



ROTHSCHILD FOUNDATION

LOCAL & COMMUNITY GRANTS PROGRAMME APPLICANT GUIDANCE

The Local and Community Grants programme provides small grants of up to £5,000 for projects in the broad field of arts, education, environment and social welfare. Charitable organisations with projects benefitting people within 10 miles of the Waddesdon Estate are eligible. Small and medium charities are generally prioritised for funding, rather than large national charities. Grants are usually made for specific programme related costs or, in the case of smaller charities, core costs. Capital projects are less likely to be funded, unless small in scale (e.g. equipment or minor refurbishments).

A map of the [local grants programme area](#) can be found on our website.

General funding exclusions

- Capital projects, unless small in scale (e.g. equipment or minor refurbishments)
- Activity that does not benefit people within 10 miles of the Waddesdon Estate
- Individuals, including bursaries and scholarships
- Organisations that do not have charitable status
- Research
- Direct funding to schools or other formal education establishments
- Local Authorities and activities that are deemed statutory responsibility
- Animal Welfare

An organisation may only hold one Local and Community grant at any time.

Guidance for completing the online application form

Applications under this programme must be made using our online application system. You can find guidance on setting up an online account on our website. You will be able to access our online application portal from the Local and Community Grants programme page during submission periods (February and August).

The application form will ask you to complete the following sections about your organisation and the activity you are applying for:

Organisation details:

- Name
- Legal name (if different)
- Registered charity no.
- Organisation address
- Website
- Whether you are a branch of a national organisation

Organisation description

Please briefly describe your organisation, including what you do, your mission and aims and the geographic area in which you work.

Lead contact details

- Name
- Job title
- Email and phone number

Project details

Please provide us with a one sentence summary of the project/work for which you are applying, including who will benefit.

You should then tell us about the project/work in a bit more detail. This should include a brief description of the main activities, what you aim to achieve and the local need being addressed.

The online application form will ask you to select the Programme Area that is most relevant to your work from the Areas of Interest of The Rothschild Foundation. These include Arts and Heritage, Education, Environment and Social Welfare. You will also be asked to select the main beneficiaries of your project/work. These are the main group(s) of people who will benefit.

Financial information

You will be asked to provide the following financial information:

- Grant amount requested
- The total cost of the project/work for which you are applying
- The details of any other funders you have approached to support the project/work. This should include amount applied for and decision dates as well as any funds already secured.

You will be asked to attach a project budget which should include a breakdown of costs and a copy of your latest set of published organisation accounts.

If you have received any previous funding from the Rothschild Funding, you should tell us the amounts, year received and project/work title for which the funding was used. Please provide a brief update on what the most recent grant awarded enabled you to achieve.

Assessment process

You can find detail of our assessment process on the 'Information for Grant Applicants' page on our website.

Grant acceptance

If your application is successful we will notify you by email following the relevant Trustees meeting for the specific funding round you have applied to. Further detail on key dates for funding rounds can be found on our 'Information for grant Applicants' page on our website.

In order to accept your grant you will need to return the relevant paperwork. This includes:

- A signed copy of your grant agreement. The grant agreement must be signed by the head of your organisation
- A completed organisation bank details form with scanned proof of entitlement (e.g. bank statement or paying in slip)

Your grant offer letter will provide detail of your Grants Manager who should be your main point of contact for the duration of the grant.

Acknowledging your grant

The Rothschild Foundation is happy to be acknowledged as a supporter of projects and organisations that we grant-fund and encourages the use of our logo where appropriate. We would be grateful if you could send your Grants Manager any instances of where the logo will be featured prior to publication. A high quality version of the logo can be downloaded from the [Publications & resources](#) page on our website.

We encourage you to promote your activity on social media platforms and we may feature the work of grant holders on our website and social media channels. If, for any reason, you do not want us to feature your work in this way, you should notify your Grants Manager.

Evaluation and reporting

We encourage applicants to consider how they will evaluate their project/work as evaluation is a useful learning tool and can benefit development of future work.

We ask all our grantees to report on their supported project one year after their grant was received. We hope to learn and make decisions based on this information, which will make the best use of the Foundation's resources in future. You will be asked to complete your reporting via your online account. Guidance on completing your report can be found on the Local and Community Grants Programme page on our website.