

ONE NOTTINGHAM Small Grants Scheme

Grant Guidelines and Application Form

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Introduction

What is the Nottinghamshire Community Foundation?

The Nottinghamshire Community Foundation is an independent local charity which aims to improve the quality of life for people in Nottinghamshire by channeling funds to grass roots communities. We provide a service to individuals, families, companies, local government and national government agencies plus trusts who want to help the local community through endowment. Funds established with us support a wide variety of voluntary and community groups.

What is the One Nottingham Small Grant Scheme?

This is a small grants programme which is part of the Government's strategy for regenerating the most deprived neighbourhoods. It provides small amounts of funding to help local people become involved in improving their communities. **Nottinghamshire Community Foundation** currently manages this programme on behalf of ONE Nottingham the local strategic partnership for Nottingham.

What grants are available?

Grants to a **maximum of £10,000** for Projects/Activities which must be completed within a year. Grants are usually up to £5,000 but for more strategic projects grants of up to £10,000 can be made. Please contact Nottinghamshire Community Foundation before submitting an application over £5,000. We particularly want to help small and new groups for whom this may be their first experience of applying for funding but also welcome applications from more established groups.

Who is eligible to apply for one of these grants?

Voluntary and community groups with charitable objectives and local support in the Nottingham city areas. Groups do not have to be a registered charity but must have a set of rules or constitution. We can only fund "Not for Profit" groups.

The grants programme is available in all areas of the City of Nottingham but projects will particularly be welcomed which benefit the most deprived wards, which include the Super Output Areas which are in the poorest 5% nationally. These wards are:
Radford & Park, Aspley, St. Anns, Bulwell, Bridge, Bestwood, Bilborough,, Arboretum and Mapperley.

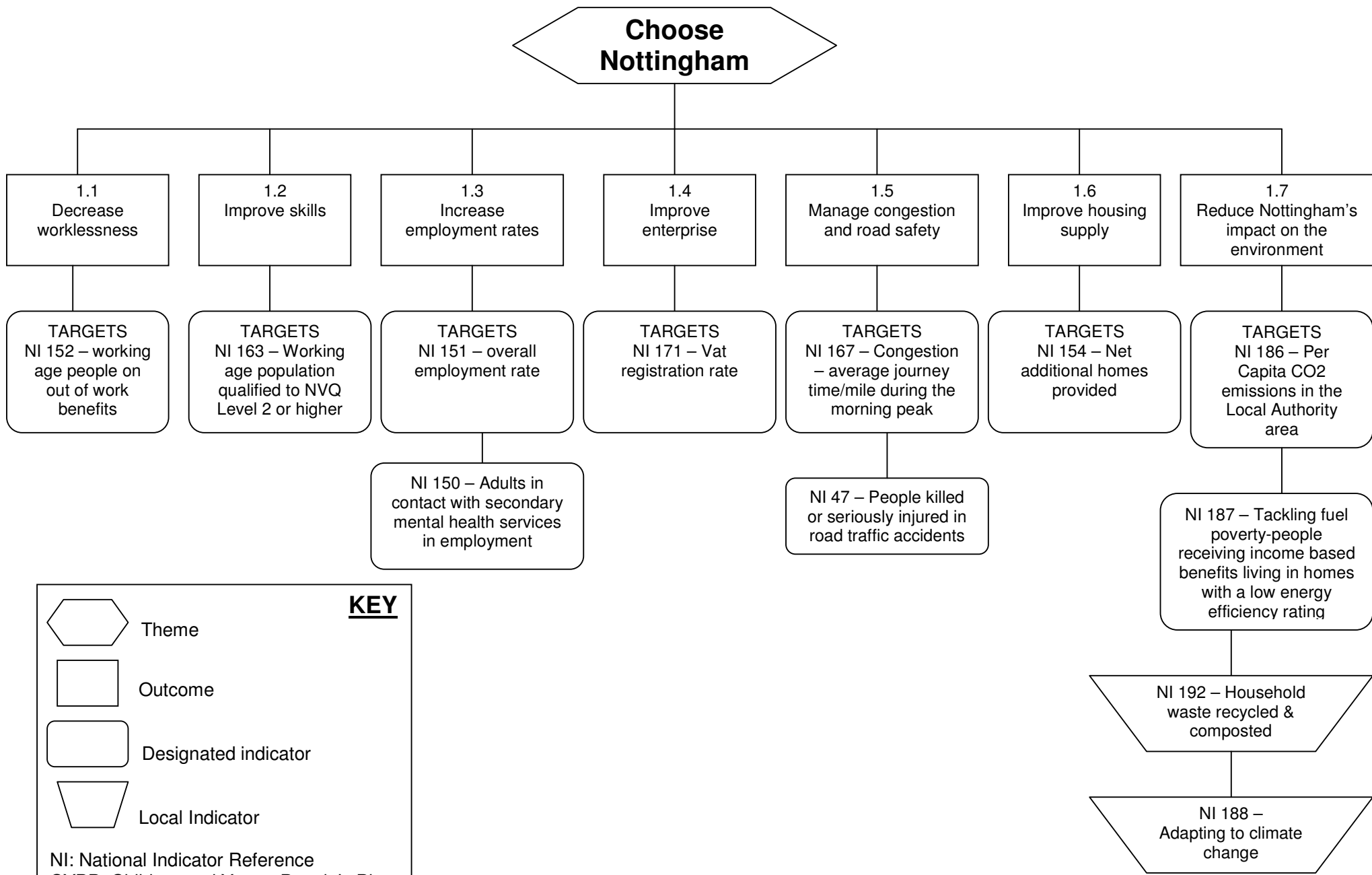
Are there particular themes one of these grants must be used for?

Local Area Agreements are a radical change in the relationship between Local and Central Government. Essentially they aim to reduce bureaucracy, simplify the number of national funding streams and allow local areas to have much greater freedom to spend on local priorities and targets - so each LAA is unique to each area.



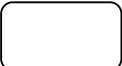

The Nottingham City Local Area Agreement contains targets around 5 key themes:

- Choose Nottingham
- Respect for Nottingham
- Young Nottingham
- Active and Healthy Nottingham
- Transforming Nottingham's Neighbourhoods

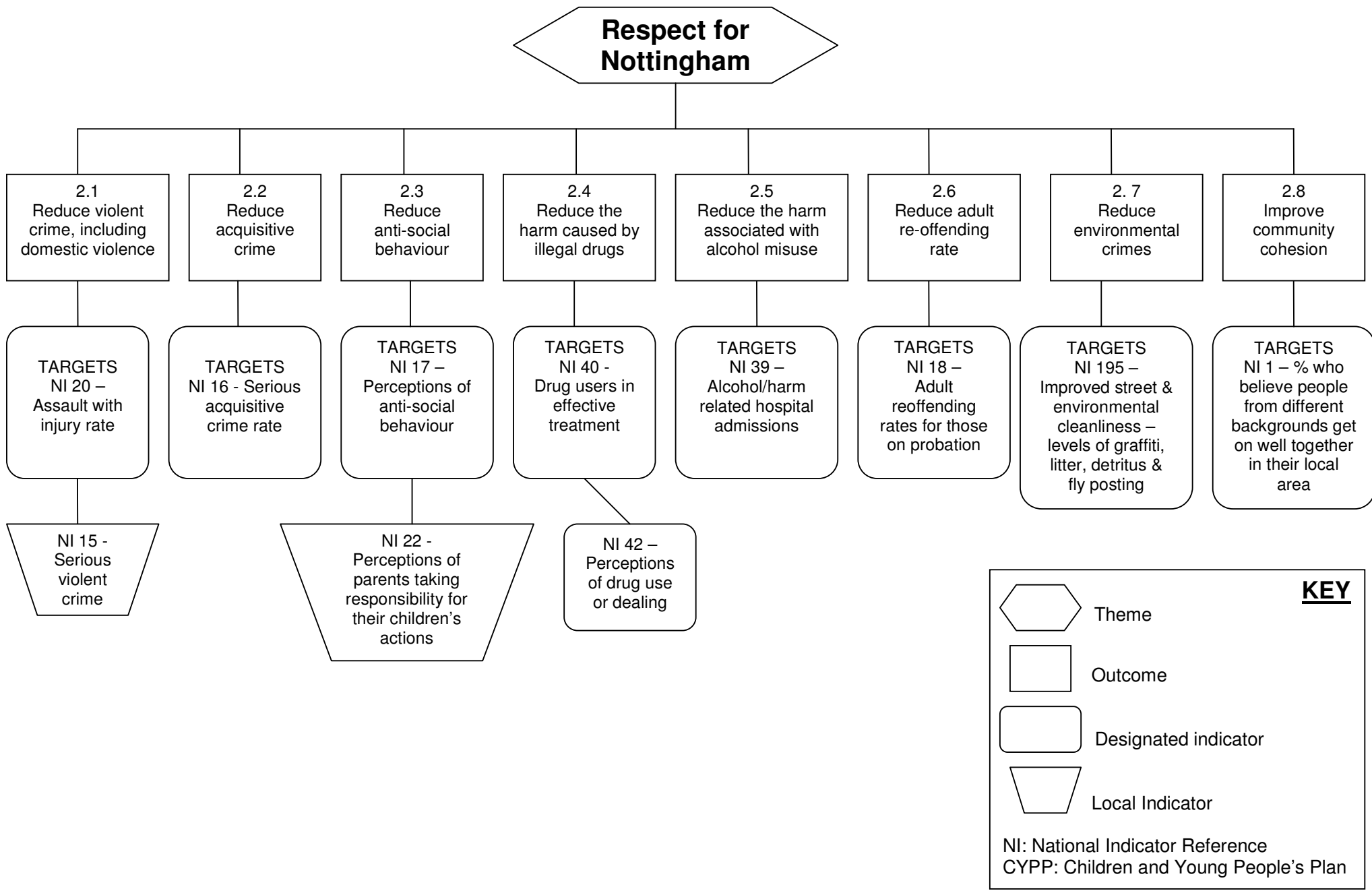
To be eligible to apply for funding, your project must address at least one of these 5 key themes.



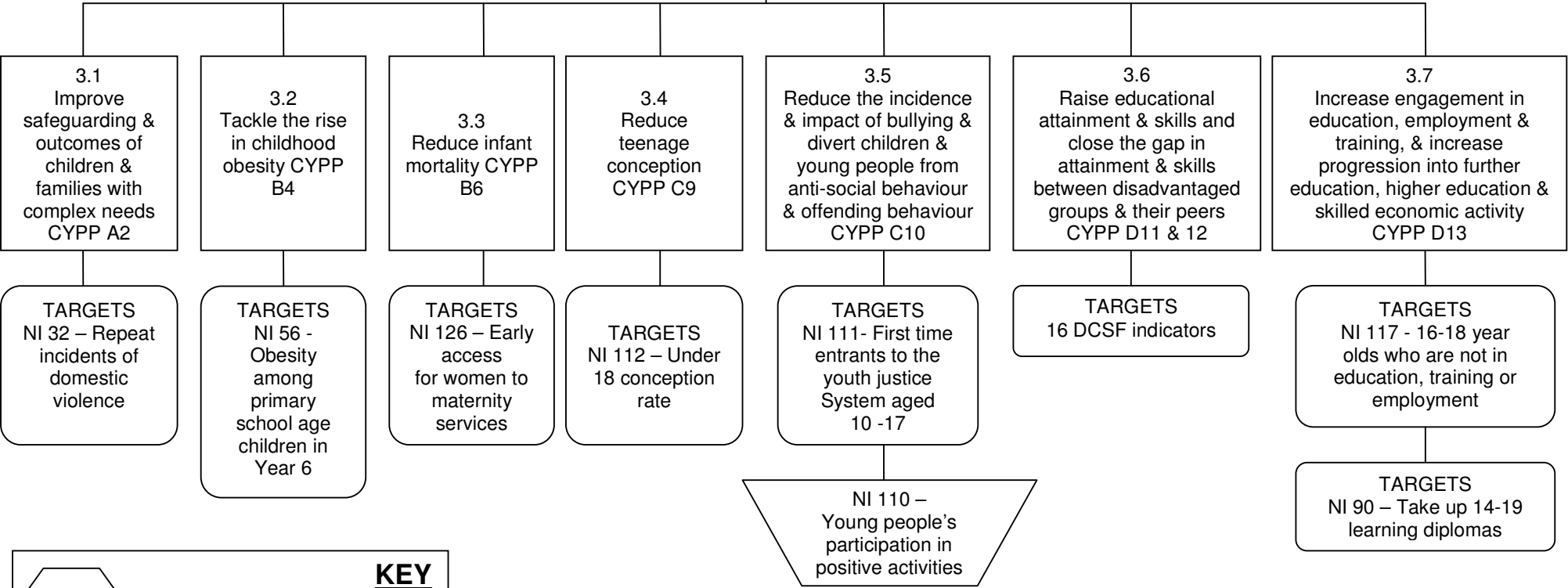
KEY

-  Theme
-  Outcome
-  Designated indicator
-  Local Indicator

NI: National Indicator Reference
 CYPP: Children and Young People's Plan



Young Nottingham

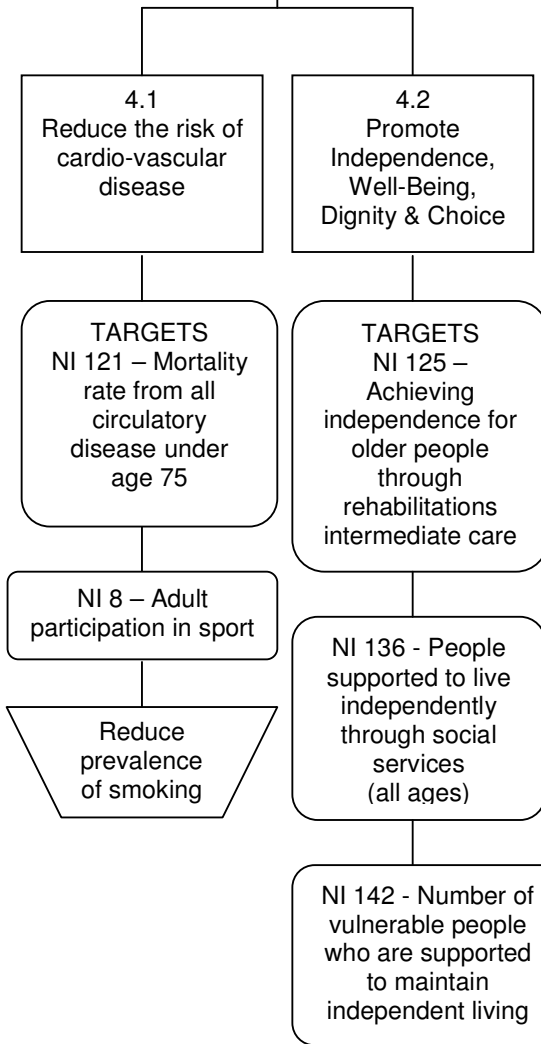


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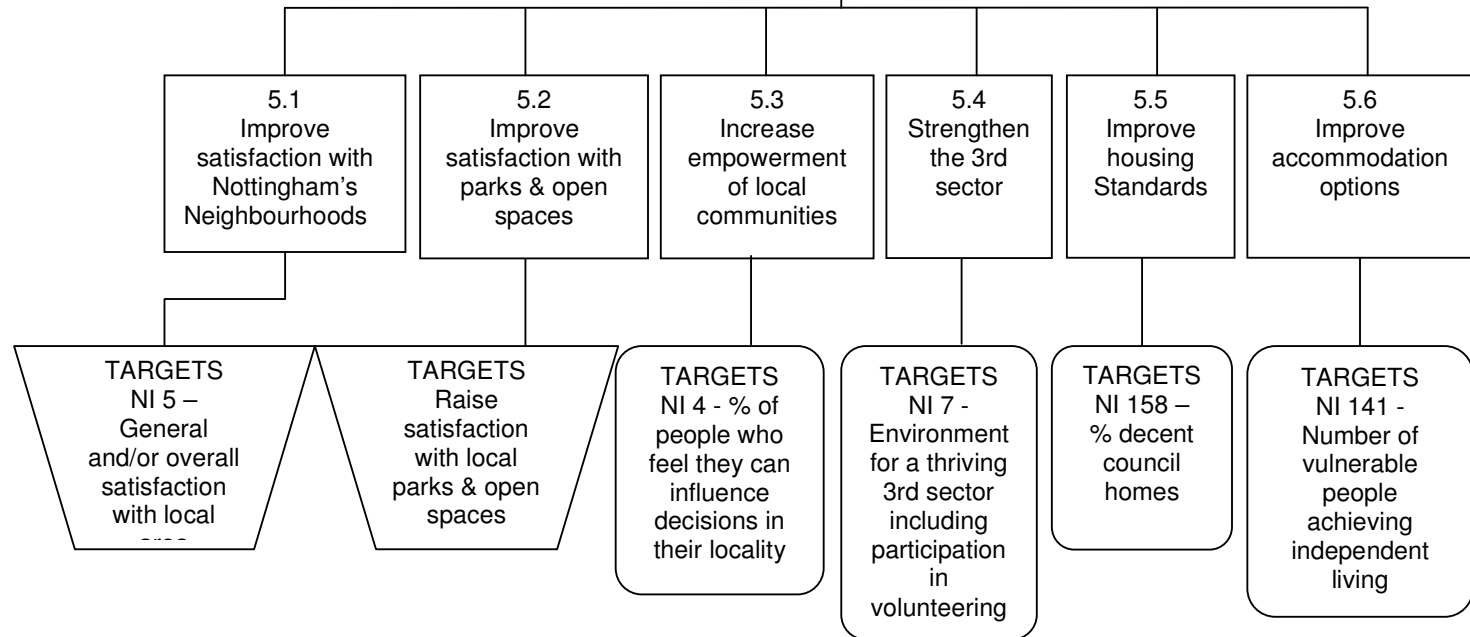
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Active & Healthy Nottingham



Transforming Nottingham's Neighbourhood



KEY

-  Theme
-  Outcome
-  Designated indicator
-  Local Indicator

NI: National Indicator Reference
CYPP: Children and Young People's Plan

Who and what are NOT eligible to apply for one of these grants?

- Groups outside the Nottingham city area
- Groups with an annual income over £250,000
- Individuals
- Statutory Organisations (such as local authorities, schools or colleges)
- Groups that are part of national or regional organisations unless they are an independently constituted and financially autonomous group in Nottingham
- Voluntary sector activities that are intended solely to benefit the users of statutory services
- Projects for personal profit (applications must have a charitable purpose)
- Activities that include the promotion of religious beliefs or where people are excluded on religious grounds
- Political groups or activities promoting political beliefs
- Grant making bodies applying for funding to redistribute to individuals or groups
- Social outings/trips and purely social events that do not contribute to any of the LAA Targets
- Awards, trophies or prizes
- Core costs and/or repeat funding activities

The grant is a payment in advance. You cannot apply for a grant to pay for costs and services that you have already bought, ordered or committed prior to a funding decision being made.

FINALLY, IF YOU FIT THE CRITERIA ABOVE HOW CAN YOU APPLY?

BY FILLING IN THE ATTACHED APPLICATION FORM

IMPORTANT

BEFORE FILLING IN THE ATTACHED APPLICATION FORM PLEASE ENSURE YOU:

- [1] READ the general guidance on the completion of Application Forms AND
- [2] READ the Step by step guide to filling in this Application Form AND
- [3] READ the Application Form itself through to the end

If after carrying out the above three steps you need further help please do not hesitate to contact a Community Foundation Advisor at Nottinghamshire Community Foundation who will be able to answer your questions. If you need extra help or if you are a new group requiring development support we can link you to an outreach worker or local development organisation.

Address: Nottinghamshire Community Foundation, Cedar House, Ransom Wood Business Park, Southwell Road West, MANSFIELD, Nottinghamshire, NG21 0HJ

Phone Number: 01623 620 202

Email: sam@nottscf.org.uk

Guidance on completing the application form

PLEASE ENSURE YOU READ THIS BEFORE COMPLETING YOUR APPLICATION FORM

Please help us to help you by following these simple guidelines

Before you begin:

Read through all the guidance notes and application form thoroughly, making a note of any questions or concerns you may have. If after talking to your colleagues in the group you are still unsure please do not hesitate to contact us at Nottinghamshire Community Foundation (NCF) on 01623 620 202. If we cannot help we can pass you across to the Nottingham Council for Voluntary Service (NCVS) who can. **Above all do not give up.** We want the process to be as straightforward as possible and are always pleased to hear your suggestions for improvement.

- When you are clear about all of the above and have the supporting information you can begin to complete the form.
- There are no trick questions, no key words such as social exclusion, community capacity building or any others which must be included in a successful application, just a simple straightforward explanation of what is needed and why.
- When completing the application form all sections must be completed and responses contained within the space provided on the form.
- Please ensure answers are typed or neatly handwritten to ensure all responses are clearly understood.
- Only in exceptional circumstances will an answer extended onto an additional sheet be accepted and this will be indicated on the application form itself. In every case an NCF grants officer will contact you to discuss your application as part of the application process.
- **Please answer each question on the form. We are unable to consider applications with 'see attached documents' as answers to questions and will return such applications.**

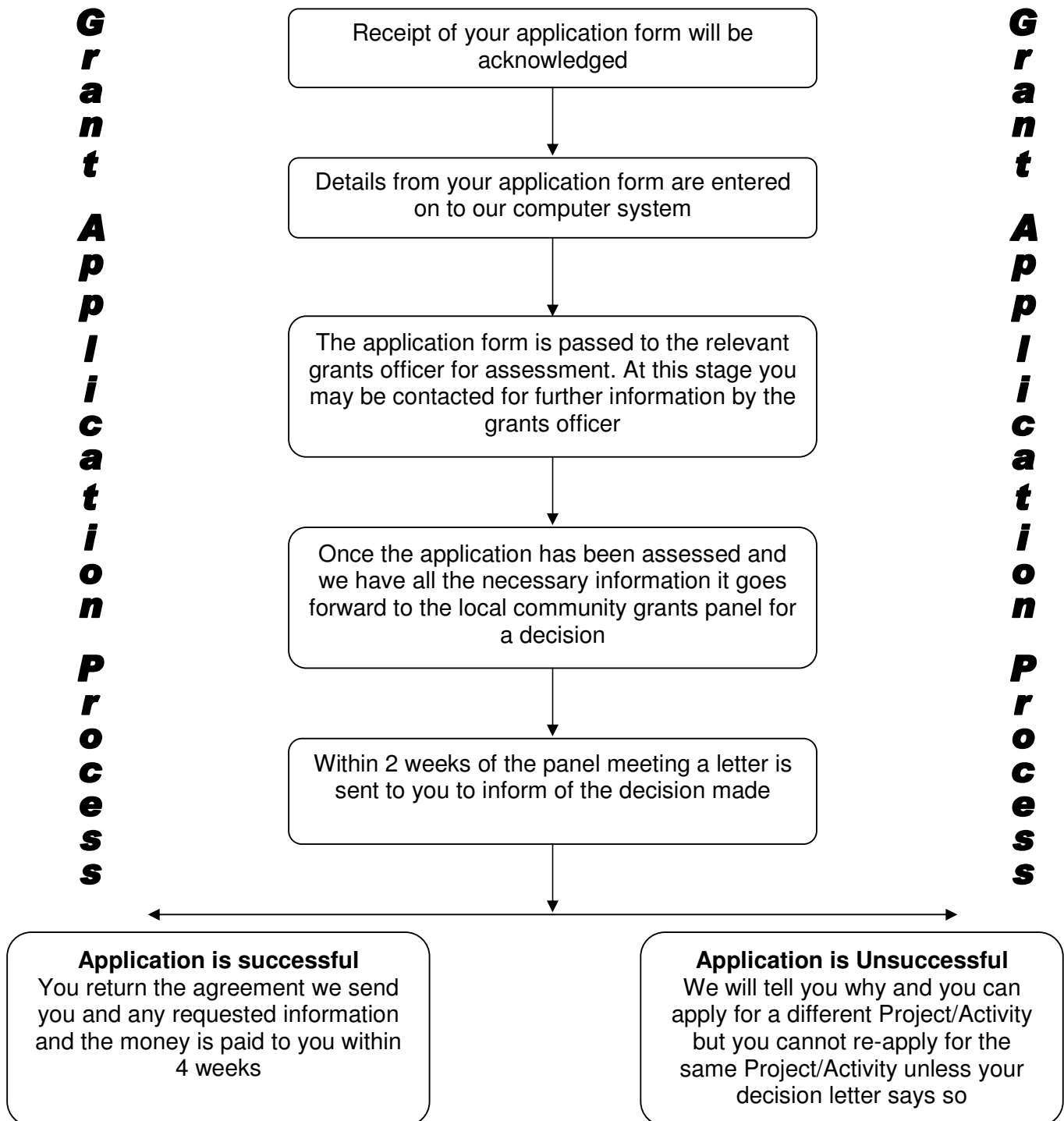
Make sure you have sent in all the accompanying documents that have been requested in the step by step guidelines. Failure to include these items will delay or invalidate your application. Also please ensure that the name of the group is on all of your supporting documents (and that the Constitution or policy has been signed by the Chair or Secretary of the Organisation).

Please ensure that you **keep a photocopy of your completed application** for your records.

Please ensure that you attach the **correct value postage stamps** on your application as insufficient postage results in your application being held at the Sorting Office. Please weigh your application form with all the enclosures, as the cost will be more than that of a first or second class stamp.

What will happen next?

Your application will be processed as follows:



Please ensure you **allow three months** from the time of submitting your application to the start date of your Project/Activity to allow for the Grant Application process as described above

Finally... Good Luck with your application!

Step-by-step guide to filling in the application form

1. GROUP INFORMATION

Name of Group:

Enter the name of your group as it appears on your governing document. A governing document may be a constitution or a set of rules (if you are a new or informal group). Note that any governing document must have a "Dissolution Clause" within it to explain what will happen if the group should cease; this is because we need to know the fate of assets and /or grant money made to you from this application.

****** Please send in a signed and dated copy of your governing document with your application form ******

Main contact:

Usually we need to contact you to gather extra information so the main contact should be someone who understands the application and is able to speak on behalf of the group. Please note this should not be an advisor, support worker (unless they are a committee member) or anyone not employed by your group. Enter the name of your main contact along with their title, position in the group, home, work, mobile telephone number and best times to contact. Also their e-mail address and home address for correspondence. It is particularly important to have a separate correspondence address from your group address if you do not meet regularly or have regular access to the building or you make your application just before a holiday period when many community buildings are not in regular use.

Group address (if different):

Enter the address where the group meets or carries out its activities.

Local authority area:

Identify and enter the local authority area in which your group operates. If you are not sure enter your postcode and we will check for you and enter this in on your behalf.

Electoral ward:

Identify and enter the electoral ward area in which your group operates. If you are not sure enter your postcode and we will check for you and enter this in on your behalf.

Type of Group:

We are only able to give grants to certain groups. Please tick the box or boxes that describe your group best, giving any charity registration or company number.

Branch of a larger Organisation:

Tick the relevant box and give the organisation name if you ticked yes. Please note we will expect to see evidence of autonomy/independence via your constitution and accounts.

Purpose of your group:

Describe the Projects/Activities you provide including:-

The aims of your organisation, where, when & how often you meet and if there is a cost for participants.

Start of your group:

Enter the date your group formed.

People involved with your group:

Enter everyone who has a role in organising, planning, leading or participating in your group's Projects/Activities.

Full Management Committee skills and experience:

Enter information about all of your committee members, include their role (for example chair, secretary, treasurer), how they work together, what skills they have.

Equal Opportunities statement/policy:

Please provide a copy of your statement/policy.

****** Please send in an Equal opportunities statement or policy with your application form *****

Children and Vulnerable People policy/statement (if appropriate):

If your Project/Activity does not involve direct unsupervised access to these groups as part of the activity you do not need to submit a policy or explanation on the form, unless you wish to submit them as evidence of good practice.

Nottinghamshire Community Foundation recognises the importance of keeping children and vulnerable people safe. If your activity directly involves children, young people or vulnerable groups you will need to have a statement or policy which explains your current practice. This will include the checking of volunteers and staff and how your group works to ensure children and vulnerable people are kept safe within your group and the Project/Activity you are undertaking. This is a challenging area of work and advice can be sought in the first instance from us at NCF as we run regular courses in conjunction with the Area Child Protection Committees to help groups form their own policy/statement.

****** Please send in a Children & Vulnerable People policy/statement with your application form (if applicable) *****

2. FINANCE INFORMATION

Formal set of annual accounts:

If you are an established group include a signed copy of your most recent annual accounts with your application, they should show all the groups income and expenditure for the last financial year. If you are a new group and do not have a set of accounts, give details of all your income and expenditure since you started, together with a budget for the next twelve months signed by your treasurer. In both situations include a recent original bank statement which will be returned (or confirmation of the account if you have not yet received a statement) or a photocopy of your Building Society passbook transactions

****** Please send a signed copy of your annual accounts or budget details as above with your form ******

****** Please send in a recent original bank statement or copy of Building Society transactions with your form ******

Total income and expenditure for the last financial year:

Enter the figures as taken from your annual accounts or the income details as above.

Projected income for this year:

Please tick the appropriate box.

Explanation of why you cannot pay for the Project/Activity out of your own funds:

If your group has funds in the bank that are not being used to support the Project/Activity, you need to explain clearly why. These may be committed to other projects or the running costs of your organisation. We will not normally give a grant to voluntary or community groups which hold free reserves which are greater than 12 months operating costs (free reserves being the amount of money a group holds that is not restricted by any other funder for any other purpose).

Own bank/building society account:

Enter your Bank/Building Society Name, Bank/Building Society Address, Sort Code, Account/Roll Number and the Account Name that cheques should be made payable to.

Signatures needed to authorise a cheque:

Your group's bank account should have at least two cheque signatories who are not related.

Other bank accounts:

Please provide basic details of all your other bank accounts so that we can gain a complete picture of your group's financial position.

Organisation that can receive a grant on your behalf:

If you do not have a Bank/Building Society account you will need to find a group who can accept funds on your behalf. Please make sure that you ask your nominated Organisation if they are willing to receive a grant on your behalf. Enter the name of the Organisation with its Bank/Building Society Name, Bank/Building Society Address, Sort Code, Account/Roll Number and the Account Name that cheques should be made payable to. Also please ensure the nominated organisation signs the application form to accept the grant on your behalf.

3. PROJECT INFORMATION

Name of your Project/Activity:

Choose a short title that describes the activities of your Project/Activity for example, "Feasibility study project" or "Community Hall improvements" or "Youth mentoring project" for which you are requesting funding.

Describe the Project/Activity you would like funding for:

Use the key words of who, what, when, where and why to tell us about your Project/Activity.

One Nottingham's Local Area Agreement Outcomes and Indicators

From the information contained above in the NRSG introduction relating to the Local Area Agreement, please indicate which of the Themes, Outcomes and/or Indicators your project addresses.

Community need for this Project/Activity and it's relation to any of the One Nottingham's Local Area Agreement Outcomes and Indicators

Explain why you feel the Project/Activity is necessary and how the idea for it came about. What local problems does your Project/Activity tackle, for example, a lack of facilities, lack of skills, a building in need of repair, a facility threatened with closure? Is your Project/Activity part of a local community plan? Tell us about any community consultation feasibility study or other evidence of need. Does the Project/Activity have support from a local survey, petition or public meeting?

You may know of information that has been collected about your community by the local authority, health authority or regeneration partnerships which will help you explain how you know there is a need in your community. Please send in any community consultation, feasibility study or other evidence of need which you have collected.

****** Please send in any community consultation, feasibility study or other evidence of need with your form ******

Project/Activity start and if appropriate finish date:

Remember to apply in good time for your grant as we cannot help with Projects/Activities which have already happened and it may take up to 3 months for your application to be processed.

Impact your Project/Activity will have in your local community:

Focus on the change your Project/Activity will have on the community. This may be difficult to define exactly, start by explaining any changes that may be visible, for example improvement in the environment, facilities, then move on to explain the change you anticipate in individuals and groups within your community.

Wider community benefits of your Project/Activity:

As well as the benefits to the immediate community there will be ways in which the wider community are helped for example, feeling safer, developing trust, increasing number of young volunteers, training opportunities etc.

Success of your Project/Activity:

Explain how you will record you have been successful and have contributed to any of the One Nottingham's Local Area Agreement Outcomes and Indicators. If your activity is to increase involvement, you could keep a record of the number of people starting new activities, you might ask people to write in a community diary, perhaps how they feel at the beginning of the activity and again at the end, this will help you to develop your group, improve, change and help to identify other needs within your community. It will also help us to measure how effective this funding has been.

Working with other groups on this Project/Activity:

Enter the names of any groups you are working with and the nature of the relationship.

Total cost of your Project/Activity:**Amount required from this source of funding:****If these two amounts differ:**

The maximum grant available from the Programme is **£10,000**. If your activity costs more than £10,000, you will need to tell us where the rest of the funding will come from. This may be through fundraising or applications to other funders. We will not be able to fund any activity which another funder has already agreed to fund.

Detailed breakdown of how the funding will be spent:

Show how the money will be spent by providing us with a detailed breakdown. This may include buying items or services, other costs may include rent, publicity, promotion or equipment. Look for actual costs rather than guessing and enclose quotes for items over £200. With staffing costs be sure to include any administrative or on-costs such as National Insurance along with the hours, rate of pay and a job description. When we read your application we will look to see that the costs are realistic and will enable your activity to be successful. Please note: ongoing or core costs cannot be funded unless associated with a new or extended Project/Activity.

****** Please send in the quotes that back up your detailed breakdown of costs with your application form ******

Help with the application form:

This is to help us administer our outreach resources.

Declaration:

Please ask the relevant people to sign here (these must be two **different** people)

4. MONITORING INFORMATION

People expected to benefit directly from your Project/Activity:

Ages of people expected to benefit directly from your Project/Activity:

First state how many people will benefit from the Project/Activity and then think about who the key people are that you want to work with. We are not necessarily looking for large numbers. You may not know how many people will benefit from your Project/Activity but give your best estimate.

Target community:

From the list of different people in the community tick those in the group column next to the people your group mainly works with at present and in the Project/Activity column next to the people who will directly benefit from the Project/Activity which the grant is for. Tick as many as apply. Some examples are:

- If your Group and/or Project/Activity is mainly for Somalian women, then put a tick next to both “Women” and “Black and minority ethnic people” in the appropriate boxes in the appropriate columns.
- If your Group is working with all local residents from a particular neighbourhood, but your Project/Activity targets lone parents then put a tick next to “Local Residents” in the group column and put a tick next to “Lone Parents” in the Project/Activity column.

Benefits your Project/Activity will achieve:

This question asks you to think about what the funding will achieve. You must identify benefits under at least one of the headings listed. We will ask you to confirm that these benefits have been achieved after you have spent your grant.

Ethnicity:

Tick all of the people who will benefit from your Project/Activity

5. REFEREE

Independent Referee:

This section should be filled in by someone who knows you and your group and can support your application. This person may be:

- A local development agency worker such as a community development worker from the local authority or voluntary sector
- A local councillor, minister of religion, police officer etc.

They must read and sign your application form and must be willing to be contacted to discuss your application. This person may NOT be:

- A current or former employee/worker, management committee member, trustee, member, volunteer or user of your group
- Related to a person who is currently in one of these positions
- Someone who will benefit if the application is successful
- Anyone who has been involved with writing the bid

If the application is for a Project/Activity working with children and young people they should be knowledgeable on child protection issues and be prepared to vouch that the group either has or is developing effective child protection procedures. The independent referee should enter their name along with their title, Occupation, Contact address, Telephone numbers, email address and in what capacity they know your group

6. CHECKLIST

Checklist:

- This list of documents (given in section 6 page 8 of the application form) is what we need you to send in where applicable. These have been pointed out *in italics* throughout this step by step guide and will enable us to assess your funding application. Use the checklist to make sure you have included all the relevant information associated with your application for a grant.

If your application form is not fully complete and you have not submitted supporting documents from the checklist, it may be returned which will delay the application process