



Bermuda Community Foundation

Grantmaking Guidelines

The Bermuda Community Foundation's (BCF) grant-making programmes focus on results. Whether a grant is issued from a donor-advised fund or the central operating fund, our priority is to maximize the difference grant funding can make within local communities.

Its portfolio of funds tackle five strategic areas, wide in breadth, but specific on outcomes;

1) Youth Achievement and Community-Based Education

Ensuring that community members, particularly youth living at or below the poverty line have access to enriching educational and extracurricular opportunities that encourage career interests, mentoring relationships and the development of leadership skills

2) Arts for All and Bermuda's Heritage

Advancing arts and culture initiatives – investment in organisations that provide access, enlightenment and enjoyment for people of all ages, backgrounds and abilities to artistic, cultural and historical programming – in schools, community centres, museums, institutes and public spaces

3) Caring Community

Support for programmes, services and research that improve the lives of families, seniors, the disabled and other vulnerable residents who face immediate or longer-term threats of hunger, homelessness, isolation or unmet health and social needs.

4) Charitable Infrastructure and Community Development

Stabilizing and strengthening Bermuda's nonprofit organisations and neighbourhoods with personal and community development programmes, sports and recreation, community empowerment, and planned growth initiatives

5) Green and Blue Community

Increasing and maintaining open space, encouraging green practices and healthy food initiatives, environmental education and preservation

Our grants strategy puts the emphasis on *what difference each grant will make*.

Guidance for Grantseekers

- BCF will only fund groups located in Bermuda and with a local committee and bank account.
- In addition to the Fund purposes outlined by Donor Fund Holders at BCF, Grantseekers should check the community foundation's current funding priorities - see link: <http://www.bermudacommunityfoundation.org/OurWork/GrantmakingatBCF.aspx>.
- A single application for funding should be made where our priorities match their work plan for the year.
- An application can be submitted at any time during the year.
- Normally organizations will hold no more than one live grant at a time and will be restricted to two grants within the Community Foundation's financial year – July 1 – June 30.
- The grant assessment process will take into consideration the organization's resources and its access to other funds.

Online Grant Applications

- Those seeking grant funding from BCF should apply using the online application process. The application process has two parts – the first section requests organisational information, the second specific to the grant application.
- The grantseeker is then required to submit (within time period specified) an application for the specific grant opportunity along with the additional documentation requested.
- **Applications will not be considered by BCF until both the application and supporting documentation have been completed and received.**

What We Will Fund:

BCF will consider requests for funding for community-based. BCF acknowledges the broad spectrum of activity that community development encapsulates and will consider each initiative on its merits. Please note that funds available are limited and where necessary, applications will be prioritized on relative match to funding areas listed below.

Current priority funding areas:

- Projects that work to enhance the involvement of marginalised groups of young people
- Projects that support self-help amongst disenfranchised groups affected by social need
- Projects that will result in a more inclusive and resilient community
- Community environmental initiatives
- Work that enhances active ageing
- Community-based projects that promote participation and well-being
- Initiatives that address social isolation
- Projects that promote health and well-being by addressing specific issues
- Community arts that promote participation
- Projects that can increase learning and that can influence policy
- Applications for work in notably deprived areas of Bermuda

What We Will Not Fund:

- Grantseekers not based in Bermuda, national charities and appeals
- Activities that duplicate existing services & substitution for statutory funding
- Retrospective funding
- Capital build projects and large equipment purchases
- Promotion of religion or party political activity
- Trips outside Bermuda, holidays, residential costs
- Dinners, fund-raising promotions or other ticketed events
- Shopping trips, parties or food (except where food forms a small but essential part of a project)
- Individuals (unless a new fund is specifically aimed at helping individuals)
- Organizations that did not comply with reporting requirements of previous grant aid.

Please note: Applications should not be duplicated and should be created by the named grantseeker. Please note that applications that are evidently duplicated or that have not been created by the named applicant organization may not be considered by a committee.

Grants available:

Grants will range from \$500 - \$10,000 - though for the greater part they will not exceed \$5,000. In specific programmes there may occasionally be higher amounts awarded.

Assessment Process

- Grantseekers should ensure that grant applications are received well in advance of the planned activity to allow adequate time for processing.
- Grant applications will have a turnaround time of around 6 -12 weeks
- Applications will be assessed by Community Foundation grant review representatives
- During grant assessment the applicant may be contacted by telephone for clarification of particular aspects of the applications.
- Assessment of applications over \$5,000 may include on-site interview.
- Recommendations will be considered by the Board of Directors and/or upon the recommendation of an Advisory Committee.
- The decision of BCF's Board of Directors is final.
- Grantseekers will be informed in writing of the outcome of their application.
- Feedback may be provided to unsuccessful grantseekers to maximize learning from the experience. Grants staff may refer an application back to an Advisory Committee if appropriate.

Successful Grant Grantseekers

- Will receive a Letter of Commitment, which sets out the terms of a grant agreement - some may have conditions attached.
- Will be advised of the terms of the funding.
- Grants will be paid upon receipt of the appropriately signed Commitment Letter and completed Bank Details Form, subject to any conditions of grant being met.
- For grants up to \$5,000, 100% of grant will be advanced. Larger grants may be paid out at 75% and the balance released upon receipt of a completed Project Impact Form and/or Financial Report.
- Subsequent grants of all levels will only be considered if all previous monitoring and reporting is in place.
- Grantees may be invited to participate in a further workshop during the course of the delivery of their project to share their experience / learn from others regarding achieving the objectives of their project.
- Any issues relating to the delivery of the project need to be reported to BCF.
- All requests for project or budget changes must be made to BCF in writing.

For Further information contact: info@bcf.org.