



James Brown & Sons – Community Fund

About the James Brown & Sons Community Fund

In these challenging economic times, we have established the James Brown & Sons Community Fund to help fund good causes provided by local charities and not-for profit organisations working for the benefit of people who live within 3 miles of an area in which James Brown & Sons operate. Businesses, individuals and 'for profit' organisations are not eligible.

James Brown & Sons Community Fund will be a rolling programme during 2022, where community groups or charities can apply for funding during May 2022, July 2022, and September 2022. Applicants will generally be informed of the outcome of their application within one month of the application window closing.

Organisations can request the total cost of the project or a contribution towards the project up to a maximum of £1500

Funding

Sadly, there may be good applications that we will not be able to support because there is not enough money available. We make our decisions based on the information you provide in your application, the programme criteria, and outcomes. We use our professional judgment to make the difficult choices between the projects seeking funding and our decision cannot be challenged. If your application is eligible, but not funded at the first attempt, you may reapply.

Grants are available to fund local activities which improve the quality of life of residents and the wider community. Projects must align with one of more of the four fund categories

1. Health
2. Education
3. Employment opportunities
4. Poverty / Social Deprivation

The Fund aims to support ongoing activities that benefit residents of all ages and priority will be given to:

1. Projects addressing the needs of the most disadvantaged in the local community
2. Projects led by people who can demonstrate a clear understanding of community need and strong connections in that community

Examples of projects that might be funded – this list is not exhaustive

- Health and wellbeing activities for older people e.g., exercise classes
- Literacy or numeracy club

- A charity supporting young people with specialist advice to manage mental health
- Kitchen equipment for a youth project to set up a holiday club
- Supporting a community centre wanting to start a regular lunch club
- A healthy eating project that supports families to cook healthy meals on a budget
- Projects that promote involvement in the local community e.g., volunteering

Examples of projects that cannot be funded – this list is not exhaustive

- Work that has already taken place
- Political donations or promotion of a political cause
- Fundraising activities or challenges
- Running costs and organisation overheads
- Activities which collect funds for redistribution to other charities or individuals
- Overseas appeals
- Marketing promotions
- Research projects
- Projects or activities that the state has a legal obligation to provide

Grants and applications for grants

- Applications for grants will be accepted from £300 to £1500
- All applications must be made by completing the application form which is available at <https://www.jamesbrownfuneraldirectors.com> or by emailing jamesbrowncommunityfund@funeralpartners.com
- The application must be submitted by the closing date and sent to jamesbrowncommunityfund@funeralpartners.com
- Please read the instructions carefully
- Please state your organisation's name in the subject line along with the fund name.
- Where possible, please send all your attachments in one e-mail by zipping your documents. However, if you need to send more than one e-mail, please number them, i.e., 1 of 2
- You will receive an email confirming receipt of your application

Supporting documents required to be sent by email

- Your Governing Document, i.e., your constitution *or* memorandum and articles
- Names and addresses of your Management Committee
- Annual Accounts *or* Income & Expenditure (I&E) Sheet for your last financial period for smaller groups. For new organisations with no income, please provide an I&E forecast

- An Income & Expenditure forecast for the current financial year
- Safeguarding Policies if working with young people under 18 or vulnerable adults
- If applicable a copy of the Risk Assessment completed for the required activity

Opening date for applications	Closing date for applications	Successful applicants informed by
3 rd May 2022 at 12 noon	3 rd June 2022 at 12 noon	30 th June 2022
25 th July 2022 at 12 noon	25 th August 2022 at 12 noon	23 rd September 2022
17 th October 2022 at 12 noon	17 th November 2022 at 12 noon	12 th December 2022

Who can apply?

The following **not-for-profit organisations** are eligible to apply:

- Constituted community
- Registered charities
- Social enterprises
- Community Interest Companies (CICs) Limited by Guarantee - **not** CICs Limited by Shares
- Faith based groups

Applicants must:

- Demonstrate that the proposal is in response to identified community need
- Have a minimum of 3 unrelated Trustees/Directors/Management Committee members
- Have a Governing Document, i.e., a constitution or Memorandum & Articles
- Have a Bank Account in the name of the group, with at least 2 unrelated signatories - or provide details of another group who will be managing any grant awarded, with a copy of the partnership arrangement
- Have Annual Accounts, or for smaller groups, an Income and Expenditure Sheet for the most recent financial period. If a group is new with no previous income, they will need to provide an Income & Expenditure forecast
- Have a Safeguarding Policy if working with young people under the age of



18, and/or working with vulnerable adults. Groups will also need to have AccessNI checks in place where required

- Have the relevant insurance in place, including public liability (if required) before delivering activity.

Equality of Opportunity

It is a requirement of our funding that your organisation commits to equality of opportunity and good relations duty. Funeral Partners Northern Ireland has a statutory duty under the Northern Ireland Act 1998 in carrying out its functions to have due regard to the need to promote equality of opportunity between all Section 75 groups and you will note that you must provide an Equality of Opportunity and Good Relations policy statement as part of your application form

Funding Decision Process

We will review your application against our funding decision criteria, and we will compare your application against other applications which we may receive. Our decision-making and prioritisation process for funding will typically include, but may not limit itself to, how much we feel levels of deprivation or disadvantage may be alleviated by any funding we provide, along with performing a review of the experience and expertise of the applicant in supporting deprived groups.

By awarding funds this is not an indicator that James Brown & Sons are affiliated in any way with the project. The funds are a charitable gesture and there is no expectation that the organisation will recommend James Brown & Sons services.

Completed application forms received by
James Brown & Sons Community Fund

Applications reviewed and shortlisted by local team

Awarding panel review applications and make award ***NB further information may be requested at this stage***

Successful applicants informed



Timetable for spending the grant

Successful applications will have three months from the date of offer to spend any grant awarded and a further four weeks after this date to submit monitoring information. If the award is not spent within the three-month period, we may ask for the funding to be returned.

Monitoring and Evaluation

Monitoring and evaluating the projects funded by our grants enables your group and us to better understand the impact of the grant. It helps us to understand community needs more fully, enables your group and us to learn from your project and can also help you put together information that can help to inform our future plans.

Groups who have been awarded a grant will be required to complete a monitoring fund outlining how the grant was spent and how it benefited the local community.

Celebrating your James Brown & Sons Community Fund Award

Sharing your successes will help inspire other groups to make a difference in their community and highlight the great work you have done. With your permission your activity will be shared on social media and our website. We may also issue a press release so will require your permission, participation, and cooperation for taking and using photographs and conducting any interviews providing comment or quotes.