



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



## GRANT GUIDELINES

### Grassroots Grants Programme-Lancashire

**The Grassroots Grants programme is funded by the Office of the Third Sector and administered by The Community Foundation for Lancashire.**

#### Aims of the Programme:

The programme was designed to respond to local issues, improve organisational capacity and help support the diverse needs of communities. Grant applications should show how funding will help groups support activities and services with regard to the following:

**a) The programme aims to enable groups to:**

Flourish, continue or expand their work; build their capacity and provide support for provisions for local people, advocacy, and to help strengthen community voice.

**b) It also aims to complement each area's Local Area Agreement-** (LAA's simplify some central funding, help join up public services more effectively and allow greater flexibility for local solutions to local circumstances. LAA's set out the priorities agreed between central government, your local authority, Local Strategic Partnership and other local partners). They focus on the following areas:

- Children and young people
- Healthier communities and older people
- Employment, learning and skills, education or training
- Urban renewal, safer stronger communities or environment

**NB: Groups must address in the grant application (Q16) how funding will help to support activities and services in relation to the above points listed in a & b above**

#### Who is eligible to apply

- Groups must be Not for profit, third sector community groups living and operating locally in Lancashire, excluding Blackburn with Darwen
- Groups must have been active for at least 12 months prior to the round closing date
- Groups must be volunteer-led, clearly connected with and meeting the needs of the local community
- Groups must have an annual income of less than £20,000 (or average in the last 3 years)

## How much money can you apply for

Groups may apply for grants of £250-£5000. One or more applications may be submitted between July 2008 and 1<sup>st</sup> October 2010, however the maximum grant funding permitted per group is £5000 over the life of the programme. All funding must be spent by 31st March 2011.

## What activities can be considered for funding

Activities and purchases such as (but not exclusive to):

- Staff costs to enable employment
- Training for volunteers
- Putting on local events or workshops
- Measures to achieve a quality award or improved standards
- Activities to support community activity
- Additional activities to expand an existing funded project
- Costs to attend conference or events that will be of direct benefit to the group
- The purchase of equipment to benefit the group such as a computer, oven or furniture
- An activity that supports asylum seeker and refugees within the immigration law and home office policies

### Further Important Information about Costs

- Existing work may be funded where there is proven need for it although we cannot meet current costs where work is funded by other sources
- Full cost recovery- This means securing funding for all the costs involved in the delivery of the work. Budgets should reflect the full costs to the group, including the direct costs of projects, and all the overhead costs associated with running them. **Groups must be able to justify each element of full cost recovery included**
- Rent and other office type costs may be considered where they are part of a distinct project that funding is being requested for
- Funding Must Lead to Community Benefit and an Outcome, No Matter How Small.

## What cannot be funded through the fund

- Public sector organisations or those controlled wholly or in part , e.g. local authority, primary care trust
- Commercial ventures
- Regional or local offices of a national organisation
- Activities that will have already taken place before we offer you a grant
- Individuals
- Politically connected or exclusively religious activities
- Projects for personal profit
- Organisations that are set up for the benefit of animals or plants – environmental groups that work with animals or environment such as city farms are acceptable
- Groups comprising just one family
- Statutory organisations or work that is their responsibility
- Debts and other liabilities

- Reclaimable VAT
- Travel outside UK
- Gifts or projects exclusively for the purpose of entertaining

**This list is neither exclusive nor exhaustive- if you are unsure if elements of your project may be excluded please contact the Community Foundation for Lancashire using the contact details overleaf for help**

## How are decisions made on grant applications

Completed grant applications are appraised by Community Foundation staff. Groups are contacted for more information after applying, and a decision making panel, comprising of local representatives including local community members, will consider the applications.

### Timescales:

Decisions are made within 2 weeks of the closing date, provided that all necessary supporting information has been received by the Community Foundation to accompany your application form. An offer letter will then be issued within 10 working days of the panel meeting.

Unsuccessful applicants will receive a letter detailing the reasons for their application being rejected and will be invited to reapply to this or another Foundation administered programme where appropriate.

## How to apply to the Grassroots Grants fund

Return a signed completed grant application form and conditions to grant offer ensuring that the documents listed on this page are also included:

If you have downloaded this application pack from [www.cfmerseyside.org.uk](http://www.cfmerseyside.org.uk) or received it via email you may return electronic versions of the documents listed below if they include e-signatures (scanned or otherwise) Alternatively, you may return the application via email to [grants@lancsfoundation.org.uk](mailto:grants@lancsfoundation.org.uk) and post the other documents to the address provided:

### You must include the following:

**1.** A signed copy of the group's rules or constitution (groups must have been active for at least 1 year prior to the round closing date, and this document must include Trustee names and signatures). Groups without a set of rules or constitution running informally since for at least a year may apply by submitting a brief outline (1 page max) of their intended aims and objectives, to show they are not for profit. The Foundation will support these groups in becoming constituted once they apply, through our partnerships with local Community Development agencies.

**2.** A signed copy of the group's latest annual accounts or income/expenditure document showing current income is under £20,000 p/annum. For groups that exceed the threshold but consider their average income over the last 3 years is £20,000 or less we will require evidence of the last 3 years financial information and take the average to give best the opportunity for eligibility.

3. A signed copy of the group's current Child Protection Policy (if the project includes one to one working with young people under 19). All applicants must ensure that they hold relevant policies and procedures in place to undertake activities, such as Criminal Records Bureau checks and/or a health and safety policy, depending on proposed activity. If unsure about what you need please contact the Community Foundation for help (details below)
4. A signed copy of the terms and conditions pages

**Please forward your completed application form, supporting documents, and standard conditions to grant to the address below:**

**Community Foundation for Lancashire,  
C/O Alliance & Leicester,  
Bridle Road,  
Bootle,  
GIR 0AA**

**NB. Please note that only fully complete applications may be processed**

**If you have any other queries please contact the office on 0844 561 9649 or alternatively you can email us on [grants@lancsfoundation.org.uk](mailto:grants@lancsfoundation.org.uk)**



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Investing in jobs and skills



Community  
Foundation  
for Lancashire

# GRANT APPLICATION FORM

## Grassroots Grants Programme-Lancashire

**Before applying please ensure that your group satisfies the following eligibility criteria (please tick each statement to confirm it is true)**

- Not for profit, third sector community group living and operating locally in Lancashire, excluding Blackburn with Darwen, **for at least 12 months prior to the round closing date**
- Annual income of less than £20,000 (or a £20,000 average over the last 3 years) net of any funding received through the Grassroots Grants programme
- Volunteer-led i.e. with a large volunteer input
- Clearly connected with and meeting the needs of the local community
- Governed by a document that includes the groups name, purpose, objectives, a dissolution clause, and details of the trustees or committee members including their signatures

### Section 1: About your group

**1. Your Organisation Name** (this must be the same name as the one on your governing documents)

**2. When did your organisation start?**

/ /

**3. What previous funding have you received in the last 12 months (including any Grassroots grants funding if relevant)**

4. Are you applying to any other local funder for a Grassroots Grant?

YES / NO

5. Please give details of your groups full address including postcode

Address: \_\_\_\_\_

\_\_\_\_\_

Town: \_\_\_\_\_

Postcode: \_\_\_\_\_

6. Please provide contact details for your group

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

7. Please provide details of the main contact for your group

Title: \_\_\_\_\_

Forenames: \_\_\_\_\_

Surname: \_\_\_\_\_

Role in organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

8. Are you a registered charity?

YES / NO

(a) Please provide your charity number

9. Is your group any of the following:-

A limited company

An unincorporated club/association

Part of a larger regional/national organisation

Other, please specify

**10.** How many of the following do you currently have?

Full time staff/workers

Volunteers

Part time staff/workers

Members

Management committee

**11.** What is your average annual income over the last 3 years or since the group began if you are less than 3 years old:

£

**(a)** Do you have a bank account in your group name?

YES / NO

**(b)** How many signatories are needed for the account?

**12.** What are the main activities of your group?

## Section 2: About your project

**13.** Project start date

 

End date

 

**14.** Which borough will the activity benefit?

**15.** Which of the following will funding provide:-

A new/additional project

Expansion of an existing project

Continuation of an existing project

**16.** Please outline your project/activity

**17. How have you identified the need for this project?**

**18. Please give details of the disadvantages faced by your target beneficiaries**

**19. How will you monitor your project in order to highlight the benefits you have brought to the target beneficiaries?**

**20. How will you ensure the sustainability of your project or is this intended as a one off activity?**

## Section 3: Who will benefit from your project

21. How many people will benefit from your project?

Directly

Indirectly

22. Please indicate who the beneficiaries of your project will be

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Children (0-12) | <input type="checkbox"/> Young people (13-25)   | <input type="checkbox"/> Adults (26-50)          |
| <input type="checkbox"/> Over 50's       | <input type="checkbox"/> Homeless               | <input type="checkbox"/> Alcohol/drug addiction  |
| <input type="checkbox"/> Disabled people | <input type="checkbox"/> Low income             | <input type="checkbox"/> Refugees/Asylum seekers |
| <input type="checkbox"/> Mental Health   | <input type="checkbox"/> Health issues          | <input type="checkbox"/> Lesbian/gay/bisexual    |
| <input type="checkbox"/> Families        | <input type="checkbox"/> Men                    | <input type="checkbox"/> Women                   |
| <input type="checkbox"/> NEET            | <input type="checkbox"/> Rural areas            | <input type="checkbox"/> Urban areas             |
| <input type="checkbox"/> Unemployed      | <input type="checkbox"/> Residents              | <input type="checkbox"/> Lone/teenage parents    |
| <input type="checkbox"/> Ex offenders    | <input type="checkbox"/> Travelling communities | <input type="checkbox"/> Others                  |

(a) Who will be the primary beneficiaries?

23. Please indicate the ethnic origin of your project beneficiaries

### **White**

- |                                     |                                      |   |
|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> British    | <input type="checkbox"/> Irish       | <input type="checkbox"/> Eastern European |
| <input type="checkbox"/> Travellers | <input type="checkbox"/> Other White |   |

### **Mixed**

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Black Caribbean/white | <input type="checkbox"/> Black African/white | <input type="checkbox"/> Asian/white |
| <input type="checkbox"/> Other                 |  |                                      |

### **Asian**

- |                                 |                                    |                                      |
|---------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> Other  |                                    |                                      |

### **Black**

- |                                    |                                  |                                |
|------------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> African | <input type="checkbox"/> Other |
|------------------------------------|----------------------------------|--------------------------------|

### **Chinese or Other**

- |                                  |                                |
|----------------------------------|--------------------------------|
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Other |
|----------------------------------|--------------------------------|

(a) Which is the primary ethnic group?

24. What is the theme of your proposed project?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Crime            | <input type="checkbox"/> Housing                     | <input type="checkbox"/> Poverty                  |
| <input type="checkbox"/> Arts/culture     | <input type="checkbox"/> Education/training          | <input type="checkbox"/> Sport                    |
| <input type="checkbox"/> Health/wellbeing | <input type="checkbox"/> Community support           | <input type="checkbox"/> Social services/activity |
| <input type="checkbox"/> Employment       | <input type="checkbox"/> Family support              | <input type="checkbox"/> Rural issues             |
| <input type="checkbox"/> Environment      | <input type="checkbox"/> Racial/cultural integration | <input type="checkbox"/> Other                    |

(a) Which is the primary theme?





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## CONDITIONS TO GRANT OFFER

In order for the Community Foundation to be able to offer successful applicants a grant as quickly as possible please ensure this form is signed and **returned with the completed grant application** and accompanying documents. You must complete the sections marked with an \*

\* (name of group).....  
wishes to accept the offer of a grant from the Community Foundation for Lancashire.

In doing so we agree to:

- Spend the grant within the timeframe specified in the grant offer letter we will receive if successful
- Use the grant only for the purpose(s) described in the application form and offer letter we will receive where details are specified, unless otherwise agreed in advance, in writing, by the Foundation
- Ensure that proper insurance of any equipment remains in place at all times
- Contact the Foundation where there is any under-spend or other issue arising in relation to expenditure in accordance with the offer
- We understand that the Foundation may claim back all or part of the grant to cover equipment that is lost and I am unable to replace
- Pursue publicity, where possible, with the local press to promote our project and the support received from Community Foundation for Lancashire. If you require any help or advice regarding press releases, please contact the Marketing and Communications team on 0844 561 9649 or email [marketing@lancsfoundation.co.uk](mailto:marketing@lancsfoundation.co.uk)
- Mention the name of the Fund, Grassroots Grants and the Community Foundation for Lancashire in all press releases issued relating to any aspect of our project supported by this grant
- Ensure the use of both the Grassroots Grants and Foundation's logo on any publication produced relating to or supported by this grant. The publication must be approved by the Foundation to ensure the logo is presented according to Community Foundations style guidelines available on [www.cfmerseyside.org.uk](http://www.cfmerseyside.org.uk).
- Support the Foundation's strategic aims and to work with the Foundation on any joint publicity opportunities in relation to this grant. Such publicity opportunities will be chosen at the Foundation's discretion
- Accept responsibility for ensuring parental consent is provided for the photography of minors to promote any project. The provision of such photographic material to the Foundation for any promotion or monitoring purposes will assume prior consent has been given
- Keep receipts and other evidence of expenditure for ALL purchases and services and make them available to the Foundation on request. They should be kept for six years

- Maintain a register of any assets exceeding £1,000 in value that are bought with the grant and to request the permission of the Foundation prior to disposal of any such item
  - Complete and return the monitoring form that will be sent to me as the group's representative, within one month of fully spending the grant
  - Maintain records to enable full completion of the monitoring form, including the following:
    - Details of what the grant has been spent on
    - Collations of receipts for purchase of all items or services
    - Details about the number of users/beneficiaries of the grant
    - Details about what difference the grant has made to both the group and the community it serves
    - Details of best practice examples
    - Photographic, written, audio or other evidence in relation to the grants impact and funded activities
- 
- Provide verbal or written reports on progress as requested by the Foundation
  - A copy of the group's annual accounts should be submitted at year end, reflecting the grant as a restricted fund and showing it fully spent
  - Ensure compliance with any other specifications in the offer letter
  - Undertake any relevant training in order to ensure the sustainability of the project
  - Provide evidence at the request of the Foundation in order to ensure the protection of any children or vulnerable adults involved in the project

**Declaration:** I/we understand that Community Foundation for Lancashire reserves the right to recall all or part of the grant if the group fails to meet one or more of these conditions and that significant breaches may result in criminal proceedings. I/we acknowledge European Social Fund as a contributor to this funding.

**Main contact:**

- \* Signature: \_\_\_\_\_
- \* Full name: \_\_\_\_\_
- \* Position in group: \_\_\_\_\_
- \* Date: \_\_\_\_\_

**Witnessed by (2nd group contact)**

- \* Signature: \_\_\_\_\_
- \* Full name: \_\_\_\_\_
- \* Position in group: \_\_\_\_\_
- \* Date: \_\_\_\_\_