

Wigan Borough

Small Grants Guidelines

2011/12

Small Grants in Wigan

Introduction

Wigan Council and its partners recognise the vital role that voluntary and community groups and social enterprises (the borough's civil society) play in making the Borough a better place to live. Small grants are key to developing the Big Society in Wigan.

The criteria for organisations wishing to apply for a grant are outlined in these notes. The main aims of small grants are to contribute to funding activities and projects that contribute to the overall goals and priorities of the Borough which can be found in the Sustainable Community Strategy on the Wigan Life website.

The Sustainable Community strategy - Vision 2026 parts 1 and 2 can be found in full at the following link: www.wiganlife.com/partnerships/partnershipworking and can be provided by post on request.

Minimum eligibility criteria for organisations making an application

Voluntary and community organisations applying for a small grant must be based in Wigan Borough or able to demonstrate benefits to Wigan Borough residents and have, or be developing, the following:

- A written constitution or set of rules
- A management committee - with elected officers
- Latest accounts or a statement of income and expenditure
- A bank or building society account in the name of the organisation (which must be opened prior to payment). For voluntary and community groups there must be 2 signatories for the bank account and these must not be related or living at the same address. If the organisation is a social enterprise this may not apply and the organisation will need to contact us for advice.
- Public liability insurance

The supporting documents must be supplied with the application.

If the application is submitted from a new organisation, the requirement for the above may be waived and support offered to develop appropriate documentation and insurance cover.

Social enterprise organisations must be legally set up and the preference is for CIC's (Community Interest Companies) but other legal forms will be considered.

All applications will need to include a detailed breakdown of proposed expenditure and quotations, estimates or other proof of proposed expenditure must be provided. You will need to tell us what this will be used for and why you need it.

Where the application is for equipment please note that the equipment must be stored where all members of the group can access it and not in an individual's home.

Groups working with children and/or young people will need to enclose the organisation's safeguarding policy with the application.

For groups who have volunteers working with vulnerable adults or children they must be willing to undertake CRB (Criminal Records Bureau) checks, where appropriate, and this may be written into the grant agreement.

Please note: if a group has been awarded a grant from the Council previously, they must have returned all the requested monitoring information as to how the grant was spent before they can be considered for another grant.

Criteria

When completing the application form applicants will need to demonstrate how their activities or project will make a difference to people within one or more of the themes below. This will be taken into account when the application is assessed:

- Improving quality of life through positive activities
- Improving health, emotional wellbeing or dignity
- Enabling people to have greater choice and control
- Supporting equality, diversity and community cohesion
- Improving economic wellbeing
- Promoting community buildings as resource centres
- Promoting volunteering
- Facilitating better information sharing
- Building organisational capacity and skills

Organisations will also have to indicate which groups of people they are working with from the following list (and provide the numbers of people they work with or an estimate):

- Adults with learning disabilities
- Adults with physical disabilities
- Adults with a sensory impairment
- Adults who have mental health needs
- Adults who misuse alcohol or drugs – and their families
- Adults who are affected by domestic violence
- Older people (50+)
- Adults from black and minority ethnic (BME) communities
- Adult carers of children
- Adult carers of adults with learning disabilities
- Adults carers of adults with physical disabilities
- Adult carers of adults with mental health problems
- Adult carers of adults with sensory impairments
- Young carers
- Adults from lesbian, gay bisexual or transgender communities
- Young people (13 – 25)
- Workless people (16 – 65)
- Children (0 – 13)
- Adults with a physical illness

What can't be funded?

- Activities that have already taken place or purchases that have already been made (retrospective funding)
- Projects that are for the sole benefit of an individual
- Political or campaigning projects or organisations
- Organisations which restrict users to one religion, denomination or sect.
- Contribution towards salaries of full time staff
- General maintenance costs of equipment, premises, pitches or greens
- Consumables; for example, food.
- Trips or outings.

Below are examples of what can be funded

The list below is not a comprehensive list and here are some examples that small grants can be awarded to **contribute** to:

Running and other costs

- Rent, utility bills, public liability insurance. Also employers' liability insurance and professional indemnity insurance where these are required for the organisation to operate.
- Stationery and postage costs.
- Towards "out of pocket" receipted expenses for volunteers
- Specialist transport costs where public transport is inappropriate or inaccessible.

Sustainability of organisations

- Training for staff and volunteers
- Feasibility studies
- Business plans

Equipment

- For example; computers, sports equipment for junior teams, gardening equipment

Carers

- Breaks, leisure or study opportunities for carers
- Alternative therapies for carers

Access issues

- Provision of ramps, or level approaches to buildings the public access
- Widening of doorways to enable access for all
- Provision of disabled persons toilets
- Construction of parking bays, dropped footpath crossings
- Induction loops or other measures to enable access for all.

Please note where any work is being considered to enable access for all the Access Officer should be contacted prior to any application and guidance sought on statutory or other requirements. These details can be obtained by contacting the small grants administration team - details on the last page of this document.

How much can groups apply for?

Organisations can apply for a maximum of £5000 within the financial year 1st April - 31st March. This can be one single application or organisations may make more than one application up to the maximum amount.

Priority will be given to applicants who have not already received a grant in the current financial year.

Please note:

Applications for equipment cannot exceed a maximum of £1500 in the financial year. Any applications for access improvements cannot exceed £2500 in the financial year.

Small grants of up to £1500

Small grants of up to £1500 will be assessed by Council officers. Once an application and all the supporting documents are received, the successful organisations will be sent a grant agreement which will include the monitoring requirements for the grant which should be signed and returned. Providing this is received promptly, a grant should be paid within 4 weeks of the application.

Small grants from £1501 - £5000

Applications for grants from £1501 - £5000 will be assessed initially by officers using the same criteria and a recommendation will be passed to a grant panel which will meet monthly and include community representatives for final approval and scrutiny. Grants of £1501 - £5000 that are awarded should be paid within 8 weeks of the application.

All applications will be scored and assessed against the criteria listed in this document on page 6.

Grant Aid Assessment Scheme

If you are eligible to receive a grant and we are able to fund what you have asked for, your group will receive at least 50% of the amount requested. The amount you will receive will be calculated against the following criteria:

Criteria	Min score	Max score
How many different groups of people benefit from the group's activities or project? (1-5 groups = 3 points, 6-10 groups = 6 points, 11-15 groups = 9 points, 16-19 groups = 12 points).	2	12
How the group provides fair access to the activity, project or organisation.	0	10
Location of activity or project and whether beneficiaries from the borough's more deprived areas benefit from it.	0	5
Whether the application can demonstrate a need for the activity or project and what the grant will provide towards this.	1	20
How the group is able to demonstrate its commitment to sustainability, including: <ul style="list-style-type: none"> • Other sources of funding (0-5 points) • Previous council grants awarded within the last 2 years (0-5 points) • Future plans for growth and development (0-5 points) <p>More points for other sources of funding 0-5 points. If no Council grants awarded in the last 2 years - 5 points. If one grant awarded in the last 2 years - 3 points. If 2 grants awarded in the last 2 years - 2 points. If more than 2 awarded in the last 2 years - 0 points. More points for demonstrating future plans for growth and development 0-5 points.</p>	0	15
How your application is able to demonstrate that the activities or project makes a difference to one or more than nine themes listed on page 2 of the guidelines.	2	18
How the grant will provide value for money, including numbers of beneficiaries and any evidence of developing partnerships and networking.	0	20
Total	5	100

The totals are recalculated as percentages, so that the minimum score for any organisation will be 50%. After that, the following banding applies.

5-40 points	50% of grant requested
41-75 points	75% of grant requested
76-100 points	100% of grant requested

Guidance..

on how to complete the Wigan small grants application form

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 email address we can use please tell us what this is.

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 payment if the application is successful. Tell us when is the best time to contact this person 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 your project or activities happen. It helps us to get an idea of the activities of the group and we may want to visit or tell others where and 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 a payment to the group if the application is successful.

Please tell us the names and home addresses of two authorised signatories for the organisation.

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 (balances in your organisation's bank account) please tell us how much and explain why you are holding this money. Having a positive balance will not necessarily affect your application. If your organisation has more than 6 months' worth of running costs in reserve, please explain why.

Question 3 **Your organisation**

Please tell us here about your group or organisation - 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 contact the central hub for advice or Wigan and Leigh CVS (Council for Voluntary Service). The contact details are at the end of these guidance notes.

Where these documents are not available, please explain any arrangements that will be made in the future. You can use the space in Part 2 Question 15 of the form to explain this or on an extra sheet of paper.

If your organisation is a Social Enterprise, we will need to see a copy of an up to date business plan as well as evidence of your legal status as a social enterprise:

- Community Interest Company - copy of community interest statement
- Charitable Incorporated Organisation - charity registration number
- Limited Company - memorandum of articles of association, incorporating social mission
- Other - for example, development trust; cooperative; community benefit society - evidence will vary dependent on status and will be followed up as part of the appraisal process.

Please note that failure to provide an acceptable form of evidence will result in your application not being considered for approval.

Question 4 **Equality and Diversity**

We'd like to know about the steps you take to encourage everyone who could benefit from your service or project to get involved. Please tell us about:

- Any written procedures you have about treating people fairly

- What you know about the people who use your service
- What special arrangements you make to include people who might find it difficult to get involved in what you do

If you would like some help in thinking about this or you are not sure what steps you could take, please ask us for the Equality and Diversity Booklet. It will help you think about what “being fair” means to your organisation.

Question 5 Who will benefit?

Please tell us the main group(s) of people who will benefit from your services or project, choosing from the list on page 3. None of the groups have preferential status. Please also tell us the number or an estimate of the number of people in each category benefitting from the activities of the organisation.

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

Please tell us which parts of Wigan your organisation’s beneficiaries live in who benefit from the services of your organisation. This does not need to be specific; an example might be “most of the people who attend our group live in the Worsley Mesnes area.” You can also simply tell us where your organisation operates. If your organisation provides services across the whole borough, please tell us.

You may be requesting a grant to help fund a specific project or activity for your group or organisation. This may be new, or run for a specific period of time. If this is the case for your grant application, please tell us about it here in as much detail as possible, including expected start and finish dates.

Question 7 **How do you know that the activity or project is needed?**

Please tell us how you know the service, activity or project is needed. The best way is to show that people are keen to be involved or use the service. You will need to provide some evidence.

If this is an ongoing service you could provide for example:

- A list of names of people wanting to take part or continue to use the service.
- Comments or feedback about why people enjoy the service and want it to continue.
- A recent report you have produced.

If it is a new project or activity for the organisation you could provide for example:

- Minutes of a meeting where the planned activity or project was discussed
- A survey you have done.

Question 8 **Any other sources of funding**

Please tell us here about any other sources of funding you have either secured or applied for. These could be from charitable trusts, The Lottery etc. It would help your application if you can demonstrate you are seeking other sources of funding.

Question 9 **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 that volunteers bring to the borough.

Question 10 **The full breakdown of the amount requested and what it will be spent on**

Please give 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.

Please include quotes where appropriate and if possible more than one quote for equipment, training etc. If you are applying for running costs we will look at the expenditure within your latest accounts. If any of these have increased since the accounts were produced you will need to send us evidence to support the increased request. If your application is for an access improvement you will be required to submit accurate scaled drawings for building works.

Question 11	Please explain how the grant will make a difference
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Please explain how the group or the wider community would benefit from receiving this grant, if the application is approved. Please tell us as much as you can in response to this question, as this will usually be used as the basis on which the grant is awarded.

Question 12	Equipment
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If your application includes equipment then please tell us why you need this, what it will be used for and where it will be stored. You will also need to send in with your application quotes, extracts from catalogues or prices from the internet to support your application.

Question 13	Working with other groups
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We are keen to see groups working together to share experience, skills, equipment, facilities or joint projects. Please tell us here how your group is working with other groups and organisations to provide added value for money and additional benefits.

Question 14	Developing the group in the future
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Please tell us here how your group plans to continue and develop in the future. For example, how you will apply for other grants, make things to sell or develop other ways of generating income.

Question 15 **Additional information**

Please give any additional relevant information that you think will support the application and help in making a decision.

Disclosure of information

Please read this section as it explains how we will store and use the information. Two signatures are required. These should be the person completing the application form and either the Chair of the organisation or another member of the management committee.

If your organisation is a social enterprise this requirement may be waived. We may need to contact you about this.

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 relevant quotes and other supporting documentation that will help in making a decision on the application.

If you have any questions please contact:

The Small Grants Administration Team, People Directorate - Children, Adults and Families, Progress House, Westwood Park Drive, Wigan, WN3 4HH.

Phone: 01942 486256

Email: grantapplications@wigan.gov.uk

For help with developing your group or organisation or with your application please contact:

Wigan and Leigh Council for Voluntary Service, 93 Church Street, Leigh WN7 1AZ

Phone: 01942 514234

Email: info@cvswl.org

Alternatively, contact the Small Grants Team (details above) who will refer you to a specialist officer for help.

Checklist

Have you included the following documents with your completed application form?

- A copy of your rules or constitution
- A copy of your public liability insurance
- A copy of your latest accounts or latest statement of income and expenditure
- Estimates or quotes where the application includes items of equipment, training costs and/or other one off costs
- Your safeguarding policy (if relevant)
- Relevant quotes

For Social Enterprise organisations

- Proof of your legal status as a Social Enterprise
- Up to date Business Plan

For applications for access improvements

- Two quotes for building works
- Accurate scaled drawings (if building work is required)

Please Note:

You should send in copies and not original documents. Please remember to make a copy of your application form for your own records.

Contact details:

The Small Grants Administration Team, People Directorate -
Children, Adults and Families, Progress House, Westwood Park Drive,
Wigan WN3 4HH.

Phone: 01942 486256

Email: grantapplications@wigan.gov.uk

Website: www.wigan.gov.uk