



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



Grassroots Grants Programme

Guidance notes & Application Form Grants from £900 - £5000

The Shropshire Grassroots Grants Programme is administered locally by:

The Community Council of Shropshire, 4 The Creative Quarter,
Shrewsbury Business Park, Shrewsbury, SY2 6LG

01743 360641

Introduction

The Grassroots Grants Programme aims to increase the availability of grant funding and capacity building support to small voluntary and community groups and organisations (grassroots groups).

The programme operates throughout England and is administered at a local level by various funders. In Shropshire the Grassroots Grant programme is administered by the Community Council of Shropshire.

Grassroots Grants can offer between £250 and £5000 to small grassroots community and voluntary groups in Shropshire, either as a one off payment or as a grant spread over a maximum of the three year period of the grant programme (2008-2011).

Who is eligible for a Grassroots Grant?

The purpose of this grant programme is to support small voluntary and community groups and organisations, many of whom are dependent on volunteers. This may be the first grant for many of the groups that apply to Grassroots Grants.

The types of group or organisation that Grassroots grants can fund will:

- be a locally managed voluntary or community group, active in their local community for not less than 12 months prior to making an application
- can evidence income of less than £30,000 per annum, taken as an average turnover for the last three financial years.

- be volunteer-led (i.e. with largely volunteer based input).
- be connected with and/or meeting the needs of the local community.
- have a set of rules/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 Trustee/Committee members signatures.

Groups and organisations do not have to be registered charities. Non-constituted and informal groups are eligible to apply but these groups will be required to work with us to constitute as part of our capacity building work.

If you think that you are eligible to apply, please contact the Community Council of Shropshire for an informal chat about your project ideas. If you are not sure whether you are eligible to apply, please call us to check.

Grassroots Grants will **not** be able to fund the following:

- Statutory organisations, such as Local Authorities (including Parish Councils), schools and the Police Force. Parent Teacher Associations (if the project is solely for the benefit of the school)
- Regional or local offices of a national organisation (local groups with their own set of governing documents, their own management committee and control over their own finances who deliver local work but who are affiliated to a national organisation **are** eligible for Grassroots Grants)
- 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
- Individuals
- Religious activities (although Grassroots Grants can fund religious groups working in their communities)
- Commercial ventures
- Organisations that are for the sole benefit or relief of animals or plants
- Organisations or activities outside England
- Provision of services to asylum seekers when those services are inconsistent with immigration laws or Home Office policy.
- Activities that have already taken place.

How much can we apply for?

The maximum grant to a local organisation will be £5000 and the minimum will be £250. Organisations will be able to apply for a single one-off grant of up to £5000 or for multiple applications over time that total no more than £5000 in the life of the grant scheme. Although the maximum award from Grassroots grants is £5000, this can be part of a mosaic of funding for a larger project. However, the organisation must still be within the income limit of £30,000 and meet the Grassroots grants eligibility criteria.

Whilst the maximum amount you can apply for is £5000, the typical size of grants awarded is approximately £1500 and grants for the maximum £5000 are only made in a few cases. Therefore we suggest you consider carefully how much you need before you apply.

If your work straddles the border of two Grassroots Grants fund areas, (e.g. both Shropshire and Telford & Wrekin) you can not apply for £5000 from each funder. An organisation can only

receive £5000 in total from the Grassroots Grants programme. Cross-checking will take place to ensure a group is not receiving more than £5000 overall. Should a group be found to have received more than £5000, they will be required to return any grant monies beyond the £5000 limit.

What can we ask Grassroots Grants to fund?

Grants can be capital or revenue purposes. For the purpose of this programme capital costs are defined as being for any single asset that costs more than £1000 (including VAT) and that has a life of more than one year (e.g. computers, photocopiers, digital projectors). Revenue costs may include operational costs such as rent, stationery, telephone costs, activities etc.

Some examples of what can be funded:

- The purchase of equipment, like a computer, oven or 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

Full cost recovery

The spirit of Grassroots Grants is that all the group's costs are relevant, as long as the costs are legitimate to the purposes of the groups 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.

When can we apply?

You can submit your application to us at any time. The grant panel will meet on a regular basis and closing dates for each round will be listed on our website www.grassrootsshropshire.org.uk. We suggest that you submit your application as soon as possible to allow enough time for checking and administration. If your form is incomplete we will not be able to submit your application to the panel until the next round. Please note that Grassroots Grants cannot be awarded to fund activities that have already taken place i.e. retrospective funding.

What are our chances of success?

There are over 2000 small groups in Shropshire who are eligible to apply for Grassroots Grants. Inevitably we cannot support every group that applies and the grant panel must make difficult decisions based on the merit of each application. Typically, applications have a one in 3 chance of success.

When can we expect a decision about our application?

Offers will be made to successful applicants within five working days of the decision being reached. Once the group has accepted the offer and returned an acceptance letter and their terms and conditions agreement, the payment should follow within ten working days.

Completing the application form

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 form entitled '*Grant Funding Application form for amounts between £250 - £900*'.**
- **If you are applying for a larger amount of money you should complete the form entitled '*Grant Funding Application for amounts between £900 - £5000*'.**

Read the guidance notes attached to your form carefully before you fill in your application, and make sure ALL questions are answered.

Remember, the appraisal panel will know nothing about your group or your idea. The application form is your opportunity to make sure they understand what you plan to do.

Then send your completed application form, together with all the supporting documentation requested, to: The Community Council of Shropshire, 4 The Creative Quarter, Shrewsbury Business Park, Shrewsbury SY2 6LG. (Please note that emailed versions of application forms will not be accepted and please only send copies of supporting documents as originals cannot be returned to you).

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

Because the Grassroots Grants programme is being administered locally by the Community Council of Shropshire it means our Voluntary Sector Support Unit is on hand to help 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.

If you need advice on preparing your application, call the Community Council of Shropshire on 01743 360641 and ask to speak to a Funding Advisor.

If you need help on other aspects of running your group and/or project, such as advice on writing a constitution or set of rules or recruiting volunteers, please contact the Voluntary Sector Support Unit at the Community Council on 01743 360641.

Every Action Counts

The Grassroots Grants programme is committed to minimising the environmental impact of its work. We will make all paperwork available electronically and would encourage you to

communicate with us via email wherever possible to reduce paper usage, if you have any queries. However, the application form itself must be the original hard copy, duly signed and posted to us.

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

Contact 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.

About 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,

'Ambridge Environmental Action Group is a group of residents from Ambridge 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'

About your project

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

'Ambridge 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 give us a timescale for your project. Your application could be for a one off purchase / activity or for a longer piece of work.

Please tell us who will benefit from this project, for example *'this project will benefit all residents of Ambridge'*

Finance

We require the name of your bank account so that, if your application is successful, we can raise a grant cheque. If you do not have a bank account at the time of application, you will need to have set one up before we can release your grant. We require a minimum of two signatories.

Please tell us if you have had funding from Grassroots Grants or any other funder before. An organisation can only receive £5000 in total from the Grassroots Grants programme, so you need to provide details of any previous grants from us, or other Grassroots Grants funders (where your work straddles two borders). We ask about other funders in order to establish whether or not this is your first attempt at funding, though you will **not** be disadvantaged by having been successful with funding applications in the past.

We ask whether this is to fund new or existing work so that we can profile how the grants are being used. There is no requirement to fund new work over existing work.

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

Type of cost	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

Managing your project

Please confirm if your project activities involve children or vulnerable people and if so, whether you have appropriate policies and checks in place. If you do not have these but need them, we can provide help with developing them.

Declaration

Please ensure your form is signed by the main contact that you have listed in the 'Contact Details' section of the form.

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. – 14. We ask these questions to make sure you have taken all the necessary precautions to make sure your project is carried out safely and legally.
15. 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.
16. Indicate the timescale for your project. This must be no more than 12 months. Your project must be completed by 31st March 2011.
- 17a. Tell 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 (e.g. a questionnaire, a consultation event, a village walk about, the Parish Plan)?

17b. Describe 3 ways in which your project will be of benefit to the community.

18. 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,

'Ambridge 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.

19. Tell us which areas of Shropshire you will be working in, for example the village, parish, group of villages, district or borough.

20. Tell us who will benefit from your project (e.g. 'residents of Ambridge', 'young people', 'local families with children under five', 'older people'). Tell us how many people you expect to support with your project.

21. We need you to confirm your income over the last three years. Only groups with an average income of £30,000 or less per year over a three year period will be eligible for Grassroots Grants. For example,

Ambridge Village Hall had an income of £38,000 last year which included a one off grant of £28,000 for refurbishment. In their previous two years their income was £8,000 each year. Therefore, their average over the three was:

$$£8,000 + £8,000 + £38,000 \div 3 \text{ years} = £18,000$$

22. We require the name of your bank account so that, if your application is successful, we can raise a grant cheque. If you do not have a bank account at the time of application, you will need to have set one up before we can release your grant.

23. Please confirm that you have at least two signatories on your bank account. If you do not, you will need to amend this before we can release any grant.

24-25. Please tell us if you have had funding from Grassroots Grants or any other funder before. An organisation can only receive £5000 in total from the Grassroots Grants programme, so you need to provide details of any previous grants from us, or other Grassroots Grants funders (where your work straddles two borders). We ask about other funders in order to establish whether or not this is your first attempt at funding, though you will **not** be disadvantaged by having been successful with funding applications in the past.

26. Please tell us if you are applying to any other Grassroots Grants funder. Again, we need to ensure that organisations are not exceeding the £5000 limit on grant funding from the Grassroots Grants programme.

27. Tell us how much money you are asking for from Grassroots Grants.

28. We ask whether this is to fund new or existing work so that we can profile how the grants are being used. There is no requirement to fund new work over existing work.

29. If your project is to fund the cost of salaries for staff or consultants, you should complete the supplementary salary form which you can download from the website www.grassrootsshropshire.org.uk.

30. If your project is to fund cost of building works, you should complete the supplementary building work form which you can download from the website www.grassrootsshropshire.org.uk.

31. Please 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 (e.g., *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.

32. 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 so far towards the total project costs, and how much you have requested or secured from other sources.

33. 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 you are a new group. Please give us an indication of any help you might need. This will not disadvantage you during the application process.

34. 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.

Please tick the checklist to confirm that all supporting documentation is enclosed with your application, and please remember to send copies, not originals.

Shropshire Grassroots Fund

Application form for grants from £900 up to £5,000

Please refer to our **Guidance Notes** before completing this form.

If you need help and advice, please contact us on 01743 360641 or email us at enquiries@grassrootsshropshire.org.uk

PLEASE DO NOT CHANGE THE QUESTIONS ON THIS FORM

1. Name of organisation

2. Full address of organisation (for correspondence).

Postcode:

3. Contact details.

Main contact person

Second contact person

Title: (please circle)	<input type="text" value="Miss/Ms/Mrs/Mr"/>	Title: (please circle)	<input type="text" value="Miss/Ms/Mrs/Mr"/>
Name:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>	Position:	<input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>
Mobile phone:	<input type="text"/>	Mobile phone:	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

4. Please describe the main activities of your organisation.

5. When did your organisation start?

dd/mm/yy

6. Does your organisation have a set of rules/terms of reference or constitution?

Yes / No

7. Are you: (Please tick all those that apply.)

A community group/society

Yes / No

A registered Charity?

Yes / No

Charity number

--

A company

Yes / No

Company number

--

Other (please specify)

--

8. Are you:

A locally managed organisation?

Yes / No

Part of a larger regional or national organisation?

Yes / No

If your organisation is a part of a larger regional or national organisation please provide details (you should refer to the Grassroots Grants Guidance Notes to ensure that you are eligible to apply):

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9. How many people are involved in your organisation?

Full-time paid staff/workers

--

Part-time paid staff/workers

--

Management Committee

--

Volunteers and helpers

--

10. Do you have Public Liability Insurance in place?

Yes / No

Name of Insurer

--

Policy Number

--

Date of Expiry

--

Level of Indemnity

--

11. If this is for a capital purchase, do you have appropriate Contents Insurance?

Yes / No

Name of Insurer

--

Policy Number

--

Date of Expiry

--

Sum Insured

12. Does this project involve working with children or vulnerable people?

Yes / No

13. If yes, do you have a Child Protection Policy or Vulnerable People Protection Policy?

Yes / No

14. If yes, have you undertaken Criminal Records Bureau (CRB) checks for your staff, volunteers and helpers?

Yes / No

15. Please give us a brief description of the project you want us to fund:

16. Please give us the timescale of your project

Start

Finish*

(*Your project must be completed by 31st March 2011)

17a. What is the need for your project and why is this important to your community?

17b. Describe 3 benefits that your project will bring to your community:

1.

2.

3.

18. How will you know if you have achieved what you set out to do?

19. Which area of Shropshire will you be working in?

20. Who will benefit from your project and approximately how many people?

21. What has been your income in each of the previous 3 years?

Year	Income

22. Please give the details of your bank account

Account name(e.g. Jack & Gill Playgroup):
Account number:
Sort Code:

23. Do you have a minimum of two signatories on transactions e.g. cheques

Yes / No

24. Have you ever received grant funding before from Grassroots Grants? If yes, please provide details in box below

Yes / No

25. Have you ever received grant funding before from any other funder? If yes, please provide details in box below Yes / No

26. Have you, or are you applying to more than one Local Funder for a Grassroots Grant? (An organisation can only receive a total of £5,000 from the Grassroots Grants Programme. Please see Guidance Notes) If yes, please provide details in box below Yes / No

27. How much money are you applying for? £

28. Is this funding for new work, or to continue funding existing work? (Please tick the relevant box)

For new work For existing work

We will not prioritise new work over existing work

29. Is this funding for staff salaries? If yes, please complete the Supplementary Staff Salaries Form Yes / No

30. Is this funding for building work? If yes, please complete the Supplementary Building Work Form Yes / No

31. Your project's budget

Please provide details of costs for your project on a full cost recovery basis. If any of your costs do not fit into these headings please list them in "other costs". Tell us in the "description of costs" column what each item is and how much it is costing.

Type of cost	Description of cost	Total cost £ (incl. VAT)
Staff and volunteer costs e.g. salaries		

Operational/activity costs e.g. equipment or venue hire food/refreshments, childcare		
Office, overhead, premises costs e.g. rent, postage telephone/fax heating/lighting/water		
Capital costs e.g. computer equipment photocopier		
Publicity costs e.g. designing and printing publicity material		
Other Costs (please specify)		
Total cost of your Project		

32. Please complete:

- Amount raised so far
- Amount requested from us
- Amount secured from other sources
- Amount requested from other sources*

£
£
£
£

When do you expect to hear the outcome of this* application (s)?

33. Will you need help from us to make sure that your project is a success?

Sometimes organisations need help to do new things. This will not disadvantage you during the application process. We'd just like an idea now, if you might need help once funded.

Yes No

If yes, please explain what help you think you will need:

34. Declaration

We agree to abide by the terms and conditions of the grant as they are set out in this application form and in the accompanying guidance, and understand that any offer of a grant will be subject to our proposed work remaining within grant criteria. We agree to participate in monitoring, auditing and evaluation related to this fund.

Our signatures confirm our acceptance of these conditions.

Signatures of applicants

Organisation Chair or Secretary

Signature <i>please sign</i>	
Name <i>please print or type</i>	
Date	

Committee member

Signature <i>please sign</i>	
Name <i>please print or type</i>	
Date	

Community Council of Shropshire is registered to hold data under the Data Protection Act 1998

The Freedom of Information Act 2000

The Freedom of Information Act gives members of the public the right to request any information that we hold. Where can third parties get information about your project/organisation? (For example, your website)

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Checklist, have you enclosed copies of:

- A copy of your most recent Annual Accounts
- Quotes and actual costs of the project
- A copy of a recent bank statement not more than 3 months old
- A copy of your Governing Document
- Supplementary Forms (where appropriate)

- Please enclose copies and not original documents.

What next?

Please ensure that you have completed all sections of the application form, have the enclosures ready (see the above checklist) and then send a signed copy to:

Community Council of Shropshire, 4 The Creative Quarter, Shrewsbury Business Park, Shrewsbury, SY2 6LG

To avoid any delay in your application being heard by the Grant Panel, please make sure you have completed all questions on this form and have enclosed all relevant documents and supplementary forms. Failure to do this may result in your form being returned to you and may delay it being heard by the Grant Panel.

NB. If you would like us to acknowledge receipt of your application, please provide an e mail address for us to send it to or enclose a postage stamp with your application form.