



## BBUFA Members Small Grants Guidance Notes

### Who can apply?

Any BBUFA group with a current valid membership.

### Size of grants

We only have a limited pot therefore we will consider applications up to a maximum of £200.

### How to apply

You can apply for a grant from these funds by completing our BBUFA Small Grant application form, which you can download from our website at [www.bbufa.org.uk](http://www.bbufa.org.uk). Alternatively, we can post or email a form to you (call 01424 733067).

The grant fund aim is to support BBUFA member groups who have a need for a small amount of funding (max award £200) for projects that;

- Improve practice within the setting.

Where funding is limited, awards will be prioritised to reflect the requested funding impact and potential for improving practice.

There is an expectation that all successful awards will share their successes following the grant via the BBUFA newsletter or via the Advisory Group.

### Restrictions

- Max of one award per year (April – March) unless in exceptional circumstances.
- Grants are required to be match funded (minimum 50%) by alternative funding either from own funds or another funder.
- No exclusions ie the fund can be used for anything provided it 'improves practice within the setting' ie training, additional needs equipment, 1 to 1 care etc.
- Where funding is limited, if other more suitable funder is available this will be feedback and support offered to apply to this fund.

We will generally let you know of the result approximately 8 weeks after we have received your completed application form. Where we have declined a funding request we will endeavour to signpost applicants to alternative funding sources. Applications will be assessed by the BBUFA Advisory Group and their decision is final.

Applications may be returned via email on the understanding that we receive a signed copy of the declaration on paper.

Completed forms should be returned to:

BBUFA Ltd  
Unit 43  
Vinehall Business Park  
Vinehall Farm  
Robertsbridge  
TN32 5JW

Email: [leanne@bbufa.org.uk](mailto:leanne@bbufa.org.uk)

If you have any queries about the application process then please contact us on 01424 870888.