



Community Grants

Funding criteria

How to apply for a grant

- Read the 'what we fund' section
- Please read and make sure you understand all of the funding criteria on Pages 2 and 3.
- Fill in the attached application form
- Contact the Resident Involvement Team for any help and support (contact details are found on the back page).

What we fund

Who can apply?

Grants are available to local voluntary and community groups and organisations benefiting local residents in Wythenshawe. Priority will be given to small, unfunded voluntary and community groups.

What we don't fund:

- **Individuals**
- **Profit making organisations**
- **Projects which promote political or religious activities**
- **Projects and activities that are the statutory responsibility of organisations such as Greater Manchester Police or Manchester City Council.**

What we will fund:

Tenants and residents groups, community groups and organisations working within our communities can apply for a grant to fund community projects that meet the following criteria:

1. Groups representing residents and people who work in the area may apply. Applicants have to show that their proposal will benefit residents of the area.
2. Agencies working in the area may also apply if:
 - i. The grant is in addition to any funding that the agency would normally be expected to provide.
 - ii. The agency 'matches' pound for pound any grant made for the lifetime of the funding.
3. Applications from groups and people who live or work outside of the area are accepted, provided they can show that their proposal benefits a large proportion of residents within the area. For example, a community group whose work overlaps the Wythenshawe area could apply even if some of the funding benefits people who only live in an area adjacent. However, the grant awarded may be reduced in line with the percentage of Wythenshawe residents benefiting.
4. 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. For example, a project that is aimed at disabled children should be available to all disabled children in Wythenshawe.
5. Applications need to show that they meet relevant health and safety legislation and any other relevant legislation. For example, that they have insurance and suitably qualified people to undertake a particular activity, or that a group working with vulnerable people has done Disclosure and Barring Service (DBS) 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.
6. Groups may apply for more than one grant in a 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. Groups can apply more than once, however any allocated grant cannot exceed the limit of £2,500 in any 12 month period.
7. Bids from a consortium of groups are considered but cannot be greater than the maximum of £2,500.
8. Groups need to return receipts and project monitoring forms along with any other evidence of the project such as photos otherwise they will not be eligible for future funding.
9. Any application needs to include 3 quotes for any item over £250. If this is not possible then an explanation is needed.
10. 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.

11. 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.
12. All groups are allowed to apply for up to two trips / social events (such as a xmas party) per financial year. However a second trip will only be considered if the group can demonstrate match funding of at least £5 per head for all attendees.
13. The Panel will only consider an application from a sport or dance group every 2 years.
14. The Panel will not take into account volunteers' time as match funding. "In-kind support" will only be accepted as "match funding" if the applicant can show this incurs an actual cost.
15. 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.
16. 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.
17. 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.

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 fewer 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: 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 Resident Involvement Team on **0161 946 6315**
or email: getinvolved@wchg.org.uk

Your questions answered

When can we make an application?

The Community 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 we've submitted our 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 our application?

Decisions on grant applications are made by a panel of local residents. Any applications of £1,000.00 or over will require further authorisation from Senior Management at Wythenshawe Community Housing Group.

How long does the decision making process take?

We will let you know within 10 working days of the panel meeting date. This may be delayed if further information is required.

How are grants paid?

Grant awards will be issued with a cheque made payable to the voluntary or community group bank account. Payments cannot be made to an individual.

How will our grant be monitored?

All grants 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 'what we fund' criteria on page 2 of this form.

Do we need to use your logo?

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.

Submitting Your Application

To submit your completed application please make sure you have completed all relevant questions and return to:

Resident Involvement Team
Wythenshawe Community Housing Group
Wythenshawe House
8 Poundswick Lane
Manchester
M22 9TA

0161 946 6315

getinvolved@wchg.org.uk

