



Involving Medway

Grant Application Form 2019

Guidance notes and information on completing the Involving Medway Application Form

Thank you for your interest in applying for the 2019 Involving Medway Community Grants.

These guidance notes provide details about the Involving Medway Grant Programme and how to apply for grants of up to £2,500 for projects and events which contribute to Involving Medway's objectives (listed overleaf).

1. Introduction

These guidance notes are designed to support you when completing the Involving Medway Grants application form. If you have any queries or require support please contact the Bruce Topham at Kent Community Foundation at 01303 814500.

Hard copy or Microsoft Word version of the form is available on request from Kent Community Foundation at admin@kentcf.co.uk or on telephone number 01303 814500.

If you are a small voluntary-led group that doesn't have the requirements mentioned in this document in place, you can apply through another group that is willing to act as a 'parent' (or 'nurture') organisation. By this we mean that they will receive the grant on your behalf, and play a supporting role in overseeing the project. In these instances, the organisation receiving the grant on your behalf can have an annual income over the £100,000 threshold. Please contact us to discuss this before making your application.

If you are applying with a parent organization, any fees charged by the organization acting as a parent should not exceed 10% of the total grant request.

Introduction to Involving Medway Community Grants

Community grants of up to £2,500 are available for local groups that want to deliver long term, short term or one-off activities which contribute towards Involving Medway's objectives as set out below:

Involving Medway's objectives

- Increase the range of activities which contribute to a person's physical or mental health for people living in Medway
- Encourage the growth of local initiatives that are designed and run by residents
- Support residents to improve their health by bringing people together to support each other
 - bringing people together across estate boundaries
 - promotes equality by bringing people of different ages, cultures, faiths, communities etc. together
- Create stronger connections between people living in the area, for example by tackling issues such as isolation
- Increase the skills and confidence of residents
- Respond to locally identified needs – i.e. applicants will need to demonstrate that they are responding to needs identified by the community and that there is demand for the proposed project

The application period for this round is:

Opens: **28th November 2019**

Closes: **31st January 2020**

Organisations can only make **one** grant application within each round.

1.1 What is an Involving Medway Community Grant

The Involving Medway Community Grant provides funding for projects and events that help foster good relations and build a sense of community that supports residents to improve their health and wellbeing by bringing people together in Medway. The projects or events can be either long term, short term or one off activities or service provision that contribute towards Involving Medway's objectives.

The grant can only be used for the purposes set out in the Involving Medway application form. Any changes must be agreed in writing by Involving Medway.

Examples of potential Involving Medway funded projects could include:

- A local sewing club to bring together people of all ages
- A coffee club for the elderly to encourage social interaction and support
- A group of volunteers assisting vulnerable people with basic gardening jobs
- Volunteers coming together to carry out regular litter picks in their area
- A peer support group for people with a mental health problem

1.2 Who can apply?

Involving Medway Community grants are available to local groups or organisations that want to deliver short term or one-off activities. The groups can be either constituted voluntary sector organisations or other types of structured groups of local residents.

This is very much a small grants fund aimed at providing local community groups and organisations with the resources they need to undertake voluntary activities for community benefit. Please think carefully about the costs included in your project and do not round up your costs to the full amount available, you should always apply for what you need and be as specific as possible. We encourage applicants to include a proportion of core costs in their applications, such as rent and management costs, to ensure that all the costs of running the organisation are covered. Please contact us if you are unsure about what to include.

Structured groups of local residents are groups of residents who have formed for a specific purpose; for example a community gardening group or a group of residents organising a community event in a local park. Structured groups of local residents could be an established group who have been meeting for a number of years or recently formed for a one off event.

To apply for an Involving Medway Community grant, structured groups must have clearly defined aims and objectives and the funding will be paid into a bank account in the group's name. Groups that do not have a bank account in their name can arrange for the Involving Medway Community grant to be paid into a parent organisation's account or into a group member's bank account. To do this, the grant application form must be signed by three group members. Three members of the group must also sign an additional authorisation form guaranteeing the funding will only be used to meet costs associated with the grant funded project or event. A declaration form must be signed by three signatories at the end of the project to confirm that the money was spent on the project or event. If you need to know more about this, please contact Kent Community Foundation.

Organisations must have an annual income of less than £100K (excluding parent organisation), to be eligible to apply for a Medway Community grant. Please note that 50% of the grant funding available for Involving Medway Community grants will be reserved for organisations with **an annual income of less than £50,000**.

If you are thinking of organising a small event

Before you apply you must ensure that you have secured all of the necessary permissions.

In order to be eligible for Involving Medway Community funding, at least 80% of the people benefiting from the project must be residents in the Medway area.

If you would like help and guidance in completing the form or discussing your proposal please contact Bruce Topham at Kent Community Foundation by email (admin@kentcf.org.uk) or telephone 01303 814 500.

2. Detailed guidance on completing the Involving Medway Community Grant application form.

These guidance notes follow the structure of the application form. Please read through the guidance before you begin to complete the application form.

Eligibility Checklist

The Eligibility Checklist is not scored but if you are unable to tick yes (or not applicable) to all the boxes, your application will not be considered for funding. If your application is successful, you will be required to submit policy documents

outlined in this checklist before you are eligible for grant funding. Please ensure you have these documents in place before you apply. (If you are applying using a parent organisation, their documents will be needed.). If your group is too small to have this information, please contact Kent Community Foundation on 01303 814 500, who may be able to facilitate your working with a parent organisation. If your application is successful you will need to submit the following documents:

- Your organisation's set of rules, Constitution, Memorandum & Articles of Associations or other governing document.
 - Health & Safety Policy
 - Employers Liability/ Public Indemnity Insurance
 - Safeguarding Children Policy and / Vulnerable Adults Policy (if applicable)
 - The number of staff and certificate numbers for volunteers and Trustees working with children and young people and/or vulnerable adults with Disclosure and Barring Service (DBS) certificates (previously CRB checks). You will not be required to submit names and DBS certificates.
- Most up to date organisation's annual accounts that are independently examined or audited. If your organisation is new, you will need to submit your latest bank statement and a 12 month financial projection. If your group does not have a bank account in its name, the application form needs to be signed by three members of the group.

If you do not have all of the above, please contact Kent Community Foundation for advice

Introduction

You need to state:

- 1.1 The name of your group or organisation and project. If applying through a parent organisation, please include the organisations name.
- 1.2 The amount of grant you are applying for
- 1.3 Please give a brief summary of the project or event that this grant will fund

About your Group or Organisation

This section is about your group or organisation. You will need to provide:

- 2.1 The name for the main person responsible for this application.
- 2.2 Their role in the group or organisation, for example project manager or the group's secretary.
- 2.3 The contact address for the organisation or group responsible for this application

2.4 A short description of the aims and activities of your organisation, e.g. a Tenants and Residents Association providing activities for local residents or a homelessness charity providing support for street homeless people.

2.5 From a list of options, please state the legal status of your group or organisation. This includes the charity number or company number, if applicable.

2.6 If you are applying as a parent or host organisation please describe the aims and main activities of the group that you are 'parenting'

Project Description

This section is about the project or event which you are applying for grant funding for. You need to provide details of the project or event, who will benefit from it and how you will plan the project or event to ensure it is well managed.

Please remember to provide all of the relevant information as the assessors can only make their recommendation based on the information provided on your application form.

The information you provide needs to include:

- 3.1 A short description of the project or event that you want Involving Medway Community funding for and how it contributes towards Involving Medway's equality objectives. For example how the project or event will bring people together through a shared activity such as a street party or a gardening project on an estate. It is important this question is answered fully as projects or events will only be funded if they can demonstrate how they meet this equality objective
- 3.2 Date, times and where you expect your project or event to take place. This could be a one off event held on a specific day or a short term project.
- 3.3 The number of people you would expect to benefit from or participate in your project or event. For example, a one off event for 100 young people or regular coffee and information group for with 20 young / older people.
- 3.4 Details about the staff and volunteers who will be delivering the projects, including a brief description of their experience and skills which will **ensure the project or event is delivered successfully.**
- 3.5 Give details of how you will ensure your project or event can be accessed by residents of Medway. This should include any different groups such as older people or people from different ethnic backgrounds. For example, the community gardening project described above was specifically designed to ensure it was accessible for disabled and older people.

- Outline the main risks associated with this project and how these will be managed. Risks and challenges could include failure to successfully deliver the project's aims and objectives, health and safety risks associated with putting on an event or preparing food, and operational challenges. You should also include details of any insurance policies in place. Please be realistic and honest in assessing risks – acknowledging the existence of risks is not a weakness as long as you identify in your answer how you will manage them.
- You must state whether or not your project or event involves working with children or vulnerable adults. If so, your supporting documents must include a safeguarding policy or a statement of safeguarding responsibilities. Anyone working with children or vulnerable adults, including volunteers, must have Disclosure and Barring Service (DBS) certifications (previously CRB). Projects which include community events must have a Safeguarding Children and Safeguarding Adults policy and, as a minimum, the event co-ordinators, volunteer supervisors and unsupervised volunteers must have Disclosure and Barring Service (DBS) certificates.

DBS certification is a legal requirement and if any spent or valid convictions are identified, recruitment to the activities must be approved by the Council. Please do not send us copies of DBS certificates however they must be available upon request.

Financial Information

In this section you need to give financial information about your group or organisation and provide an outline budget for your project or event.

4.1 You will need to prepare a budget with a breakdown of costs, see below example. The budget needs to be uploaded onto the online form and can be provided as either a spreadsheet or in a Word document table. It should not be longer than one side of A4.

Example budget

Item or activity	Cost
Sessional worker (5 days x £50 per day)	£250
Volunteer (lunch 5 days x £5 per day) (travel 5 day x £5 per day)	£50
Venue hire (3 day x £100 per day)	£300
Mini bus hire (£50 per day x 1 day)	£50
Art material (£2 x100 sets of poster paint)	£200

Less other income	(£100)
Total Cost of Project	£750

4.2 Please tell us if you have any other funding sources for the project, e.g. match funding from another organisation or from other local fundraising activities.

Equality and Access

5.1 Please tell us if the project or event will be working with people from a particular group, for example older people or people from a particular ethnic group.

Involving Medway hopes the widest possible range of people to benefit from all the projects funded through Involving Medway Grants. However, we recognise that it may sometimes be appropriate for a project to be particularly targeted at one or more specific groups.

Declaration

6.1 The grant application needs to be approved by the accountable manager. This could be the organisation or parent group's Chair, Treasurer or Secretary. This must be done on the online application form by ticking the declaration box and stating the accountable manager's name and position in the organisation.

6.2 If your group does not have a bank account in its name, the application form needs to be signed by three members of the group.

6.3 The deadline for completed applications to this round is 31st JANUARY 2019.
Thank you and good luck!