

Guidance Notes to completing the Small Grants Fund Application Form For 2009/010

Guidance notes: Completing the Application Form

The Covering Letter attached to the Small Grants Application Form 2009/010 explains our eligibility criteria and funding priorities. It is important that you read this letter and these guidance notes before you complete the application form. **All grant applicants will need to demonstrate how they meet one or more of our funding priorities.**

These **Guidance Notes** will help you provide all the information we require to enable us to consider your application.

If after reading the Covering Letter and these Guidance Notes you are unclear about whether your activity, service or project meets our criteria, please contact one of our Grants Officers on **020 8487 5223** who will be pleased to help you.

General comments: The application process

You may submit an application for funding at any point during the period June 2009 to 31 March 2010. All applications will be considered by a Grants Panel, which will be comprised of representatives from the statutory and voluntary sectors. A list of Grant Panel members is listed below. The Grants Panel who will consider your application will meet quarterly throughout the year and depending on when you submit your application it will be considered at the next available meeting. The dates of these meetings will be published on our website www.richmond.gov.uk. The Grants Panel will consist of the following representatives:

Cabinet Member for Communities
Opposition Councillor
Chair/ representative of Community Safety Partnership
Chair/ representative of Health and Wellbeing Partnership
Chair/ representative of Children's Partnership
Richmond & Twickenham Primary Care Trust representative
Cultural Services representative
Greener Richmond Partnership representative
Business Skills and Employment Partnership representative
2 Voluntary Sector representatives

You must ensure that your application and all necessary documents are returned in good time to allow us to give you a decision when you need it from us. A checklist is provided at the end of these guidance notes to assist you. Failure to provide all relevant documentation will mean your application cannot be considered.

How much can you apply for?

You can apply for a grant of up to £5,000. Each organisation may only apply once per year and you will need to demonstrate why you are not able to cover the costs of the project from your own resources. Organisations currently in receipt of funding from the local authority and Primary Care Trust's main grants programme can apply to the Small Grants Fund; however organisations not receiving funding from either of these sources will be considered a priority for funding.

Depending on the **level of** grant requested and the size of your organisation, we may ask you for more information.

If you have an electronic version of the form you will find that the reply boxes expand to fit your answer.

If you run out of space when completing a reply box on the **paper copy** of the application form, continue your answer on a separate sheet of A4. Make sure extra sheets are clearly marked with the name of your organisation and give the section reference number.

A large print version of the application form and guidance notes is also available from the London Borough of Richmond upon Thames Voluntary Sector Liaison Unit on request.

If you complete your application by hand please ensure that your writing is clearly legible. Applications that cannot be easily read will be returned to you.

About your organisation and your project

Your organisation

Give the name and address of your organisation and your contact details.

Give the organisation's **name as it appears in your legal constitution document**. This may be a Trust Deed, your Constitution or the Memorandum and Articles of Association.

Only voluntary and community organisations that have a constitution or set of rules and a bank account with a minimum of 2 signatories are eligible to apply.

Organisations can apply in partnership with other non-voluntary sector organisations e.g. statutory agencies, private companies but the voluntary or community group must be the lead partner and funds will only be paid into their bank account.

Tell us about your organisation's project

Tell us about your project and what you want to do. Describe the kind of activities you will run as part of the project and tell us where in the borough you will deliver this project. Tell us who will benefit from your project; we are particularly interested in projects that actively engage and work with marginalised and disadvantaged communities in the borough.

Have you sought any necessary permissions for your project?

Depending on the type of project you are planning you may need to obtain permission from a third party e.g. local authority, private individual/company or the police. Examples of some of the permissions you might require are listed below:

- A local community group wishes to organise a street party, they would need to contact the Council's licensing department.
- A conservation group wants to develop a project on some local common ground, they would need to contact the local authority's Parks and Environment Department to obtain permission to work on the property and ensure they are complying with local biodiversity guidelines.

If you are unsure whether you need to seek permission for your project please contact your Grant Officer or appropriate Link Officer within the local authority.

Please indicate which of our funding priorities you are applying under.

We want to support projects that will help us achieve the 7 key priorities set out in our Community Plan 2007-2017. Your project needs to relate to one of these key priorities and you need to tell us which one of our funding priorities your application

aims to address. You also need to tell us how your particular project will help us achieve this priority.

Tell us how you know there is a need for your project

How do you know that your project is needed and how have you identified this need? You need to tell us whether you have consulted with local people about the project or you may have identified the need through other means e.g. availability of other services/facilities in the area and a large number of people living in this area who need these services/facilities. Your project might be based in an area which is socially or economically deprived or you might be hoping to help a group of people who are disadvantaged in some way.

We anticipate that a large number of groups will apply for grants so we need to ensure that our funding is directed to where there is most need. Due to the large number of applications we may not always be able to contact you if we feel you have not provided enough evidence of need. It is therefore up to you to demonstrate as fully as possible that there is a real need for your project.

When will your project start and finish or is it ongoing?

We need to know whether your project is already running, whether it is new and has not yet started, and whether you anticipate that it will continue beyond the end of April 2010.

The Small Grants fund is intended to fund one-off projects. We are not usually able to fund projects that form part of your group or organisation's ongoing work. In exceptional circumstances we will consider funding unforeseen or emergency running costs of an organisation. However we will not consider year on year applications for this kind of emergency funding.

About your project costs and your organisation's resources

Give a breakdown of the costs of the project and how much you are seeking from the Small Grants Fund

We need to understand how you have arrived at the figure you are requesting. We expect you to have obtained quotes for goods/services and that salary costs should be based on either existing pay scales in your organisation or recognised local or regional pay scales. We may ask you to provide evidence of these quotes at the assessment stage and once the project is completed we will require evidence of how much you have spent.

Item or Activity	Cost	Amount requested from Small Grants fund

Tell us why you need funding for this project and why you are not able to fund these costs from your own resources

We wish to give priority to funding small groups who are not already receiving other funding from the local authority or PCT and have limited resources.

You will therefore need to demonstrate why you cannot fund this project from your own resources. If your organisation has reserves i.e. money that it does not need for its day to day running costs but is kept in reserve for either special projects or to ensure the long term future of the organisation we need to know what these are and why you cannot use them to fund this project. If you have large reserves it is unlikely that we will fund your project unless you have a clear reason for maintaining your reserves at this level.

We may need to ensure that small groups who have limited capacity and little experience of fundraising are given priority and supported by the Small Grants Fund. Therefore in some circumstances we may decide to only fund a proportion of your project costs if we think you have the capacity to raise funds from other sources e.g. other local funders, the lottery, your own fundraising efforts. We will also take into consideration whether your proposed project or services is the responsibility of another statutory body e.g. hospital, school, police etc and would be more appropriately funded by them.

Sustainability Planning

If this is an ongoing project or a pilot project you will also need to demonstrate that you will not be reliant on funding from the Small Grants Fund in future years to continue to deliver your project or services. As previously stated this fund is not designed to fund ongoing projects.

Contacting you

We may need to telephone or visit you to ask for clarification of some of your answers or to provide additional information. If you have an e-mail address please give us this as it will speed up the assessment of your application.

Please let us know if you have special communication needs and we will try to meet these.

Additional weighting

If demand for funding exceeds total funds available to allocate at each quarterly funding round and all applications have demonstrated that they meet the standard criteria additional weighting will be given to the following criteria:

- Priority for smaller community based organisations - the organisation has a turnover of less than £50K per year
- The application is from an organisation that does not currently receive funding from either the local authority or PCT
- Priority will be given to groups who have not received funding from the small grants fund in the previous year
- Priority will be given to groups that actively engage and work with marginalised and disadvantaged communities in the borough, to enable them to fully participate and benefit from mainstream services and activities.
- Priority will be given to organisations that can demonstrate that they have explored other local funding sources such as via Thames Community Foundation (www.thamescommunityfoundation.org.uk)

- In addition to providing evidence of local need the applicant has demonstrated that their project relates to either local, regional or national strategies
- A Neighbourhood Panel/Committee, such as the Working Together Groups operating in the five areas of recognised disadvantage, is supporting the application
- Applicant has demonstrated that the project is sustainable beyond the initial period of funding from the Small Grants Fund and has long term benefits
- Link Officers within the local authority or PCT have highlighted a particular need for this kind of project. Link Officers are local authority officers who have a particular responsibility for ensuring that the work of grant funded voluntary and community organisations complements the work of their departments. Listed below are details of link officers:

Area	Name and Email	Dept
Adult & Community Learning	Grahame Freeland-Bright g.freeland-bright@richmond.gov.uk	Adult and Community Services
Advice and Advocacy	Ken Emerson k.emerson@richmond.gov.uk	Adult and Community Services
Alcohol & Drug Addiction	Anne Lawtey a.lawtey@richmond.gov.uk	Community Planning
Support for Black and Minority Ethnic Communities	Suganya Ranganathan s.ranganathan@richmond.gov.uk	Adult and Community Services
Carer Support	Lynn Wild l.wild@richmond.gov.uk Kelly George k.george@richmond.gov.uk	Adult and Community Services
Children & Families Young People	Sue Ritson s.ritson@richmond.gov.uk Robert Henderson/ Ivana Price/ Dele Ryder r.henderson@richmond.gov.uk ivana.price@richmond.gov.uk d.ryder@richmond.gov.uk	Children's Services and Culture
Community Development	Jeanette Phillips j.phillips@richmond.gov.uk	Community Engagement & Inclusion
Crime Reduction	Anne Lawtey a.lawtey@richmond.gov.uk	Community Planning
Environment	David Allister (environment) d.allister@richmond.gov.uk Eve Risbridger (recycling) e.risbridger@richmond.gov.uk	Environment

Health and Social Care Partnership	Chris Channer Chris.Channer@richmond.gov.uk	Adult and Community Services
Homelessness	Ken Emerson k.emerson@richmond.gov.uk	Adult and Community Services
Leisure and Cultural Services	Rachel Tranter (Arts) r.tranter@richmond.gov.uk Colin Sinclair (Sport & Fitness) c.sinclair@richmond.gov.uk	Children's Services and Culture
Mental Health	Aarti Joshi (PCT) Aarti.joshi@rtpct.nhs.uk Jim Rogan j.rogan@richmond.gov.uk	Adult and Community Services/ NHS Richmond
Older people	Lynn Wild l.wild@richmond.gov.uk	Adult and Community Services
People with Learning Difficulties	Di Manning d.manning@richmond.gov.uk Sharon Mitchell s.mitchell@richmond.gov.uk	Adult and Community Services
Physical Disability	Jeannie Ryan j.ryan@richmond.gov.uk	Adult and Community Services

Supporting Documents

Constitution

Please supply a copy of your organisation's constitution or set of rules. If you do not have a constitution or set of rules you can ask for help in developing one from Richmond Council for Voluntary Service (www.richmondcvsv.org.uk).

Accounts

We ask you to enclose a copy of your most recent financial report and accounts. These should be produced not later than 10 months after the end of your financial year, as required by the Statement of Recommended Practice (SORP). If you do not have audited accounts please provide an income and expenditure sheet for the past 12 months. If your application is successful you will be asked to provide evidence of past income and expenditure e.g. bank statements.

Children and Vulnerable Adults

If you are applying for a project that works with children, young people or vulnerable adults we will need to be sure they will be safe. As a minimum, you must have a policy that explains how you make sure of this and you must ensure that the policy is put into practice. Staff and volunteers working with children, young people or vulnerable adults on your project should also have Criminal Records Bureau (CRB) clearance.

Your Declaration

This is for the signature of the main contact.

This confirms that you take responsibility for the information provided within your organisation's application for funds. You are also indicating your willingness to be contacted by our representatives and to meet with them and provide further information if requested.

Claiming Your Grant

We will only release grant funds upon confirmation that the project is about to start and all funds must be spent within a year of the grant being claimed. Grant recipients must make a formal request to Grant Officers for payment of the grant, which will be paid in a single instalment.

If grants have not been claimed within 11 months of the grant offer being made Officers will write to grant recipients requesting confirmation of project start and completion dates. If the project start date is later than 12 months after the initial award of grant the grant offer will be deemed to have been withdrawn. If the project completion date is later than 12 months from the grant offer date grant recipients will need to seek agreement from Officers for an extension to their funding period.

Monitoring and Evaluation

If your application is successful you will be required to complete a monitoring and evaluation form at the end of your project. You will need to be able to account for all project expenditure and report on how well your project contributed to the outcomes of the Community Plan.

Submitting Your Application:

Please submit a signed copy of your application with all your supporting documents to:

*Hilary Price Voluntary Sector Liaison Unit, London Borough of Richmond upon Thames, 3rd
Floor, Civic Centre, 44 York Street, Twickenham, TW1 3BZ*
Or send an electronic version to: hilary.price@richmond.gov.uk
Tel: 020 8487 5423