



Grassroots Grants Guidance Notes

INTRODUCTION AND ELIGIBILITY

Grassroots Grants is a grant scheme funded by the Government Office for the Third Sector and run locally by the Hampshire and Isle of Wight Community Foundation with several partner organisations, in particular Community Action Hampshire, Isle of Wight Rural Community Council, Portsmouth Council of Community Service and Southampton Voluntary Services.

The scheme is aimed at small, volunteer-led, not-for-profit groups and only groups with an annual income of under £20,000 (averaged over the last three years) are eligible. Applications can be for almost any activity that will benefit people living in Hampshire, Isle of Wight, Portsmouth or Southampton. The basic rule is that applications must be for activities, projects or equipment aimed at meeting a local need of some sort. However, please note that the following groups or activities **cannot be supported by Grassroots Grants**:

- Applications from individuals
- Public bodies like local authorities and schools
- Organisations that are for the sole benefit or relief of animals or plants
- Organisations that were not actively involved in their local community before 1st Jan 2007 – see the notes under Question 3 for more details
- Larger organisations – see the above note about annual income
- Any party political activity
- Commercial ventures
- Proselytising activities, i.e. active promotion of a specific religion or belief system

There are a few other restrictions and points which may affect your application so we suggest that you **contact us before you complete the application form**. Please see the back page of these guidance notes for details of whom you should contact to discuss your application.

There are two separate application forms. One form is for grants of more than £900 and up to £5,000, and these guidance notes deal with this form. The other application form is for 'Express Grants' (from £250 up to £900) and there are separate guidance notes for that form.

Groups can only receive **a maximum of £5,000 from Grassroots Grants** over the entire lifetime of the scheme – see the notes under Question 6. You are welcome to apply for this all at once but this is not compulsory and may not suit your group's circumstances.

If you intend to spend your grant in more than one financial year (i.e. a year from April to March) then you will need to tell us how much of the grant will be spent in each financial year. See the notes under Q13 for more details.

MONITORING

Reporting back when you have spent your grant

If your application is successful then you will be sent a monitoring form along with your grant cheque. You will need to complete and return this form when you have fully spent your grant and we will check the monitoring form back against the details in your application form. For this reason, you should be realistic about your project / activity in the application form: for example, if you note that you will get written feedback from people you work with then you must think about how you will actually do this. You must also get our approval **in advance** for any changes to how you spend the grant money.

Monitoring visits

As part of our safeguards against unintentional and fraudulent misuse of the Grassroots Grants funds, we will randomly visit a certain number of organisations / groups. It will be a condition of accepting a Grassroots Grant that you agree in principle to such a visit, which will be arranged for a mutually convenient time usually when the Grassroots-funded activity is taking place.

Guidance notes for the main application form

(for grants of above £900 and up to £5,000)

SECTION 1: ABOUT YOUR ORGANISATION

Q1 Contact Details

Please give the contact details for someone who knows the details of the application – normally this would be the person completing the application form. We need to know the name of your **organisation or group**, not the name of this specific project or activity. The organisation name should appear at the top of your constitution / terms of reference document. Your organisation / group must be local and independent – with its own management committee and control over what it does with its finances.

Q2 What type of organisation are you?

You do not need to be a registered charity to apply for a Grassroots Grant, but you should clearly be a charitable or not-for-profit organisation or group. We will judge this mainly based on the information in your constitution / terms of reference / rules.

Q3 When did your organisation start?

Please indicate when your organisation was first formed. You might take this to be the date when your committee agreed its first constitution / terms of reference.

IMPORTANT NOTE: In order to be eligible for a Grassroots Grant, your group must not be brand new. For applications being considered in Year 1 of the scheme (i.e. before 31st Mar 2009), your group must have been actively working (perhaps informally) in the local community since **1st Jan 2007** or earlier. For Years 2 and 3, the date becomes 1st Jan 2008 and 1st Jan 2009 respectively.

Q4 How many people are involved in your organisation?

‘Paid staff’ refers to workers directly employed by your organisation – please do not count people employed by another organisation and working for you under a contract. Please do not note trustees / committee members under ‘Other Volunteers’ as they have their own category.

Q5 Please describe the main purpose of your organisation:

Here, you should use a maximum of 50 words to explain what your organisation aims to do, for example: 'We provide community centre facilities and services to help people in our local area'. We only need to know what your organisation does, not how you do it.

Q6 About your organisation's finances

We ask everyone applying for a grant to send us a signed copy of their most recent accounts (see checklist at the end of the application form). To complete Q6, please use the details from these accounts that you are sending.

IMPORTANT NOTE: For your group to be eligible for the Grassroots scheme, it must have an annual income of under £20,000 as averaged over the last three years (or, if your group is newer than this, for as many years as you have financial figures).

IMPORTANT NOTE: Groups can only receive **£5,000** in total from the Grassroots Grants programme. If your group has had a grant from another Grassroots Grants Funder then you can only apply for a grant from us to bring the total up to £5,000. If you receive more than £5,000 from Grassroots Grants then you will have to return the amount above £5,000.

Q7 Bank details for your organisation

The 'Organisation's bank account name' is the name that your grant cheque would be made payable to if you are awarded a grant. Please contact us if your group does not have its own bank account. We may be able to pay the grant to another charitable organisation willing to hold the funds on your behalf, although we do prefer organisations to have their own account. Note that all cheques drawing on any bank account in the name of your organisation must need at least TWO authorised signatures. For reasons of financial soundness, we strongly recommend that cheques cannot be authorised by people who are related to each other.

SECTION 2: ABOUT YOUR APPLICATION FOR FUNDING

Please read all the questions in section 2 before answering them so that you can see what information we would like you to give under each question. Please also follow the word limits.

Q8 Please provide a brief description of what equipment, activity or project you are asking to be funded

Here, you should explain and then give brief details of what you want to do, such as, 'We would like to buy some new camping equipment' or 'We would like to run a programme to help unemployed people into work by finding them work experience places, training courses and coaching for vocational qualifications'. You do not need to explain the need or benefits at this point as this will be covered in later questions. You can use a maximum of 200 words but do not feel that you need to use the full word allowance.

Q9 When will this take place?

Please tell us when you hope to get started and when you expect the grant will be fully spent. The 'End date' can be any point up to the end of the Grassroots Grants scheme, which is on 31st March 2011.

IMPORTANT NOTE: We cannot award a grant for any activity that has already taken place, or for any purchases of equipment, services etc. that you have already ordered or committed to.

Q10 What is the need for your project / activity?

This is where you should explain (using no more than 200 words) why your particular project or activity is needed in your local community. This might include any surveys that have been carried out, published reports, or feedback from individuals / organisations / groups. For example, you might say that a sport club is needed because there is limited access to sporting activities in the local area.

Q11 What do you expect to achieve with a Grassroots Grant?

Please explain here what benefit there will be if you are awarded a Grassroots Grant and your project / activity is a success. You should focus on how people's lives will change for the better as a result of what you will do with your Grant. Please use a maximum of 200 words.

Q12 How will you know if you have achieved what you set out to do?

This is simply asking how you will assess whether you have actually achieved what you hoped to achieve (as you have noted in Q11). We would also like to know what evidence you could send us (for example attendance records, written feedback, photographs) in order to show that your project / activity has had the impact that you hoped for. Again, please use no more than 200 words.

Q13 How much will this cost?

This table is designed so that you can show the amount of grant you are applying for, how you will spend the grant and any other income you expect to receive that you will put towards the project / activity. You do not need to include the general running costs of your organisation, just the costs and income associated with the project / activity that is the focus of your application. There are boxes labelled 'Other costs' and 'Other income' so that you can note any other categories of income / cost that are not already in the table. **The total costs and total income must come to the same amount.**

You are asked to show how much of your grant would be spent in each financial year. This is important for us to allocate all the money we have available so please be as accurate as you can. Grants from our Year 1 budget must be spent by 30th June 2009, grants from Year 2 by 30th June 2010, and from Year 3 by 31st March 2011 as the scheme will be closing then. If your grant covers more than one financial year then we will send you each portion around the start of each year, after you have sent us a report on your spending in the previous year.

Please use the space near the bottom of the table (or a separate sheet, if necessary) to give details of how you have worked out the figures, e.g. staff costs, a list of equipment, rental costs. You must include evidence of costs for all equipment items or groups of items costing over £50. Acceptable evidence could be quotations, catalogue or website pages.

Please see over the page for an example of costs for a Residents' Association that would like to run a once a week parent and baby / toddler group for local single parents:

COSTS		INCOME	
Equipment	£500	Fees charged to participants	£150
Staff salaries	£1,250	Other funds generated by the activity	£0
Volunteer expenses	£50	Your organisation's own reserves	£0
Other – venue hire	£250	Other fundraising	£0
Other – admin support	£250	Other grant applications	£0
Other costs	£0	THIS GRASSROOTS GRANTS APPLICATION	£2,150
TOTAL	£2,300	TOTAL	£2,300

In this example, the group would need to give details and include evidence for their cost calculations as follows:

- Equipment – £500 of babies' and toddlers' toys (with a toy list and catalogue or website pages enclosed as evidence)
- Staff salaries – a breakdown of hourly rate and how this leads to a total sum of £1,250, including on-costs such as National Insurance and any pension contributions
- Volunteer expenses – an explanation of how the estimated figure has been reached
- Venue hire – a breakdown of how the total sum was reached
- Admin support – an estimate of costs for telephone, stationery etc. and a contribution to the salary costs of any other workers who will spend some time supporting this activity

Please also state whether your project / activity is new or already happening. This is just for our information and will not affect the success of your application in any way.

SECTION 3 – ABOUT THE PEOPLE WHO WILL BENEFIT

Q14 Please indicate below which groups of people will directly benefit

This section of the application form will give us the information we need to ensure that the Grassroots Grants scheme is benefiting as wide a cross-section of the community as possible.

Please tick all the categories of people that will benefit in significant numbers or that you are specifically focusing on. We appreciate that for new work you may not know exactly who will benefit, but please tell us which groups you expect will benefit from the project / activity.

Q15 How many people will benefit?

The number of people to directly benefit will usually mean the number of people that you expect to work with on the funded project / activity. The indirect beneficiaries may be related to these people (e.g. children will indirectly benefit from their parents doing a parenting class) or they may live in the local area (e.g. local residents will indirectly benefit from a community garden which local job-seekers will create).

Q16 What area(s) will benefit?

We need to know where the people to benefit will come from. Many activities will benefit the people that live in the area where the project / activity will take place, however this will not always be the case. We would also like to know if activities are for members only or open to the general public and whether you will be working with any other local organisations.

For example: if you wanted to help people from the centre of Southampton to attend a training course held in the centre of Basingstoke that was open to anyone and was organised with the Police then you would show this as follows in the table over the page:

Village, district or town where activities will take place	Basingstoke
Full post code of location	RG21 1LU
Villages, towns or districts where beneficiaries will come from (if different from where the activities will take place)	Southampton city centre area
Please provide an example full post code for this area if possible	SO14 1NX
Will any activities be open to members of the public?	Yes / No
Will you be working with other local groups?	Yes / No

IMPORTANT NOTE: Your application must only cover work that will benefit people that live in one of the following areas: Hampshire, Isle of Wight, Portsmouth City, Southampton City. We cannot award grants for activities that will benefit people from more than one of these areas.

Q17 Please give any more information to support your application

This is where you can give us information which you think will support your application but does not fit under any of the previous questions. You can leave this question blank if everything has already been covered – please do not feel that you must put something in this section.

SECTION 4: CHECKLIST AND SUPPORTING INFORMATION

Referee Details

IMPORTANT NOTE: You do NOT need to give a referee if you have received a grant from either CAH, HIWCF, Isle of Wight Rural Community Council, Portsmouth Council of Community Service or Southampton Voluntary Services within two years of the date that we receive your Grassroots Grants application. If you do need a referee then they must be someone who:

- Works for either the Council of Voluntary Service or a Local Authority (district, county, city etc.) that covers where your group operates **AND**
- Is willing to provide a reference on behalf of your organisation **AND**
- Is not personally connected with your organisation, and does not have any personal vested interest in either your organisation itself or the outcome of this grant application **AND**
- Has read this application form in full and supports your application for funding

Please see the end of the guidance notes for whom to contact if you have any queries about providing a referee.

Checklist for supporting documents

Please ensure that you send **all** the documents as requested near the end of the application form. Your application may not be submitted to the assessment panel if you do not include all the requested documents. Please see the end of the guidance notes for whom to contact if you need any help with your supporting documents, or anything else on the application form.

IMPORTANT NOTE: Signatures on documents must be originals (not copies) and must be of your management committee's chair, vice-chair, treasurer or secretary.

Constitution / Set of Rules (signed) – this will tell us whether your group is charitable / not-for-profit and will show us what your organisation is set up to do and how it operates.

Most recent committee meeting minutes (signed) – this will show us that your organisation is active and being managed properly.

Names and signatures of ALL committee members – this will help assure us that your organisation has a sound structure and should be capable of managing a Grassroots Grant

Annual accounts (signed) – these should cover the same 12 month period as used to answer Q6 of this application and they must be your most recent annual accounts. We do appreciate that organisations have different financial year periods and that it can take time to prepare accounts. Therefore, we will accept accounts where the financial period ended any time within the 18 months before the date that we receive your application.

Health and Safety Policy (signed) – if your organisation has a Health and Safety policy, then please send us a copy. If you do not have such a policy but you are asking for a grant to run an activity that has a risk attached to it, we will need to see a risk assessment which outlines the risks that you feel are present and the measures that you will take to reduce these risks.

Evidence for how you have calculated the costs – see earlier in these notes under Q13.

Child / Vulnerable Adult Protection Policy (signed) – if your organisation works with under 18 year-olds and / or with adults that could be considered vulnerable (e.g. people with learning disabilities, older people) then you must send us a copy of the relevant policy.

DECLARATION

We would like to use information about groups and projects / activities that receive a Grassroots Grant in our promotional work for the scheme. Please tick the box if you do **NOT** want your information to be used for publicity purposes.

The final declaration must be signed by the person named in Q1 as the main contact and also by the chair, vice-chair, treasurer or secretary of your organisation's management committee.

WHAT HAPPENS NEXT

You should **take a copy** of your completed application form and then send it in to be assessed. Where you should send your application depends on where the people that will benefit from your project / activity live (see below for addresses). You can also **email** your completed application to info@hantscf.org.uk and then send **signed originals of the final two pages** and **all the supporting documents** to the relevant address below.

Hampshire county area

Kevin Sawers
Community Action Hampshire
Beaconsfield House, Andover Road
Winchester, SO22 6AT
01962 857376
kevin.sawers@action.hants.org.uk

CVS logos to go here:
CAH

(Will revert back to HIWCF after 31st Mar 2009)

Isle of Wight

Grassroots Grants
Isle of Wight Rural Community Council
3 Langley Court, Pyle Street
Newport, Isle of Wight, PO30 1LA
01983 524058

IWRCC

Portsmouth City

Grassroots Grants
Portsmouth Council of Community Service
338 Commercial Road
Portsmouth, PO1 4BT
023 9282 7110

PCCS

Southampton City

Grassroots Grants
Southampton Voluntary Services
Kingsland Square, St Mary Street
Southampton, SO14 1NW
023 8022 8291

SVS

We will check your application and contact you if anything is incomplete or unclear. When your application is complete we will submit it to the Grassroots Grants assessment panel which is expected to meet every six weeks. You will normally hear a decision on your application within two weeks of the round deadline.