exclusions**

- Anything that primarily benefits people or causes outside of Kirklees.
- Anything that promotes religion or support for a political party. (Faith groups can be funded for their community work. We will not fund religious materials, but we will consider funding e.g., a luncheon club.)
- We will not give a grant to repay money that has already been spent.
- Personal equipment. Any equipment bought with the grant must remain the property of the organisation or group. We will not fund sports equipment for use by one player, which would not really be available to other members. (e.g., for a football team, we would not fund football boots for individuals, but we would consider funding for balls, nets, team strips and similar.)
- General running costs of a building or organisation, e.g., rent, utilities.



## Dark Woods Coffee Community Grants Programme

### Small Grant - Terms and Conditions

These are the rules that you must abide by if you receive a grant through this programme. Please make sure you read these rules carefully before signing the grant acceptance form.

1. The grant is awarded to you based on information that you give us on the application form, and any further discussions or correspondence. You must make sure you give us accurate and honest information, when applying
2. You will need to provide us with feedback on how you spent the grant and any activity or purchase undertaken with it. We can provide you with a feedback form, or you can tell us in your own way, provided we get the information we need.
3. You must use the grant for the purpose for which it was awarded, as set out in the notification letter. The grant must not be used for any other purpose without our prior permission.
4. You must tell us, as soon as possible, about anything that might change how you spend the grant, for example, if you need to change the activity or timeline from what you originally told us.
5. You must finish spending the grant within six months of the date we give it to you.
6. You must keep records showing how you have spent the money, including all receipts or invoices. These records must be available to us, if requested.
7. You must comply with any relevant laws and regulations. This includes safeguarding, health and safety, minimum wage, and the Equalities Act.
8. You must make sure that you have any necessary permits, licences and insurance for all activities linked with the grant.
9. We reserve the right to claim back any overpayment of grant.
10. You will have to repay the grant to us, if:
  - a. You use the grant for any purpose other than set out in the confirmation letter without getting our permission first.
  - b. You break any of the terms and conditions set out here, including the need to return feedback information to us.
  - c. Any significant information you told us in the application process was false.