

Department of Adult Services
Grant Aid 2008/2009
Funded by
Wigan Council

Guidelines

The contribution made by voluntary and community organisations towards providing social care and support for vulnerable people in the Borough is essential to the ongoing life of the Borough. The Health and Social Care Partnership recognises this and wishes to continue to support the diverse work of voluntary and community organisations through the Department of Adult Services Grant Aid.

The Grants made by the Department of Adult Services contribute to the revenue expenditure of community & voluntary organisations that work with or provide services for vulnerable adults, who may or may not be eligible for services under the Fair Access to Care criteria, as outlined below.

The organisation should operate within the objectives outlined in the current Community Plan, Local Delivery Programme, as well as the aims of the Departmental commitment to Prevention.

Priorities for Adult's Groups are:-

Groups or organisations that work with people who are vulnerable by reason of their age, physical illness or disability, learning difficulty, sensory impairment, mental health needs, inappropriate use of drugs or alcohol and/or caring responsibilities.

Groups who work with minority communities including Ethnic Minorities, and Lesbian & Gay communities.

The aim of the services offered should include: -

- Improving their member's quality of life.
- Enabling vulnerable people to live full and independent lives.
- Supporting the development of communities to prosper and care for their fellow citizens.
- Improving the life chances of vulnerable people to be healthy and economically active.
- Enabling members and vulnerable people to live with dignity.
- Promotion of good health in vulnerable people by the provision of appropriate activities.

The protection of vulnerable adults is a priority of the Department and all applicants must have procedures which ensure all new staff & volunteers who work with them are subject to Enhanced Criminal Record Bureau checks.

Minimum Criteria for all applications

To be considered for Grant Aid, Community and Voluntary Organisations must meet the following criteria: -

1. Have a Constitution or set of rules.
2. Have a management committee – with elected officers.
3. Have Annual accounts.
4. Evidence of willingness to undertake Criminal Record Bureau checks on new volunteers who will be working with vulnerable people.
5. Be based or be able to demonstrate benefits within Wigan Borough.
6. Work with one or more of the vulnerable groups of people who are a priority for Adult Services as outlined above.
7. Must include the following supporting documents with the completed Grant Aid form, unless you have already sent these to us:

- Constitution
- Annual Accounts for the last financial year
- Proof of Public Liability Insurance (plus proof of Employers Liability Insurance/any other insurances if appropriate).
- Evidence of commitment to Equality of Opportunity (if the organisation has an Equal Opportunities statement or policy).

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

What type of expenditure is not eligible?

Grant Aid will not fund: -

- Projects based outside the Borough boundary – unless there is evidence of considerable membership from within the Borough or considerable benefits for residents of the Borough.
- Projects for the benefit of an individual.
- Holidays, social outings, buffets and parties.
- Projects or activities which have already taken place (retrospective funding).
- Political or campaigning projects.
- Organisations which restrict users to one particular denomination, religion or sect.
- Purchase of items of equipment (i.e. capital expenditure).
- Major refurbishment or repair of premises/equipment.
- Ongoing salaries of core staff.

What type of expenditure is eligible?

Grant Aid may be awarded to contribute to: -

- Rent
- Heating & Lighting expenditure
- Stationery and postage
- Insurance
- Supervision costs
- Volunteer expenses
- Transport costs – to and from meetings, for those who would otherwise have difficulty in attending.
- A contribution to the salaries of matched funded or part-time project staff.

If you are not sure whether or not the funding you require is eligible please do not hesitate to contact the Community Engagement Officer, at Leigh Town Hall.

Assessment

Applications from new groups or groups which have not applied for Grant Aid recently will be contacted by an Officer who will arrange a visit to assist in the assessment process.

Grant Applications from new groups or organisations will be evaluated and any award will reflect the work to be done with vulnerable people and the numbers of people likely to benefit.

Grants will be first assessed to ensure they meet the minimum criteria, and then against the priorities outlined in the Service Plans.

Amount of Grants awarded

Grants of up to £500.00 will be assessed and approved by an internal panel within the Department of Adult Services.

Grants over £500.00 and under £9,999 will be assessed by a Joint Panel. The panel will make recommendations to the Cabinet Member and the Director who will make the final decisions.

Any larger awards made will have been subject to a more rigorous assessment and evaluation process and will be monitored quarterly against agreed outcomes.

Please note no award can be greater than the qualifying amount requested.

Conditions of Grant Award

All grants awarded will be subject to the terms and conditions outlined in the Grant Agreement including monitoring requirements. Larger grants will be subject to a written Service Agreement and enhanced monitoring requirements.

The award of a Grant implies no commitment from the Department of Adult Services to future or ongoing funding of the organisation.

Please note that an appropriate financial management system must be in place with a minimum of two signatories required for cheques (the signatories must not be related to each other or live at the same address).

When to apply for Grant Aid.

As the amount of Grant Aid is strictly limited, please return your completed form as soon as possible to the Department of Adult Services. There is a rolling programme of Joint Panels and applications will be considered at the next Joint Panel following processing of the application, provided all the relevant information has been sent to Adult Services.

Under normal circumstances only one Grant Application will be accepted from an organisation each financial year.

Payment

Once the Panel recommendation has been confirmed by the Director and Cabinet Member, all applicants will be notified by letter and an offer of grant made stating the conditions under which the grant is awarded. Information about monitoring requirements will also be enclosed with the Grant Agreement. Following the signing and return of the Grant Agreement or Service Agreement as appropriate by each applicant, payment will be made.

The Grant must be spent as agreed in the Grant Agreement or Service Agreement and monitoring visits may be made to ensure compliance with the terms of these agreements.

Acknowledgement of the support of the Council must be included in the Annual Accounts and Reports of the organisation or any publicity materials issued by the organisation.

Sources of Help

If you need help with completing your Grant Application please do not hesitate to contact:

The Community Engagement Officer
Department of Adult Services
Leigh Town Hall
Market Street
Leigh
WN7 1DY
Tel: 01942 404594

Wigan & Leigh CVS
93 Church Street
Leigh
WN7 1AZ

Tel: 01942 514234

e-mail e.blagburn@wigan.gov.uk

e-mail info@cvswl.org

ALL completed grant forms should be sent to Contracts Section, Department of Adult Services, Civic Centre, Millgate, Wigan WN1 1AZ