

General Guidelines

Introduction

Many of the grant schemes in Wigan are working together locally to ensure that the grant application process is simplified.

A standardised application form has been developed. Each scheme has their own criteria but when your group applies for a grant to one scheme this is now considered as an application to all the schemes.

The Corporate Grant Aid Co-ordinator can be contacted for advice on how to apply as well as the individual schemes.

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Based in Chief Executives Services, Town Hall, Library Street, Wigan, WN1 1YN
Email address a.roberts@wigan.gov.uk

Who Can Apply?

Most of the funding schemes only fund applications from Community and Voluntary groups although there are exceptions to this e.g. Sure Start Grants are available to individual childminders and private nurseries. If in doubt about whether your organisation is eligible to apply please contact the Corporate Grant Aid Co-ordinator or the individual grant scheme.

Application Form Guidance

Each section below gives information and advice that relates directly to Part 1 and Part 2 which is the standard application form for all the participating schemes. If the form you have has a Part 3, this relates to an individual grant scheme and separate guidance on how to complete this should be attached. Most of the grant schemes have a separate Part 3 that has to be completed.

Part 1

Question 1 – Organisation Details

Please tell us the name of the organisation and ensure that you include the full postal address of the group or organisation and the postcode. If your organisation has an e-mail address we can use please tell us.

We may need to contact someone to give us more information or to arrange to visit the group – please tell us who the contact person is for the group. This is the person we will contact or send any letters to concerning the application including the grant if the application is successful. Tell us when is the best time to contact you if we need to ring.

The contact address may be the same as the organisation address or the head office of a larger organisation, it could be the home address of the contact person. Please give us the postcode.

We need to know where and when the group meets – whether this is daily, weekly or monthly. It helps us to get an idea of the activities of the group and we may want to visit or tell others when you are operating.

Question 2 - Finance Details

The name of the group or organisation's bank account should be provided; - this is so we can make the cheque payable to the group if the application is successful.

It is essential that the bank accounts of all groups have at least two (preferably three) named signatories, authorised to do so on behalf of the organisation. These must be unrelated and living at different addresses. Full home addresses must be given. Please include a copy of the organisation's annual accounts with the application. If these are not available please explain why.

Please tell us what the group or organisation's total income was for your last financial year (from grants, donations etc.). If the group/organisation has any reserves please tell us how much and enclose a copy of your reserves policy.

Question 3 - Your Organisation

Please tell us here about your group – how long it has been running and how it is set up. You don't have to be a registered charity to apply but if you are please give us the registration details. Your group must have insurance and we ask you to send a copy of the certificate of public liability insurance. This may be your own or you may be covered by another organisation's policy. Please include a copy of your organisation's constitution and/or rules with your application. If you need help developing a constitution please see the small grants booklet which you can find on the internet at:

www.wigan.gov.uk/services/communityliving/communitygrants/smallgrants.htm

Where these documents are not available, please explain any arrangements that will be made in the future.

Please note that if your organisation is private or statutory, some of the questions in this section may not apply.

Question 4 - Equal Opportunities

All applicants must have an Equal Opportunities/Diversity policy or statement. Please explain your organisation's policy.

Question 5 - Number of People benefiting from the Activities of the Organisation

The number of people benefiting from the activities of the organisation should include anybody in the local community who benefits from the work of the organisation. Please indicate what the age ranges of these people are by ticking all relevant boxes. Estimates of these are acceptable.

Question 6 - Please Describe the Activities/Services of Your Organisation

Please use this space to explain what your organisation does. A useful explanation might include details of:

- what your organisation aims to achieve;
- what it does to achieve these aims;
- the successes of the organisation so far;
- current activities.

Question 7 - Your Volunteers/Staff

If you employ paid staff please tell us how many.

When telling us about volunteers please count all those who volunteer their time to regularly help out, attend committee or management meetings or in some other way contribute to the running of the group. Please estimate the total combined number of hours given by all volunteers in an average week. We value the work of volunteers and this information will help us to give credit in reports we make about the added value the voluntary and community sector bring to the Borough.

Question 8 - Contacts

If you have come into contact with any staff from Wigan Council or other statutory agency e.g. the Primary Care Trust, Wigan and Leigh Housing etc., or any voluntary agency e.g. Wigan and Leigh Council for Voluntary Service (CVS), Douglas Valley Community etc. please give their details.

Part 2

Question 9 - Details of the amount of grant requested

Please give here a breakdown of what you want the grant for. This could be a list of running costs like rent, gas, electricity, volunteer expenses, insurance costs etc. It could be the cost of training courses, specific items of equipment, or costs for a particular project or piece of work. Add these up and put the total amount you are asking for in the box at the bottom. Please note we cannot fund any equipment that will be kept at a personal address.

If the funding scheme you apply to cannot fund everything you request, arrangements will be made to refer the application to other grant schemes for consideration or to give you advice on other external sources of funding or support.

Question 10 - Other Sources of Funding

Please let us know if you have applied for any other funding, particularly for this project and tell us if any of these applications have been successful. Continue on a separate sheet if necessary.

Question 11 - Sustainability

Explain how the grant will provide long term benefits to the organisation and/or the local community.

In particular explain how you intend to continue once you have spent the grant.

Question 12 - Additional Information

If there is anything that you feel is relevant to the application that does not fit into any of the other sections, and that you would like to add, please write it in this space. Continue on additional sheet/s if necessary. Please forward your Child Protection policy if relevant to your application.

Part 3

There may be questions on the form you are completing which are relevant to a particular funding scheme. You should refer to the criteria supplied with the pack when answering these questions.

Disclosure of information

Please read this section as it explains how we will store and use the information.

Two signatures are required and one of these should be the Chair of the organisation or another member of the management committee.

Other communication needs

Please let us know if you have specific communication needs so that we can make the necessary arrangements.

Returning the form

You must include copies of your latest annual accounts or income and expenditure, a copy of your public liability insurance document and your rules or constitution, together with any other documents you are asked to provide.

If your rules or constitution have already been sent in with a previous local grant application in the current financial year, you do not have to send these again.

Please return the form to the address at the end of the scheme guidelines or alternatively to the Corporate Grant Aid Co-ordinator who will make sure the correct scheme(s) receive your application.