



Guidance to Eligibility of Grassroots Grants recipients

The purpose of this programme is to support small informal voluntary and community groups and organisations, many of whom are dependent on volunteers.

The types of group or organisation that we want to fund through Grassroots Grants are:

- not-for-profit, third sector voluntary or community groups, active in their local community ie Telford and Wrekin, for not less than 12 months prior to applying for a Grassroots Grant.
- have an evidenced income of less than £30,000 per annum, taken as an average turnover for the last three financial years (or over the life of the group if it is less than three years old)
- be volunteer led (i.e. with largely volunteer based input)
- be connected with and/or meeting the needs of the local community
- have a governing document that has as a minimum the name, aim/purpose, objects, a dissolution clause for the organisation, a list of Trustees/Committee members, and Trustees/Committee member signatures.

Groups and organisations **do not** have to be registered charities.

Telford and Wrekin CVS can help groups create constitutions or terms of reference as part of our capacity building service.

We are not able to fund the following:

- statutory organisations, such as Local Authorities (including Parish Councils), schools and the Police Force
- regional or local offices of a national organization
- arms length public sector organisations that are controlled wholly or in part by, for example, a Local Authority, a Primary Care Trust or agencies of these
- any party political activity
- commercial ventures

- organisations that are for the sole benefit or relief of animals or plants. Grassroots Grants are for the direct benefit of communities of people only. This does not preclude City Farms or other groups and organisations that work with animals and/or the environment to benefit people. The final judgment on this will be with Telford and Wrekin CVS.

- Grassroots Grants will not provide funding to organisations working in Scotland, Wales and Northern Ireland, or those that primarily benefit communities overseas in Europe or elsewhere. The grants must be used for activity within Telford and Wrekin.

- there are some restrictions on the types of activities that can be supported for Asylum Seeker groups. This funding cannot be used for the provision of services to asylum seekers when those services are inconsistent with immigration laws or Home Office policy. For the purposes of this fund, an 'asylum seeker' means a person who has brought an asylum or human rights claim in the UK which has not yet been determined by either the Secretary of State or, as applicable, any relevant appellate authorities.

It also includes a person who is a dependant on such a claim. Further information can be found at <http://www.ind.homeoffice.gov.uk>

The funding is available for distribution to local organizations over three years from summer 2008 to March 2011

- the maximum grant to a local organisation will be £5,000 and the minimum will be £250

- for maximum flexibility organisations will be able to apply for either a one-off payment or a grant spread over a maximum of the three year period (2008 – 2011), but with no portion of that spread being less than the minimum grant amount. This means applicants can bid for £5,000 over the three year period (single

application), or as a single one-off payment, or a number of grants (multiple applications over time) that total no more than £5,000 in the life of the grant scheme.

- for the purposes of this programme, capital costs are defined as being for any single asset that costs more than £1,000 (net of VAT), and that has a life of more than one year.

Where appropriate applicants may request full cost recovery.

Full cost recovery is all costs that are relevant, as long as the costs are legitimate, to the purposes of the group and its planned activities. Full cost recovery means securing funding for all the costs involved in the delivery of the work. Your budget should reflect the full costs to your organisation, including the direct costs of projects, and all the overhead costs associated with running them.

Make sure you budget for all the running costs of that activity such as rent, electricity, telephones etc. It is easy to focus upon developments and forget that you need to cover the 'core' costs of your existing work. You should try and apportion some 'core' costs such as rent (share the costs between projects / activities) because it will apply to many projects at the same time.

The Grassroots Grants are intended to respond to the vast needs of community organizations.

The following are just a few examples of what can be funded through the Grassroots Grant programme:

- the purchase of equipment, like a computer, oven, furniture
- the costs of putting on a local event or workshop
- staff costs to enable the employment of individuals
- contribution to rent costs (related to activities/service delivery)
- the cost of attending a conference or event
- training for volunteers
- additional activities to expand an existing funded project
- activities that support community activity
- activities that meet an identified need in the local community

- funding to support an organisation to achieve a quality or other standard relevant to their activities

Applying for a Grassroots Grant

There are two application forms for the Grassroots Grants fund. Please make sure you complete the correct application for the amount of money you are applying for:

If you are applying for a grant of £900 or under, you should complete the ‘SHORT APPLICATION FORM FOR GRANTS OVER £250 BUT NOT EXCEEDING £900’

Wherever possible please complete the application form electronically and send a copy to us via email as this helps speed up the process and enables us to communicate with you quickly. If you are unable to do this don't worry, we know it is not always possible and it will not affect your chances of receiving a grant from us.

If you are applying for a larger amount of money you should complete the form entitled “ Application form for grants over £900 up to £5,000”

Again, it would be helpful if you could send a copy of your application to us via email as this makes the process of communicating with you more efficient.

Read the guidance notes presented below carefully before you fill in your application.

Can I get help with completing my application form and running my activities successfully?

Telford and Wrekin CVS Development Team is available to offer advice and support on your application and project to build the capacity of your group. We want to help you make a success of your project and strengthen the capacity of your group to deliver work in the future.

Please Contact Telford & Wrekin CVS 01952 291350

**Grant Funding Application form for amounts between £250 - £900:
Guidance notes**

Contact and Group Details

These should be for the group that intends to take lead responsibility for the project, and be accountable for grant expenditure. Please give the name of the person who will take lead responsibility for the project and can answer any queries relating to the application.

Please complete all the information relating to bank details, this assists with group verification, and guards against fraud.

We need to see evidence relating to your income over the last 3 years. Average annual income should not exceed £30,000

Aims of your organisation

You should provide a brief overview of your main purpose or aims and a description of the main activities of your organisation, for example,
'Green Meadow Environmental Action Group is a group of residents from Green Meadow village who regularly come together to carry out activities which improve the quality and environmental sustainability of the community we live in. These activities include village tidy up days, recycling, wild flower planting and local studies of wildlife populations'

Please also provide the information relating to funding and service users.

Describe your project

Briefly describe your project, including what you plan to do and how you plan to do it. For example,

'Green Meadow Community Composting Scheme will provide a central point in the village for local people to bring their garden waste to be composted using specially made village compost heaps. This will produce high quality compost for communal use. To undertake this project successfully 5 volunteers from our action group will undertake training in how to make compost. We will install two compost bins on disused land next to the village hall. We will publicise our project locally with leaflets (with details of what materials can be composted) and promote composting in the local primary school using an interactive 'green fingers day'.

Please state the total cost of your project

Please provide a breakdown of costs for your project. For example,

Activity	Total cost £ (inc VAT)
<i>Half day training for 5 volunteers on 'how to compost'</i>	<i>£100</i>
<i>500 3-fold A4 colour leaflets explaining the Community Composting Scheme to residents</i>	<i>£200</i>
<i>2 Wooden 5ft x 5ft Compost bins</i>	<i>£560</i>
Total	£860

We would like to know if you have had other grants for your project.

Please tell us what difference the funding will make, what you are hoping to achieve etc.

Please ensure the Chair of your organisation signs and dates the application.

**Grant Funding Application form for amounts between £900 - £5000:
Guidance notes**

1. Tell us the name of your organisation
2. Provide us with the full correspondence address for your organisation.
3. Provide the details of your main contact for this application and a second contact person who is sufficiently familiar with the application to answer questions should we not be able to reach your main contact.
4. You should provide a brief overview of your main purpose or aims and a description of the main activities of your organisation (see above for an example)
5. Tell us when your organisation started. Your organisation must be at least 12 months old.
6. Confirm whether your organisation has any type of governing document.
7. Confirm what type of organisation you are, including your registered charity number if you have one.
8. Although larger regional or national organisations are not eligible for Grassroots Grants, local groups that may be affiliated to a national body (such as a Scout group) can apply. You should be able to demonstrate that you have your own governing documents/set of rules, your own management committee and control of your own finances. If you think your local group is eligible, please provide details of your relationship with a larger regional or national organisation.
9. Tell us how many staff, volunteers and committee members are involved in your organisation.
10. We need to know that your policies support your working practice.

11. Tell us about the project that you want us to fund. This is your opportunity to sell your project and pull all the key areas together. Be clear about what you want to do and how you will do it (remember, the panel are relying on you to provide them with the information they need to make the right decision). See above for an example project description.
12. Please tell us when you hope to start your project and when you hope to finish.
13. Tell us how you know there is a need for your project and why it is important to your community. How have you consulted your community / potential beneficiaries. Who have you asked and how/ What evidence have you got to support the need for your project (eg a questionnaire, a consultation event, a village walk about, the Parish Plan)?
14. What will you do to measure whether you have achieved what you set out to do? Tell us what success will look like for your project and how you will prove that this success has been achieved. For example,
“Green Meadow Community Composting Scheme will have been successful if 100 residents are using the composter to recycle garden waste on a regular basis. We will measure whether we have achieved this by conducting a follow up questionnaire and four ‘spot check surveys’ of the composting site.”
15. Tell us which area of Telford and Wrekin you will be working in, for example the town, village, group of villages, or borough.
- 16 -18 Tell us who will benefit from your project
- 19 -23 We need to know if you have a bank account, and some information about any other funding you may have received.
24. Please give details of the budget for your project. If your costs are over more than one year photocopy this section.
Give details of the cost of your project on a full cost recovery basis (see above for advice on full cost recovery). Please list what each item is and how much it is costing in the ‘description of costs’ column. For example, if you are putting on an event, describe each component of this event (eg, *hire of marquee, hire of power generator, buffet for 50 people* etc) rather than saying ‘*community event*’. If you are applying for a capital item, please provide at least two quotes.
25. You may not be asking us to fund the total cost of your project. For example, you may have done some local fundraising already or you may

be asking us to provide funds towards a bigger project. If your project budget exceeds the amount requested, please tell us about how much has been raised towards the total project costs. **Please note, we will need evidence of this to support your application.**

26. We would like to know if you need help in any way. We want to see you succeed with your project and recognise that you might need help with a particular aspect, particularly if this is a new piece of work. Please give us an indication of any help you might need. This will not disadvantage you during the application process.
27. Please complete your groups bank details.
28. Please ensure your application form is signed by two members of your group, one should be the Chair or Secretary and the other can be any member of your committee or management group.

We have included a checklist for enclosures.

Please visit www.tandwcv.org.uk for information about panel dates and total funding available per quarter.

Support for all aspects of your Grassroots application is available through Telford and Wrekin CVS 01952 291350