

## About the Fund

### **What is the Palladium UK Community Investment Fund?**

The Palladium UK Community Investment Fund provides small grants of up to £10,000 to support organisations working to address local needs and create positive impact in eligible areas of the UK.

### **Who is the fund for?**

The fund is intended for small organisations working closely with the communities they serve.

### **Which areas are eligible?**

Funding is available for work delivered in the following eligible areas: Hampshire, Isle of Wight, Berkshire, and Oxfordshire. Organisations do not need to be based in these areas, but the funded work must be delivered there and informed by local needs, priorities, and voices.

### **If we have previously received funding from Palladium or Kyeema, can we apply again?**

Yes. Organisations that have previously applied for or received funding are welcome to apply again. Organisations may only hold one Palladium grant at a time. However, organisations that have previously received funding may apply again once their grant has been completed.

### **Does our organisation need to be a registered charity?**

Not necessarily. A range of small organisations may be eligible, including unincorporated or informal community groups, depending on their legal status and ability to meet the fund's basic requirements. They must be able to receive funds into a bank account registered to the organisation's name and demonstrate appropriate governance and oversight. We may ask for additional information to ensure funds can be managed responsibly.

### **Is there a maximum organisation size?**

Yes. The fund is intended for smaller organisations. Applicants must have had an annual income of no more than £500,000 in their most recent financial year.

### **Can newly established organisations apply?**

Yes, provided they meet the eligibility requirements and can demonstrate that they are able to manage the grant responsibly.

### **Are faith-based organisations eligible if the funded activity is non-religious?**

Yes, provided the organisation will use the grant to deliver work aligned with the fund principles.

## **What the Fund Can Support**

### **What kinds of work can the fund support?**

The fund supports practical, community-focused work that responds to local need and delivers clear community benefit.

### **Does the funding have to support a specific project?**

No. Funding may support a specific project or activity, or it may support the ongoing delivery of an organisation's services, community work, or core operations, where there is a clear link to community benefit.

### **Can the grant be used for core organisational costs?**

Yes. The fund welcomes applications where funding is used for core organisational costs, provided these costs are directly linked to delivering community benefit. This may include staffing, venue costs, outreach, transport, volunteer support, accessibility costs, or other core delivery costs.

### **Can the grant be used for existing work, or does it need to be something new?**

The fund can support new or existing work. Applicants should clearly explain what the funding will support and the difference it will make.

### **What can the grant not be used for?**

The fund does not support retrospective costs, debt repayment, or costs that cannot be clearly linked to community benefit. Please refer to the guidelines for the full list of exclusions.

### **Can the grant fund equipment or materials?**

Yes, where these are reasonable and clearly linked to positive impact and community benefit.

### **How does the fund approach equity, inclusion and accessibility?**

We welcome applications that recognise and respond to barriers faced by different groups within their communities. Applicants will be asked to explain how their work is inclusive and accessible in ways that are appropriate to their context, scale and resources.

## **Application Process**

### **How does the application process work?**

The fund uses a two-stage application process:

1. A short Expression of Interest (EOI)
2. A full application for shortlisted applicants only

### **What is required at Stage 1?**

Stage 1 is a short EOI. Applicants will be asked for basic information about their organisation, the community need they are responding to, what the funding would support, who would benefit, and how inclusion and accessibility are considered. The Expression of Interest is designed to be quick and accessible. We are not looking for perfect language or professional funding experience.

### **Can we save and return to the application form once started?**

No. The application form cannot be saved part way through, so you'll need to complete and submit it in one sitting. We recommend reviewing the questions in advance and allowing enough time before you start.

### **What is required at Stage 2?**

Shortlisted applicants will be invited to provide more detail on how the funding will be used, who it will benefit, the outcomes it is expected to support, organisational capability, budget, inclusion and accessibility, and safeguarding where relevant.

### **Will Stage 2 require a large or complex proposal?**

No. The Stage 2 process is intended to remain proportionate and accessible for small organisations. Applicants do not need to submit a highly technical proposal.

### **Will we need to provide a budget at Stage 2?**

Yes. Shortlisted applicants will be asked to provide a simple budget showing how the funding would be used.

### **How are funding decisions made?**

Applications are reviewed against the fund criteria by a Selection Committee. Decisions will consider community need, potential benefit, inclusion and accessibility, and whether the proposal is realistic and proportionate to the grant size.

### **What are the expected timelines for decisions?**

We aim to review Expressions of Interest within 3–4 weeks of submission. Shortlisted organisations will then be invited to submit a Stage 2 application.

Stage 2 applications typically take a further 4–6 weeks to assess, as they involve more detailed review. We will keep applicants informed as they progress through each stage and let them know if timelines change.

### **Will we receive feedback if unsuccessful?**

Due to the expected volume of applications, we are unable to provide individual feedback to applicants who are unsuccessful at the EOI stage. Applicants who submit a full Stage 2 application and are unsuccessful will receive feedback from the Selection Committee where possible.

## **Policies, Insurance and Practical Requirements**

### **What policies or documents might we need if shortlisted or funded?**

Requirements will be proportionate to the size and nature of the use of funds, but shortlisted or successful applicants may be asked to provide documents such as:

- organisational registration or governing document
- recent financial information proportionate to the organisation size and status
- safeguarding policy, where relevant
- bank account details
- relevant insurance, where appropriate

### **Do we need a safeguarding policy?**

If the funded work involves children, young people, or adults at risk, applicants will be expected to have appropriate safeguarding arrangements in place and may be asked to provide relevant policies.

### **Do we need insurance?**

Depending on the nature of the work, applicants may be asked to confirm they hold appropriate insurance, such as public liability insurance. Requirements will be proportionate to the proposed use of funds.

## If You Are Successful

### What happens after a grant is approved?

Successful applicants will complete a due diligence and verification process before funding is confirmed. A grant agreement will then be issued setting out the approved use of funds, grant period, and reporting requirements.

### What reporting will be required?

Reporting is intended to support shared learning and accountability, and will be proportionate to the size of the grant.

Grant recipients will typically be asked to provide:

- a short report on how the funding was used, what the funding enabled, who benefited and what changed; and
- a simple financial acquittal

### Will we need to provide receipts or detailed financial reporting?

Applicants should expect to show how funds were used responsibly. Receipts and invoices should be kept on file and available to attach if required.

### Will we need to share photos, stories or case studies?

Grantees may be invited to share updates, quotes, stories or photos where appropriate and with consent.

## If Plans Change

### What happens if our plans change after funding is approved?

If there is a significant change to how the funding will be used, changes may be approved where they remain aligned with the purpose of the grant.

### What happens if our organisation can no longer deliver the funded work?

If an organisation can no longer deliver the funded work or use the funding as agreed depending on the circumstances, revised arrangements, or amendments to the grant may be available, or require the return of unspent funds.

### What happens if we underspend the grant?

Any unspent funds must be discussed with Kyeema. In some cases, funds may need to be returned, or a revised use of funds agreed.

## What a Strong Application Looks Like

### What kinds of proposals is the fund looking for?

Strong applications will usually:

- respond to a clear local need
- explain who will benefit
- show how the funding will make a difference
- be realistic and proportionate to the grant size
- demonstrate fair access, inclusion, and community relevance

The examples below are intended to help applicants understand the type of work the fund may support.

- Funding to deliver a practical local activity or initiative that responds to a clearly identified community need.
- Funding to help sustain or strengthen an organisation's ongoing community services or support for local people.
- Funding to improve inclusion, accessibility, or participation for disadvantaged or underrepresented groups.
- Funding for core delivery costs, such as staffing, coordination, outreach, volunteer support, or venue costs, where these are essential to sustaining community benefit.
- Funding to help a small organisation continue or expand support in areas such as wellbeing, health, education, social connection, or access to services.

## Need More Help?

### Who can we contact with questions?

If you have questions about the fund or would like clarification before applying, please contact us at: [palladium@kyeemafoundation.org](mailto:palladium@kyeemafoundation.org)