**Background and Aims**

The aim of the **Bluestone Foundation Community Fund (BFCF)** to provide financial assistance to communities across Pembrokeshire and works in partnership with Pembrokeshire Association of Voluntary Services (PAVS) to identify appropriate recipients of grants from the BFCF. This is distinct from other forms of non-financial support to community projects and initiatives, such as volunteering and encouraging staff participation, which are provided through the wider Bluestone Foundation.

**Priorities: The Bluestone Foundation Community Fund offers funding to -**

* **Environmental projects** that address issues around two key factors: Reducing Carbon Footprint and/or Enhancing Biodiversity.
* **Social projects** which address the effects of deprivation and poverty, with particular emphasis on youth

Organisations demonstrating ***that they are prepared to help themselves*** will be prioritised. It will be **essential** to address this in answer to question 18 of the application form and further guidance on how to answer this question is set out under Q18 below.

**Bids are welcome from £500 - £2500**

All bids which demonstrate need, are well evidenced and agree with the fund’s aims will be considered**.** Those which also demonstrate added value and sustainability will be prioritised.

No direct sponsorship or support is offered to individuals through this fund.

Applicants will need to show that the funds requested relate to the direct delivery of a specific project or activity in Pembrokeshire.

**Operational costs for the** **day-to-day running** of your organisation **are not eligible through this Fund**. This includes core staff salaries and wages not directly tied to a specific project, property costs, utilities, and general office equipment. Project-related expenses, such as sessional staffing costs **must be** part of a broader project application.

**2025 Deadlines**

Monday 3rd February 12 noon

Monday 9th June 12 noon

Monday 15th September 12 noon

**Beneficiaries**

The Foundation asks for information about the project beneficiaries. A focus will be placed on the difference that the project will make rather than the numbers of beneficiaries.

**Applicant Guidance**

Applicants and projects applying to the **Bluestone Foundation Community Fund** must:

* be located or operating in Pembrokeshire and working for the benefit of communities in Pembrokeshire
* be working for the benefit of the community or a section of it;
* have a bank account set up in the organisation’s name, with more than one signatory.

***(if you are unsure whether you meet these criteria then please contact PAVS to discuss prior to submitting an application)***

Applicants must:

* be a not-for-profit organisation, a community or voluntary group, or a social enterprise which is self-governing and for public benefit:
  + with a governing document (a Constitution, or a Memorandum and Articles of Association or a Trust Deed)

A **voluntary group** is a collection of individuals who work together to undertake certain activities for the benefit of the community – whatever or whoever that community might be;

**Social enterprises** are profit-making businesses set up to tackle a social or environmental need. Applicants to this fund who are social enterprises must provide evidence of how the organisation is run / managed within the community including local involvement.

***(If you don’t have a governing document then PAVS can provide support with the process of setting up a group and developing a governing document where appropriate).***

* be run by a voluntary management committee of **3 or more unrelated individuals**
  + All voluntary organisations and community groups must have an unpaid management committee, consisting of at least 3 people – usually a Chair, Secretary and a Treasurer. You may have more than three. The Management Committee has overall responsibility for the group/organisation.
  + Management Committees may also be known as Executive Committees, Board of Directors or Board of Trustees. The Management Committee should be a representative of the community which it serves.
  + PAVS can provide further support on roles and responsibilities of trustees.

**Schools**

Projects from schools must be extra-curricular with an external focus outside of the normal school hours. Projects must demonstrate wider community involvement, take place outside of the school premises and link in with community organisations. The applications should be made through the PTA or Friends Associations.

**Churches, chapels and places of worship**

To be eligible for support under the scheme churches, chapels and places of worship will have to demonstrate that the project will benefit members of the wider community. Projects that are only, or primarily of benefit to, the congregation, will not be eligible for support through this fund.

**Sports projects/ organisations**

Bluestone Foundation supports young people and access to sports in the county through the Sports Pembrokeshire ‘Fit and Fed’ project and therefore requests for kit sponsorship will not be supported by this Fund.

**Youth Related Armed Forces Organisations**

Bluestone has signed the Armed Forces Covenant. This commitment is being considered as part of the wider work of the Bluestone Foundation and currently individual Cadet Clubs are not eligible to apply to the Bluestone Foundation Community Fund.

**Community Venues**

Bluestone Foundation Community Fund will consider applications proposing activities being provided in community spaces. Funding requests for play park equipment or capital improvements to buildings will not be supported by the fund.

**Ownership/ leasehold/ permissions on building/ land**

For queries on ownership/ leasehold and permissions on building/ land please refer to the guidance at Question 13 to ensure that your proposal fits with the fund requirements.

**Application Process**

**Quotations**

It is best practice for committees to research costings to demonstrate good value, please provide two quotes for any individual item over £1000.00. Please mark clearly which item is your preferred quote.

**Application Form**

Organisations must apply using the appropriate Application Form. Forms completed electronically must be printed off and sent in along with two signatures and relevant supporting documents. An organisation can only submit one Application at a time. If you have any questions, please contact Rachel Hagan, PAVS Funding Support Officer on 07971 598 116 or email [development@pavs.org.uk](mailto:development@pavs.org.uk).

Assume the Fund Panel knows nothing about your Organisation and what you do.

**Assessment**

Applications for funding are reviewed by the Steering Group of the **Bluestone Foundation Community Fund,** which is comprised of company employees, and is supported by PAVS (the fund Panel). Deadlines will be advertised on the PAVS Funding Padlet, the PAVS website and networks.

Prior to the panel meeting you may be contacted for further information. Applicants will be notified of the decision in writing. Unsuccessful applicants will be eligible to re-apply in the future.

**Monitoring and Evaluation**

Successful applicants will be expected to complete an End of Project Finance Report 12 months after the funding is awarded. For this purpose, a record and receipts of all expenditure made using the funds should be kept. Successful applicants will also be expected to complete a short report on the impact the funding has made on the community. A number of successful applicants will be visited by a PAVS officer and representatives of the **Bluestone Foundation Community Fund**.

Successful groups will be required to acknowledge the source of the funding in any publicity.

**Items ineligible through the Bluestone Foundation Community Fund:**

* Core Costs
* Office equipment
* Wage & salary only projects
* Financial assistance or sponsorship for individuals
* Running costs (e.g. gas, electricity, rental, transport, expenses)

**Completing the application form**

Where possible, we would prefer to have forms completed electronically.  This ensures that applications are clear and easy to read giving your group the best possible representation in the assessment process.  If you do not have access to a computer then we will accept a hand written version of the form but please ensure that this is as clear as possible.

Question 1 - Organisation and contact details

This question allows us to identify your Organisation and get in contact with you easily. If your Organisation does not have a separate address, put the address of the relevant contact person. The contact person should have a good knowledge of the Application and be available for us to contact if we need further details. Ensure that this person keeps a completed copy of the Application Form

PAVS Membership

PAVS is a membership association and encourages all voluntary and community organisations in Pembrokeshire to become members. Becoming a member of the association helps in our role of providing a comprehensive and responsive support service to the voluntary sector in Pembrokeshire. If you are not already a PAVS member then please contact us if you would like more details or a membership form. The Bluestone Foundation Community Fund is open to all groups operating or located in Pembrokeshire and does not prioritise groups who are PAVS members.

Question 2 - Organisation aims and the main services/ activities provided

Aims describe what your Organisation is set up to achieve – and the difference you want to make in the long-term. Services and activities are the things an organisation does to achieve its aims. For example:

- Aim – to support carers in Pembrokeshire and improve their health.

- Activities – to run a weekly support group and organise social outings for carers.

You may wish to take this information from your governing document which should reflect both your aims and activities.

Question 3 - People involved in your group

Management committee members: Management committee members are unpaid.

Volunteers: Volunteers are unpaid individuals involved in carrying out the work of the organisation. Volunteers do not have overall responsibility for the organisation but make a very valuable contribution of their time.

Staff: Staff are paid individuals involved in carrying out the work of the organisation. Staff may work full-time, part-time or be contractual. Staff do not have overall responsibility for the organisation.

**Members**: An organisation’s members are individuals or organisations who are defined as members by the governing document and agree to abide by the organisation’s rules. In smaller organisations the management committee may be the members.

**Question 4 - Bank account details**

Your bank account should be in the same name as the Applicant Organisation and have unrelated signatories. Full details will be requested if you successful and payment will be made via BACS.

**Question 5 - Project name**

If your project has a name, then let us know what it is.

**Question 6 – Project location**

Tell us where your project is taking place. You might like to include a plan or pictures showing the site location of your project within the area.

**Question 7 - Amount requested**

Grants will be awarded from £500 - £2500

**Question 8 - Start and end date of the project**

Project start dates must be at least 4 weeks after published application deadline dates. State when you intend to have spent the funding by to show the planned duration of the project.

**Question 9 – Project details**

1. What is your project? Tell us what you want do with the funding - referring to the items you would purchase as listed in question10 - and what the project will achieve
2. Outline the activities/services or improvements that might result from items purchased. Indicate how your project will be delivered to show the extent of what you could do with this funding.
3. Following the principle of self-help, please list any applications you have made to other funders. Projects which show some element of additional support (often referred to by funders as match funding) however small, will be prioritised. This can include your organisation’s own funds, fundraising, volunteer in-kind contribution, donation of goods or grants. List any other grant applications and likely confirmation date.

**Question 10 - Project costs**

Please ensure that the costings you provide are as accurate as possible and that you have obtained quotes/prices for individual items over £1000.00, where you can. Please include copies of these and provide justification of the supplier selected.

**Question 11 – Previous funding received from the Bluestone Foundation**

Please detail if you have received funding from the Bluestone Foundation for this or other projects and initiatives in the past. This information helps the Steering Group to understand past donations and projects previously supported by the Bluestone Foundation.

If you have received previous funding, monitoring and evaluation forms must be returned before re-applying. Groups are **not permitted to apply in consecutive funding rounds.**

**Question 12 - Detail re: VAT issues**

If your organisation can claim VAT back, then do not include VAT in your costs and make sure you send us your registration number. Otherwise include VAT in your costs to be covered by the funding.

**Question 13 - Ownership of building/ land**

If your project involves work on a building or land, then confirm the status of Organisation’s relationship with this building/land. Applicants for land/ property projects should either be the owners or hold a lease with 5 years remaining. Where this is not in place groups will need to provide written evidence of permission from the landowner for the developments and provide adequate evidence that the facilities will be used for wider community benefit for 5 years. This fund will consider supporting voluntary/ community organisations wishing to make capital improvements to a building where they have a minimum of 5 years remaining on a lease.

**Question 14 - Planning permission**

Give details of whether you need planning permission for this project – if needed then planning permission for projects should be in place. Confirmation must be provided to show that this is in place prior to release of funds and retain evidence: please provide copies of this documentation.

**Question 15 - Evidence of need for the project/ purchases**

Show that the service/ activity funded by the BFCF is wanted and needed by those that are intended to benefit. Ways to prove that the funding is needed include:

- Letters of support - Results of a survey, questionnaire or interview

- Local statistics - Your own observations

- Anecdotal evidence from current members/service-users

Gather evidence from several sources and in a range of ways and give details here.

**Question 16 – The beneficiaries**

Please give a realistic estimate of the number of people who will benefit from the funding. What is this figure based on? Who will benefit from the project?

**Question 17 – The difference**

What positive change will happen because of the project? To answer this question, think about what will be different for the beneficiaries at the end of the project, how will this project have made things better, what will have been achieved?

**Question 18 – Bluestone Foundation Community Fund Priorities**

Please tell us here how your project contributes to the priorities of the BFCF, as described on page 1 of this document - “*Organisations demonstrating that they are prepared to help themselves will be prioritised, it will be essential to address this is answer to Question 18 of the application form”*

Entrepreneurship is something which Bluestone strongly supports, and this question provides the opportunity for you to show how resourceful you are as an organisation. Please take this opportunity to provide examples of how your organisation does the following: -

* Raises funds through fundraising events and other means which enable you to have money for match-funding your application.
* Makes your activities sustainable and able to continue the project when the funding ends.
* Connects and works together with your users, local and wider community, and other organisations from the voluntary, private and public sectors.
* Supports your volunteers, if you have them, with out-of-pocket expenses and training opportunities.
* How will a grant from Bluestone Foundation Community Fund help you to become more sustainable or deliver more services and attract more beneficiaries in the future?

**Please also explain how your group helps others to help themselves.**

Set out how you as a group empower individuals and communities who are involved in your projects. Some examples may include the following: -

* Peer support you provide to those who take part in your project.
* How you help build sustainable life skills for participants through your project.
* Encouraging new volunteers to get involved with the project and the positive impact which this has on their lives.
* How your project develops people’s confidence and promotes active citizenship within the community.

**Question 19 - Links and compatibility with other activities/ groups in your community or field of activity**

Tell us about your organisation’s links with other community groups or agencies working in your geographic area and field of work. This information can help to show that you are maximising potential opportunities through networking and sharing good practice.

**Question 20 – Monitoring and evaluation of project**

Please tell us how you will measure the success of your project and how you will collect this information. For example, you may decide to count the number of people using a facility or attending an activity, by using a registration form. Another way of measuring the success of your project is by sending out evaluation forms to all participants.

**Question 21 – Checklist and Declaration**

Please submit electronic applications if possible and make sure you have included all requested information in the checklist.

Signatures are required from two people in your organisation willing to be responsible for the content of the Application Form.

If you provide an e-signature, please ask the second signatory to email [development@pavs.org.uk](mailto:development@pavs.org.uk) in support of the Application, stating the name of the applicant group. Alternatively, you can print the Declaration page, sign it and send a photo image to PAVS along with your application.

Applications must be submitted to PAVS by 12 Noon on the deadline day.

**Publicity notes for successful applicants**

The Bluestone Foundation is funded mainly by the generosity of the resort’s guests during their visit to the county and fundraising efforts by the resort staff. In order to secure funds for future projects that will benefit Pembrokeshire, it is important that we are able to share with them the projects and groups that their money has helped to support.

We believe that the best way to promote the causes that the Bluestone Foundation supports is through testimonials and PR. These would be shared on the Bluestone website and in the media (no private information and where appropriate) and in return for the grant you receive we would be grateful for your support in this publicity.

**Help is available!**

Remember that if you need any help with completing the application form or have any queries about the Bluestone Foundation Community Fund please contact the Third Sector Support Team at PAVS - [development@pavs.org.uk](mailto:development@pavs.org.uk)