

Community Involvement Fund
funded by Wigan & Leigh Housing

Guidelines



Introduction

Wigan & Leigh Housing and other partner organisations 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.

Applications to the Community Involvement Fund are scored by the panel on a point system as follows:-

Aims of the Project	Possible Score
Number of people benefiting	Up to 5 points
Specifically mentions hard to reach groups	1 point for each group mentioned
Innovative/creative project	Up to 2 points
Promotes community spirit/involvement	Up to 5 points
Educational or cultural project/event	Up to 5 points
Environmental project/event	Up to 5 points
New application	Up to 5 points
Match funding provided	Up to 5 points
Funds in your account	Up to 5 points could be deducted if you have spare money that you could use to contribute to the project.

Application Form Guidance

The following gives step by step guidance on how to fill in the form. Under certain sections it is important that you provide detailed information – remember the more information you give the higher the possible score.

Part 1

Section 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. All questions need to be answered in this section.

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. Tell us when is the best time to contact you if we need to ring. The contact address given may be the same address as the organisation address or it could be a different address – e.g. a head office or central office for some of the larger groups. Again please give us the postcode. This is the address we will write to and send the cheque for the grant if the application is successful. All questions need to be answered in this section.

The question about when and where the group meets can be crossed out, if not applicable.

Section 2 Finance Details

Details of the group or organisations bank account must be completed or another organisations bank account details may be given if they are prepared to accept the cheque on the groups behalf.

Please answer yes or no if your organisation has annual accounts.

The question about other bank or building society accounts can be crossed out, if not applicable.

Please tell us what the group or organisations total income was last year, if applicable.

Section 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 should have insurance and we ask you to send a copy of the certificate of insurance. Please include a copy of your organisation's constitution and/or rules with your application. Where these are not available, please explain any arrangements that will be made in the future. **All questions need to be answered in this section.**

Section 4 Equal Opportunities

All applicants should have an Equal Opportunities policy or an Equality & Diversity policy. Please explain your organisation's policy. If your project is for a fun day or similar in this section you also need to state if your proposed venue is accessible for all people. Please also state how and when the project will be publicised e.g. leaflets, posters.

Section 5 Number of People Benefiting from the Activities of the Organisation

The number of people benefiting from the activities of the organisation should include all volunteers involved and anybody in the local community who will benefit from the grant. Please indicate what the age ranges of these people are by ticking all relevant boxes. Estimates of these are acceptable. **All questions need to be answered in this section.**

Section 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.

Section 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.

Section 8 Contact Name

If you regularly work with staff from Wigan & Leigh Housing or any other public or voluntary sector agency e.g. Health Service, Wigan Council for Voluntary Service (CVS) on your project, please give their details.

Part 2

Section 9 Details of the amount of grant requested

Please give here a detailed breakdown of what you want the grant for. This could be a list of costs for venue, refreshments, guest speaker or publicity. Add these up and put the total amount you are asking for in the box at the bottom.

Please note that the maximum grant from the Community Involvement Fund is £300.00. Any funding awarded must be used for whatever you detail in this section. If you want to use the funding for another project you **must** get approval from the Community Involvement Fund panel beforehand. Failure to do so may result in Wigan & Leigh Housing asking for the money to be returned.

Section 10 Other Sources of Funding

In this section it is important that you detail other funding you have secured for this project, such as raffles, ticket sales, etc. Remember, the more match-funding you detail, the more points you will score.

Section 11 Sustainability

Explain how the items or events 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. Please make sure you include details of what area the project will benefit in the long term.

Section 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. If you are seeking funds for a fun day in this space please list the cost of the whole project.

Part 3

Section 13 Previous Funds

Please answer yes or no. If you answer yes please fill in the details.

Section 14 Accounts

If your organisation has accounts, please tell us when and by who they were last audited. If not please cross out with N/A.

Section 15 Confirmation

The person who is filling in the form must sign and date this section.

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 any so that we can make the necessary arrangements.

Returning the form

Please include all supporting documents and return it in the prepaid envelope provided in your information pack.