WYTHENSHAWE

COMMUNITY DEVELOPMENT GRANTS

**FUNDING CRITERIA & APPLICATION FORM**

**HOW TO COMPLETE THIS APPLICATION FORM**

 *Read the criteria for awarding grants*



 *Print clearly using block capitals*

 *Provide as much information as possible to support your application*

 *Ensure you have completed the relevant section:*

***Established*** *organisations/groups/schemes should complete Sections 1 and 2*

***Newly formed*** *organisations/groups/schemes should complete Sections 1 and 3*

***All applicants*** *may complete section 4 if they wi*

WHO CAN APPLY?

Grants are available to local voluntary community groups and organisations benefiting local residents and operating within the Wythenshawe area. Priority will be given to small unfunded voluntary and community groups.

WE ARE UNABLE TO MAKE GRANTS TO:

• Individuals

• Profit making organisations

• Projects which promote political or religious activities

• Projects or activities which are the responsibility of statutory organisations

COMMUNITY DEVELOPMENT GRANT APPLICATIONS

1. Tenants and Residents Groups, Community Groups and even Organisations working within our communities can apply for a grant to fund community projects that meet the following criteria:
2. Both residents and people who work in the area may apply. Applicants have to show that their proposal will benefit residents of the area with all bids being considered on their individual merits.
3. The project delivery is not the mandatory responsibility of WCHG, MCC or any other organisation.
4. Agencies working in the area may also apply on the following basis:
   * 1. Any application has to show that the grant would be in addition to any funding that the agency would normally be expected to provide.
     2. The agency would be required to ‘match’ pound for pound any grant made for the lifetime of the funding.
5. Applications from groups and people who live or work outside of the area will be accepted, provided they can show that their proposal will benefit a large proportion of residents within the area. (e.g. A Community Group whose work overlaps the Wythenshawe area could apply even if some of the funding benefited people who only live in an area adjacent.) However where the grant would cover all the costs of such a project, only a proportion of the grant may be awarded in line with the percentage of Wythenshawe residents benefiting.
6. All applications for funding from groups or agencies must show that they are inclusive and comply with equal opportunities principles. They will need to have an open membership and not discriminate In any way. (e.g. A project that is aimed at disabled children should be available to all disabled children in Wythenshawe.)
7. All applications will need, as appropriate, to show that they meet all relevant health and safety legislation and any other relevant legislation. (That they have insurance and suitably qualified people to undertake a particular activity, or that a group working with vulnerable people has done police checks on its volunteers and staff.) It will not be the responsibility of WCHG or the panel to confirm that they have met these requirements.
8. Groups will not be excluded from applying for more than one grant in any one year. If there is evidence that they have made good use of the grant they have been given they will be eligible to receive another grant in the same year however priority will be given to new Grant Applicants
9. Bids from a consortium of groups will be considered but cannot be greater than the maximum of £2,500
10. The grants panel will disregard any application where they have been approached in an inappropriate manner.
11. Groups need to return receipts and Project monitoring forms along with any other evidence of the project such as photo’s otherwise they will not be eligible for future funding.
12. Where a group submits a bid where there is a potential conflict of interest because one of the members of the Grants Panel or member of staff of WCHG is involved with the group, that person will be expected to declare that interest and not attempt to use their influence on other members of the Grants Panel. That individual will also be required to be absent from the discussions and will be expected to leave the meeting when their bid is considered.
13. Any application needs to include 3 quotes for any item over £250. If this is not possible then an explanation is required (e.g. this is the only place where this particular training is available.)
14. Any new group which does not have a bank account can apply for funding to be paid into an existing group bank account on the understanding that this arrangement is only applicable for their initial grant application.

15. Should a group find they have an underspend of more than £250.00 they should approach the panel with their proposals for how they intend to spend these funds.

16. Applications for Room Hire or Rent are limited to a maximum of 26 weeks for existing groups but the panel would consider paying up to 52 weeks for a new group.

17. All groups are allowed to apply for up to two trips / social applications (such as a xmas party) per financial year. However a second trip will only be considered if the group could demonstrate match funding of at least £5 per head for all attendees.

18. The Panel will only consider an applications from a Sport or Dance group every 2 years

19. The Grants Panel will not take into account volunteer’s time as match funding. “In-kind support” will only be accepted as “match funding” if the applicant can show this incurs an actual cost.

20. Groups who have previously received funding will be expected to show a level of match funding. If match funding cannot be demonstrated it may impact on the total allocation given.

21. The Grants scheme will not fund wages for staff members of the group who will be applying.  Expenses will also not be funded for staff or volunteers belonging to the group.  However groups can apply for wages and expenses of 3rd parties whose input may be crucial to the success of the project.

22. Large, “non voluntary” organisations with headquarters based outside of Wythenshawe must demonstrate match funding on a “pound for pound” basis in order to apply to the scheme.

23. Groups can apply more than once, however any allocated grant cannot exceed the limit of £2,500 in any 12 month period.

HOW MUCH CAN YOU APPLY FOR

The maximum grant award available is £2,500.

HOT TIPS:

Make sure you read the form thoroughly

**Section 1:** Ensure you fill in the full contact details. Complete all sections with as much detail as possible. The more you put in the less questions we will have to ask. Ensure you give full details about the money you require, breakdown the details and give quotes where possible.

**Section 2:** Only established groups should fill in this section. By established we mean 1 year or older.

Ensure you send in the relevant information required i.e. constitution, accounts, bank statements

**Section 3:** This should be filled in by new groups, less than 1 year old. Please answer all questions.

**Section 4:** This is an opportunity for you to give us a little more information about your group/project and what you aim to achieve with the funding if approved. You may also wish to send in copies of any current publicity to give the panel more information on your group.

**Signatories:** Please ensure that this section is completed and signed by the two nominated members from your group.

For additional support please feel free to contact the involvement Team on 0161 946 6315 or email:

[getinvolved@wchg.org.uk](mailto:getinvolved@wchg.org.uk)

WHEN CAN YOU MAKE AN APPLICATION?

The Wythenshawe Community Development Grant scheme has been designed to be flexible and responsive to the needs of voluntary and community groups. Applications will be discussed at the panel meetings which are held every 2 months.

WHAT HAPPENS AFTER YOU HAVE SUBMITTED YOUR APPLICATION?

The completed application will be checked to ensure that all of the questions have been completed. You may be contacted if we need to check any of the details on the application or if we require further information to make a decision.

WHO WILL MAKE THE DECISION ON YOUR APPLICATION?

The grants are designed to support local activities, projects and groups. Decisions on grant applications are made by a panel of local tenants. Any applications of £1,000.00 or over will require further authorization from the Strategic Leadership Team at WCHG.

HOW LONG DOES THE DECISION PROCESS TAKE?

Decisions on applications will be notified within 10 working days of the panel meeting dates. This may be delayed if further information is required.

HOW ARE GRANTS PAID?

Grant awards will be issued by BAC’s (Bank Transfer) or by Cheque made payable to the voluntary or community group bank account. Payments cannot be made to an individual.

HOW WILL GRANT AWARDS BE MONITORED?

All grant awards will be monitored to ensure that the grant is used for the purposes set out in the grant application. Groups receiving grants will be asked to fill in a simple monitoring form and will be required to comply with the terms and conditions on which the grant has been made.

PROMOTION & PUBLICITY

The support of Wythenshawe Community Housing Group must be acknowledged in any promotional activities or publicity material related to the project or activity sponsored. Wythenshawe Community Housing Group reserve the right to promote and publicise activities and projects sponsored through the grant awards scheme.

***Section 1***

To be completed by *NEW AND ESTABLISHED* organisations/groups/schemes

CONTACT DETAILS

Name of group/organisation/scheme:

Contact name for this application:

Title: First Name: Surname:

Position held in the group:

Contact Address

Postcode:

Telephone Number: Email:

**1**: Is the organization/group/scheme a voluntary/community/not for profit making organization?

*Please tick*

Yes No

**2**: What are the main objectives of the organization/group/scheme & health and wellbeing?

**3**: Which areas of Wythenshawe does your project cover?

**4**: Please indicate the number of members in your organization/group/scheme

**5**: Is the organization registered with the Charity Commissioner?

*Please tick*

Yes No

*If yes, give the registration number:*

**6**: Please provide a description of the project or activity for which you require grant funding

**7**: Will the project or activity positively contribute to Wythenshawe in any of the following ways?

*Tick all that apply:*

Empower your community

Build a sense of belonging

Improve care or appearance of physical

Environment

Improve safety of your neighbourhood

Strengthen your neighbourhood

Increase confidence and capacity

Build mutually supportive networks

Work with young people

Provide advice services

Contribute to raising levels of education

Improve the health of the local community

Increase employability of the local community

Reduce crime

Reduce anti-social behaviour

Other *Please state*

**8**: How will your project or activity benefit residents living in the Wythenshawe area?

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**9**: What is the total cost of the project or activity you are planning?

**10**: How much grant funding are you requesting from Wythenshawe Community Housing Group?

£

**11**: Are you receiving income from any other sources for the project?

*Please tick*

Yes No

*If yes, please provide details:*

|  |  |
| --- | --- |
| Source of funding | Amount |
|  |  |
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|  |  |
|  |  |

**12**: How do you intend to use the money?

*Please use the following table to provide a breakdown of how the money will be spent and where you are getting to funding for that item/activity by putting a tick in either WCHG or Other column on the table below (Please attach a separate sheet if necessary).*

|  |  |  |  |
| --- | --- | --- | --- |
| Item / Activity | Cost WCHG Other | | |
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| Total cost of project |  |  |  |

**13**: How will you publicise that you have received support from Wythenshawe Community Housing Group?

**14**: Does your organisation have a nominated Chair, Secretary and Treasurer?

*Please tick*

* Yes No

*If yes, please provide their contact details*

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position in Group | Address | Telephone |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**15**: Do you work for Wythenshawe Community Housing Group or are you related to any member of staff or board member of Wythenshawe Community Housing Group

Yes No

*If you have a relative who works for the Group, please state their name and their relationship to you*

|  |  |
| --- | --- |
| Name | Relationship |
|  |  |

|  |  |
| --- | --- |
| Yes | No |
| *If yes, please enclose a copy of your most recent accounts.* | *If not please enclose either of the two options below:* |
| Accounts *Enclosed*  **PAGE 8** | 3 most recent bank statements *Enclosed*  Breakdown of income and expenditure  *Enclosed* |

To be completed by *ESTABLISHED* organisations/groups/schemes only.

**1**: How long has the organization/group/scheme been in existence?

**2**: Does your organization/group/scheme have a signed constitution/set of rules?

*Please tick*

Yes No

*If yes, please enclose a signed copy with your application*

**3**: Has your organization/group/scheme got its own bank account (this information will not be shared with the grants panel)?

*Please tick*

Yes No

How many signatories are on the account? : Name of Bank

Address:

Bank Account

Sort Code Account Number:

**4**: Has your organization/group/scheme produced annual audited accounts?

*Please tick*

***Section 3***

To be completed by *NEW* organisations/groups/schemes only.

**1**: Please give details of other financial assistance given to the organisation.

**2**: How long has the organisation/group/scheme been in existence?

**3**: Please give details of why you feel there is a need for your organisation/group/schemes to be established.

**4**: If you already have a bank account please complete this question: How many signatories are on the account?:

Name of Bank: Address:

Bank Account Name:

Sort Code: Account Number

To be completed by *ALL* applicants (if you so wish)

*Any further details in support of the application*

*Please attach further info if needed*

We require two signatories, from people authorised to sign on behalf of your group:

**We confirm that all the information in this application is correct, and any information found to be false or misleading may lead to any grant offer being withdrawn. We understand that you may ask for further information at any stage of the application process.**

|  |  |
| --- | --- |
| Name in block capitals | Date |
| Position in group | Signature |

|  |  |
| --- | --- |
| Name in block capitals | Date |
| Position in group | Signature |

References will be required before this grant is approved. Please give the names of two people who know you and your group. Only one person will be approached and all information received will be held in the strictest of confidence.

It could be a local teacher, community or youth worker etc. Unfortunately it cannot be a member of the WCHG or Grants Panel. Any canvassing or approach to WCHG or Grants Panel will result in the application being disregarded.

Ref 1.

First Name;

Surname

Contact Address:

Postcode

Telephone Number:

Email Address:

Ref 2.

First Name:

Surname:

Contact Address:

Postcode

Telephone Number

Email Address:

SUBMITTING YOUR APPLICATION:



To submit your completed application please make sure you have completed all the relevant questions on the form then return to:

Pedro Odjidja

Involvement Officer

Wythenshawe Community Housing Group

Parkway Green House

460 Palatine Road

Manchester

M22 4DJ

0161 946 6315 [getinvolved@wchg.org.uk](mailto:getinvolved@wchg.org.uk)

