



Managed by the Community Development Foundation
Funded by the Office of the Third Sector



GRASSROOTS GRANTS ADVICE NOTES

Grassroots Grants is funded by the Office of the Third Sector and delivered by the Community Development Foundation. It is a three-year scheme that will run until the end of March 2011. The Community Foundation serving Tyne and Wear and Northumberland is responsible for administering the scheme within the following areas: Gateshead, Newcastle North Tyneside, South Tyneside, Sunderland and Northumberland.

WHO CAN APPLY?

Grassroots Grants are available for not for profit, voluntary or community groups, active in their local community, who:

- have been in existence for a year or more
- have an average income over three years of less than £30,000 per year
- are connected with, or meet the needs of, the local community
- are led by volunteers
- have a written set of rules or constitution

Grassroots Grants are not available for:

- statutory organisations
- regional or local offices of a national organisation
- any party political activity
- commercial ventures
- organisations that are for the sole benefit or relief of animals or plants

HOW MUCH CAN YOU APPLY FOR?

Applications can be for between £250 and £5,000. A group can apply more than once, and in different areas if applicable, until it has received up to £5,000 in total.

WHAT CAN YOU APPLY FOR?

The grants are intended to respond to the diverse needs of community organisations and for the benefit the community, so they can be wide ranging, including:

- the purchase of equipment such as a computer, oven and furniture
- the costs of putting on a local event or workshop
- costs towards staffing and fees for specialist support
- costs towards rental costs or the hire of facilities for the life of the project
- training for volunteers
- local community activities
- activities that meet an identified need in the community
- funding to support an organisation to achieve a quality or other standard relevant to their activities
- activities that allow the group to expand on an existing funded project.

Applications for large items of equipment (£1,000 or over) are welcomed.

HOW DO YOU FILL IN THE APPLICATION FORM?

Please read these notes as you fill in each question on the Grassroots Grants Form, and make sure that you answer every question. Please contact us if there is anything you do not understand, or contact the Outreach Partner for your area. The addresses are listed on the final page.

CHECKLIST

You need to be able to write YES against the following questions to be eligible. If you cannot answer YES to all of the questions on the checklist, and if you cannot send the documents listed, we will not be able to consider your application.

1. Does your group have a constitution or set of rules?

Your constitution or set of rules should include the aims of the organisation, details of how your management committee is elected, how often you meet, how you keep your accounts, and what would happen to any funds or equipment if your group closed down (dissolution clause). It should be dated and signed.

2. Has your group been in existence for at least 12 months?

We will need to know your constitution has been in existence for at least 12 months and that you have had a bank account for at least a year.

3. Does your group have signed accounts for a full year?

We need to see the income and expenditure for a full financial year, and the Treasurer or an official auditor should sign these.

4. Is the average of your group's annual income over the last three years less than £30,000?

Grassroots Grants is for small, volunteer led groups so cannot fund groups with an income that averages above £30,000 per year.

5. Are you based in one of the regions below?

If your group does not benefit a community within any of the six areas listed, you cannot apply to us and should check which organisation holds Grassroots Grants for your area. If you work across two or more areas, please put a cross against the region where most of the grant would be used.

6. Do you have a bank account with at least two signatories, who are unrelated?

We can only consider groups who have a bank account in the name of the organisation and with signatories that are unrelated. We would expect one signatory to be the current Treasurer.

7. Do you have all the following to send with your application?

- Latest annual accounts: These should show income and expenditure for a full 12-month period, and can be a copy, but should be signed by a Treasurer.
- Constitution or set of rules: these can be a copy, but should be signed.
- List of Committee members: the list should state who is acting in the roles of Chair, Secretary, Treasurer, and we need to be able to see that the group is active by having at least the number of members stated as a minimum in the constitution.
- Child Protection or Vulnerable Adult Policy (if applicable): If children and young people or vulnerable adults are involved in your project, you should have adopted a Protection Policy which is understood by anyone involved with the group, and members of the group working directly with children should have a CRB (Criminal Records Bureau) check.
- Copies of written estimate or catalogue pages if you want a grant for equipment or capital items: You need to have a clear idea of the costs for equipment, or have quotes for any work that you are applying for. You do not need to apply for the cheapest option or quote if there is a reason to justify better quality or an item that best meets your needs.

YOUR CONTACTS

Q1 Contact details

This should be the name and address of the organisation who want the grant and who will be responsible for how it is used. We must have a full postcode. If the organisation is based in a building that cannot accept post please add another address letting us know where correspondence should be sent.

Q2 First contact person

The first contact person should be someone from your group who can discuss the application and who we can contact during office hours. Please give an address if it is different from the address in Question 8. One phone number must be a landline, as we cannot accept forms with mobile numbers only.

Q3 Alternative contact person

Please give an alternative person in case the first contact person is not available. The second person needs to know enough about the project so that they can answer any questions.

YOUR GROUP OR ORGANISATION

Q4 What type of group are you?

You do not have to be a registered charity to get a grant, but we can only give grants for activities or projects that are charitable.

Q5 Does your group employ any staff?

As your group must be volunteer led and have a turnover of less than £30,000 it is unlikely that you will have permanent salaried staff, but please let us know if you employ anyone on a full-time or part-time basis, including anyone receiving regular fees on a freelance basis. You should not include sessional fees for specialist services such as sports coaching, leading workshops or occasional administration.

Q6 How many people are involved in running your group?

Management committee members: This should be the number of people listed on an attached sheet, and the figure should be no less than the number stated in your constitution.

Volunteers (not including the management committee): This should be based on those who help the group over the course of one year.

Q7 When did your group start?

This should be the year you began, unless your group is less than two years old, in which case, please add the month.

Q8 In which town, city or village does your group do all or most of your work?

This should be the main area where your work takes place and where most of beneficiaries live.

Q9 What does your group or organisation do, and how many people take part in your group's activities each year?

This should be a brief summary of the work of the whole organisation, rather than the project you want a grant for. For example:

We are a youth club working with children and young people aged 13-19 years old. We meet 3 times a week and offer sport, leisure and arts activities.

We run a lunch club for residents in sheltered accommodation, providing lunches for up to 20 people once a week and running occasional social events for the wider community attended by up to 40 people.

Q10 What was your organisation's income/expenditure in the last three years?

Please list each year individually with the totals for income and expenditure. If you have been running for less than three years, put in as much detail as possible. If the total of the income for the last three years is more than £60,000 you will not be eligible for funding. You must include all grants you have received in the three year period and funds that are kept in reserve accounts.

Q11 Have you received any previous grant funding from any source?

We are interested to know if you are new to grant funding.

Q12 Have you applied, or are you applying to, more than one Local Funder for a Grassroots Grant?

Grassroots Grants are administered by a range of Local Funders across England, so we need to know if your group has applied to any other source for a Grassroots Grant, whether or not you have been successful. Please note you cannot receive more than £5,000 from Grassroots Grants. If you receive more than £5,000 from one or more local funders you will have to return all Grassroots Grants funding over £5,000 to the relevant local funder(s).

THE PROJECT YOU ARE APPLYING FOR

Q13 Is this application for new work or to continue funding existing work?

New work: is for a one off project, event, capital expenditure or something that you want to introduce.

Existing work: is if you are seeking funds for ongoing running costs, such as updated sports kits or equipment or costs towards fees or overheads.

Q14 If you are successful when will the grant be used?

Projects should be completed and all payments made within the same financial year. If your project is over a longer period, we may offer to pay the grant in phases and monitor each phase before releasing further funds, or you can apply in stages. If you have successfully completed a project you can apply for another Grassroots Grant until you have received up to a maximum of £5000 in total.

Q15 Describe the project or activity you want the grant for

Tell us exactly how you plan to spend the grant. For example if you are a lunch club wanting to buy new equipment you might say "we want to buy a new cooker

and fridge”, or if you are a youth club you might say “we plan to rent a music studio and a technician for three sessions during half term week”.

Q16 Why is the project needed, and how many people will benefit?

What has led you to apply for this grant? Is it something that is missing in your community or have you done similar in the past and know that it is appreciated? How many people will take part and directly benefit and will others in the community indirectly benefit?

Q17 How will you know if the result of the grant has been a success?

Let us know what the long-term benefits would be if you received the grant. Will you be evaluating the project, gathering photographs, asking those who benefit to comment?

COST OF THE PROJECT

Q18 How much will the project or activity cost in total?

This should be the whole cost and not just the amount you are asking for from us.

Q19 Breakdown of the costs

You should break down the total cost into areas (i.e. fees, travel, hire, etc.) and if you are asking for equipment costs, you should itemise these separately if the cost is over £1,000 (for example: a cooker, a computer, printer and related equipment). We may contact you to ask about how you arrived and these figures, so you should get quotes before you apply, and include written estimates and catalogue pages with the application.

Q20 If you are not applying for the total cost from Grassroots Grants where will the other funding come from?

Please include fees charged to those taking part. Let us know if you have applied to other funders and if your group is putting any money towards the project from your own funds or from fees charged to those who will take part. Please indicate if the match funding has been secured (this includes funding that you may be planning to use from your reserves or surpluses).

THINGS WE NEED TO KNOW

The questions in this section do not form part of the assessment but are needed for monitoring purposes and so that we can administer your grant. You need to answer every question, before reading the Declaration and signing the application.

Q21 Your bank account

The account must be in the name of the group that is applying.

Q22 Please show the ethnic origins of users who will benefit from your project

If you are applying for a grant that will mainly benefit the members of your group, please give a breakdown of the ethnic origins of group members. If your project will be advertised to the community, please give an estimate of the range of beneficiaries you expect to take part.

Q23 May we give your group's contact details to the press, TV and radio?

We will be promoting the scheme through different forms of media, so it is helpful to know if you would be happy to be contacted.

Q24 Where did you learn about Grassroots Grants?

Your response will help us with our publicity and promotion.

Q25 Contact details for someone willing to be an independent referee for your application if we wish to contact them

The referee should be someone who has an active role in your local community and who knows the work of your group who would be willing to give a verbal or written reference on behalf of the group. They cannot be directly involved with the group or a relative of a committee member.

Q26 Did an Outreach Partner help you with this application?

The Outreach Partners are local organisations who can offer voluntary groups a range of support, helping groups to develop, give advice on administrative and financial matters, and help with applications. The list of Outreach partners is on the final sheet of these notes.

Send your completed, signed application with the documents to:

Grassroots Grants, Community Foundation, Cale Cross, 156 Pilgrim Street,
Newcastle upon Tyne, NE1 6SU
0191 222 0945

You can e-mail your application to: grants@communityfoundation.org.uk as long as you can attach all the relevant documents.

PLEASE KEEP A COPY OF THE APPLICATION.

WHERE TO GET HELP

We hope our form is easy to complete, but if you would like some help you can contact your local Outreach Partner.

BECON - Black and Ethnic Community Organisations' Network
182 Portland Road, Sandyford, Newcastle upon Tyne, NE2 1DJ
Tel: 0191 2094747
Email: information@becon.org.uk

Gateshead Voluntary Organisations Council
John Haswell House, 8/9 Gladstone Terrace, Gateshead, NE8 4DY
Tel: 0191 4784103
Email: enquiries@gvoc.org.uk

North Tyneside VODA
The Shiremoor Centre, Earsdon Road, Shiremoor, Tyne and Wear, NE27 0HJ
Tel: 0191 2008555
Email: sue.reed@voda.org.uk

South Tyneside CVS
John Hunt House, 27 Beach Road, South Shields, Tyne and Wear, NE33 2QA
Tel: 0191 4569551
Email: enquiries@southtynesidecvs.org.uk

Sunderland CVS
Riverview House, West Wear Street, Sunderland, SR1 1XD
Tel: 0191 5651566

Newcastle Council for Voluntary Service
(temporary address) Rotterdam House, 116 Quayside, Newcastle upon Tyne,
NE1 3DY
Tel: 0191 2327445
Email: fundadvice@cvsnewcastle.org.uk

Community Action Northumberland
Tower Buildings, 9 Oldgate, Morpeth, Northumberland, NE61 1PY
Tel: 01670 517178
Email: info@ca-north.org.uk

Community and Voluntary Action Blyth Valley
22 Beaconsfield Street, Blyth, Northumberland, NE24 2DP
Tel: 01670 353623
Email: info@cvabv.org.uk

Wansbeck Centre for Voluntary Service
107 & 109 Station Road, Ashington, Northumberland, NE63 8RS
Tel: 01670 858688
Email: funding@wansbeckcvs.org.uk