

# Adoption England Community Development Fund Guidance

Please read these guidance notes before completing the application form

## Our Priorities

The Adoption England Community Development Fund aims to assist Experts by Experience (small organisations or groups) with lived experience in adoption to grow community groups and support adopters, adoptees, and birth families. These small grants are designed to provide financial assistance to initiatives that model good practice in adoption support, community engagement, and sustainable development.

Adoption England is a collaboration of regional adoption agencies working together, supported by a small central team working nationally. In striving to modernise adoption, we want to ensure that children continue to benefit from adoption and that adopted people and their families are better supported. Through this grants process, we are looking to support and enable experts by experience to utilise their expertise, creativity and passion to improve the lives of adoptive families. The impact is more important than the how; we're interested to hear your ideas and proposals. Examples might include short breaks for families, peer-led support groups, holiday schemes, mentoring schemes, activities for teens or children's play sessions.

The maximum grant award per organisation is £5000.

## Adoption England Strategy 2024 -2027

Adoption England Outcomes:

- Adopters from diverse communities are recruited, prepared and supported to meet children's needs.
- Adopted people maintain relationships with people important to them and have a good understanding of the reasons why they were adopted.
- Children and young people, adopted adults, adoptive and birth families are listened to and have an influence on the practice and the services provided nationally and regionally
- Children are matched and move in with their permanent family in a timely way. Their needs are understood and met, and their feelings are held in mind and responded to sensitively
- Adopted people and their families get tailored help and support when they need it.

## What the grant cannot fund

Please note, the Adoption England Community Development Fund **cannot** be used to fund:

- Projects/part of projects that have already taken place;
- Capital projects or buildings;
- Costs relating to projects with religious or political aims;
- Educational projects in schools;
- Items which only benefit individuals.

## Eligibility Criteria

To be eligible for this grant, applicants must:

- Be an expert by experience, they may be a small organisation with lived experience in adoption.
- Be a recognised entity such as a small nonprofit organisation, educational institution, or must be aligned with an RAA.
- Be a micro entity and meet two of the following criteria;
  - a turnover of £1 million or less
  - £500,000 or less on its balance sheet
  - 10 employees or less
- The intended recipients are very small grassroots organisations, ie groups that emerge from and are driven by the needs and concerns of their community (Adopters/Adoptees/Birth families)
- Demonstrate a clear understanding of the needs of adopters and/or adoptees and/or birth families.
- Have a track record of involvement in adoption support or a well-defined plan for engaging with the adoption community.
- Propose a project that aligns with the goals of the Adoption England Strategy.
- The applicant must operate within England.
- The applicant must demonstrate financial need and provide a budget outlining how the grant funds will be used.
- The applicant must show they have the capacity and resources to successfully execute the project.
- Bank account in the organisation's name - with at least two unrelated signatories, and at least two signatories required to authorise all transactions.

### Monitoring and Evaluation

- An End of Grant report upon project completion will be required. These reports should detail the activities undertaken, outcomes achieved, and lessons learned. Recipients may also be asked to participate in an evaluation process to assess the overall impact of the grant.

### Funding Priorities

The grant will prioritise projects that:

- Promote engagement and participation of adopters, adoptees, and birth families.
- Foster collaboration and partnerships within the adoption community.
- Address social, emotional, or practical challenges faced by adopters, adoptees, and birth families.
- Demonstrate sustainability and potential for long-term impact.

### Application Process

1. **Proposal Submission:** Applicants must complete a short application form detailing the activities, objectives expected outcomes, and budget. The proposal should also include a timeline and a plan for evaluating the project's impact.
2. **Review and Selection:** Proposals will be reviewed by a panel of experts based on the eligibility criteria and funding priorities. Shortlisted applicants may be invited for an interview or to provide additional information.
3. **Award Notification:** Successful applicants will be notified by xxx and will be required to sign a grant agreement outlining the terms of the funding.

## GUIDELINES FOR COMPLETING THE APPLICATION FORM

### Section 1 - About your organisation

1 (a)	<b>Name of organisation / group</b> This is the organisation that will be responsible for any funding given and who we will contract with to deliver the project activity. The organisation will be responsible for completing the application form, and for ensuring that the project is completed within the set timescale and within the agreed budget.
1 (b)	<b>Organisation address</b> Please provide the full correspondence address, telephone number of the organisation/group named in 2(a).
1 (c)	<b>E-mail address</b> Please provide the email address for the contact person named in 2(d)
1 (d)	<b>Contact person and position</b> Please give the name and position of the person who will be taking on managerial responsibility for the project, and with whom Adoption England will have contact.
1 (e)	<b>Organisation type</b> Please state the type of organisation that you are. e.g. charity, community group, social enterprise, sole trader etc.
1 (f)	<b>Company/charity registration number</b> If you are a registered charity or company please state your registration number(s).
1 (g)	<b>Organisation chair or director(s)</b> Please tell us about the governance of your organisation. Do you have a chair, a secretary or directors and trustees. This will vary depending on what type of organisation you are.
1 (h)	<b>The main purpose or activities of your group / organisation</b> Please tell us about your organisation and what experience you have of running similar projects. Please tell us about the aims and objectives of your organisation, the main purpose of your group/your organisation's core business. Tell us about the activities you currently run and if you have delivered similar projects in the past.
1 (i)	<b>Who is your local RAA?</b> Please tell us the name of your local Regional Adoption Agency

### Section 2 - About your project

2 (a)	<b>Name of project.</b> Please give the name of the proposed project.
2 (b)	<b>Where the project will be delivered.</b> Provide the organisation name and venue address where your project will take place, if different from 1a or b.
2 (c)	<b>Proposed start and finish times for your project.</b> Please give exact dates if you can
2 (d)	<b>The amount of Adoption England Community Development Fund you are applying for.</b>

	State the maximum amount you wish to apply for. <b>The maximum amount is £5000.</b>
2 (e)	<p><b>Describe the project/activity you will run.</b> Describe the project for which you are applying for funds and include:</p> <ul style="list-style-type: none"> <li>• how many sessions you will run, timing of the sessions, when they will take place, any key planning dates;</li> <li>• how many Individuals you plan on inviting to the sessions;</li> <li>• any particular groups you wish to target;</li> <li>• how many adults will be involved with delivering the project and transportation details (if applicable);</li> <li>• how you will promote and market your project adopters, adoptees, and birth families e.g. electronically or printed flyer. Provide details of where, when and to whom will you advertise the project;</li> <li>• the desired outcomes of the project;</li> </ul>
2 (f)	<p><b>Who will benefit from the project?</b> Give examples of who will benefit directly from actual taking part e.g. adopters, adoptees, birth families, any particular groups, local communities</p>
2 (g)	<p><b>How does the project support the Adoption England Strategy 2024 -2027</b> Page 1 of this guidance provides a link to the Adoption England Strategy 2024 -2027 – please outline how your project will support these outcomes and needs.</p>
2 (h)	<p><b>What difference will the project make to adopters, adoptees, birth families and how will you measure this?</b> Explain how things might be different or change for the adopters, adoptees, birth families who take part and why. Will the project help others indirectly e.g. the wider family, the local community or local neighbourhood. Describe what evidence you will collect to show the project has made a difference for participants and achieved its aims.</p>
<b>Section 3 – Financial information</b>	
3 (a)	<p><b>Total cost of your project</b> What is the full cost of the project, including management or admin fees and in kind contributions.</p>
3 (b)	<p><b>Funding from other sources</b> How much of the project cost is being met through other sources/funding. Applications that show match funding may have more chance of being successful.</p>
3 (c)	<p><b>Amount of Adoption England Community Development funding requested</b> How much Adoption England Community Development funding are you applying for (up to a maximum of £5000)?</p>
3 (d)	<p><b>Provide a breakdown of <u>all</u> the costs relating to this project and tell us what would be covered by other funds.</b> Please list all the costs relating to the project including any management / administration fees and indicate which will be funded with Adoption England Community Development Fund and/other sources. Have you applied for any other funding for this project? If your organisation has applied for funding from other sources for <b>this</b> project, please give details of who you have applied to, how much you've applied for and when you expect to find out the outcome of the bid.</p>
3 (e)	<b>Bank account details</b>

	Please include the name of the organisation's bank account and the names of the signatories to the bank account. If there are more than two signatories, please let us know who the other signatories are.
4	<b>Supporting documents</b> Please attach the supporting documents outlined in the application form. If you do not have the listed documents, please let us know why.
5	<b>Declaration</b> Please ensure that you have read the declaration and signed and dated the form.

### Publicity

In all publicity, press, media, presentation materials and reports relating to the project, your organisation **must** acknowledge the source of the funding received for this project. This should be done by using the Adoption England logos. A copy of the logos can be sent to you on request.

### FINAL CHECKLIST

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All sections of application form completed

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Included any documents needed (Question 4)

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Signed and dated the form

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Send by email to [nationalwork@adoptionengland.co.uk](mailto:nationalwork@adoptionengland.co.uk)

**We accept applications and supporting documents submitted via e-mail**

On completion of this application form, please return a signed copy and supporting documents to :  
[nationalwork@adoptionengland.co.uk](mailto:nationalwork@adoptionengland.co.uk)

**Please ensure you receive acknowledgement of your application being submitted by email from Adoption England**

**The deadline for all applications and accompanying paperwork is 8<sup>th</sup> August 2025, 5pm**