

Create Guidance Notes for Small Grant Applications

The information contained in this fact sheet will tell you about the eligibility for our two grant funds (see below) and provide a useful guide on how to complete the application form.

Assessments on grant applications received are made quarterly.

The Funds

Both funds offer small one-off grants of up to £500. The eligibility criteria for the funds are as follows:

Community Fund: The Community Fund is open to all projects that seek to benefit their local community. Grants will be available to encourage, support and develop projects that assist people within their local community who are suffering hardship or distress; or who are aged or sick.

Christian Fund: The Christian Fund is open to local Churches and Christian projects, with priority being given to projects that involve more than one church or that are interdenominational.

To be eligible, applicants should:

- Be seeking a one-off grant to initiate or develop an activity/project, or purchase equipment. There is no provision for the continuing funding of any project.
- Explain how the project falls within the relevant fund criteria.
- Demonstrate that the project has a viable plan, consisting of the identification of a problem or a need and what steps will be taken to address it.
- Where appropriate, have made suitable and realistic arrangement to ensure the project continues beyond the grant-funded period.

The Form

Application Details:

State the name of the organisation and address where it is normally based or can be contacted by post. Also provide the name and telephone numbers of a person who can be contacted both during working hours and in the evening. Then describe your project and what it aims to achieve in no more than 120 words.

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About your group:

Provide details about your organisation as requested and detail the usual activities of your organisation, providing information about who your users are and how you are meeting their needs (if it is a new project please provide information about who your users will be and how you aim to meet their needs). This information will enable us to judge how effective you are in your present activities, and also how capable you are in undertaking new activities.

About the grant:

Please state the amount of funding you are requesting and from which fund (note: where your project meets the relevant criteria you can apply to either or both funds). Please also supply details of any applications you have submitted to other organisations. As our Trustees consider it essential to have a proper and accountable financial system in place before they will approve funding, it is necessary for you to provide details of how the funding will be managed and who will be in charge of managing and controlling the money (e.g. the treasurer or a paid administrator).

List everything you want to spend on the project providing a cost for each individual item. Give a breakdown of the various types of expenditure you think are required to achieve the objectives of your project. To show value for money, you will be required to submit two quotes for any equipment you wish to purchase over £200.

Other Details:

Please state whether your organisation has a bank account and if so, please include a copy of your most recent statement. Submission of both bank statements and accounts enables the grant panel to see how effectively you manage your existing accounts and gives us an indication on how the group is sustainable both at present and in the future.

Declaration:

It is essential to ensure that true and accurate information is provided, and it is on the basis that the information contained in the application form is correct that the partnership will make up its mind. Therefore, it is important that two representatives of the organisation making the application, can guarantee that, to the best of their knowledge, the information is correct. This means those members of your management committee and not a paid member of your organisation must sign the application form. If your organisation is totally run by volunteers, the application should be authorised by the person in charge and one other member of your organisation.