



GRANT GUIDELINES Comic and Sport Relief

The programme shall be used to support work where there is clear evidence of a sustained beneficial impact on people's lives who are excluded or disadvantaged through low income, rural or social isolation, age, disabilities, race, sexuality or gender. Priority is to be given to small, locally based groups or organisations in areas of disadvantage that have a clear understanding of the needs of their community and are undertaking actions as a means of addressing these needs.

Aims of the Programme:

There are still many communities in the UK that suffer from economic and social deprivation and the current economic climate may make this situation worse. This programme aims to empower local people enabling them to create lasting change in their communities.

Your project should aim to meet one of the two areas detailed:

Area One

- increase access to sport and exercise for people who face social exclusion and isolation
- help people who are experiencing difficulties in their lives.

Area Two

- increase local services,
- builds skills of local people,
- increase community cohesion
- respond to local economic needs.

Who is eligible to apply?

- Not for profit, third sector community groups living and operating locally in Lancashire.
- Social Enterprises/ Community Interest Companies
- Your group must be governed by a document that includes the groups name, purpose, objectives, a dissolution clause, and details of the trustees or committee members including their signatures

How much money can you apply for?

Grants of between £500 and £10,000 are available where all costs are clearly budgeted and accounted for.

What activities can be considered for funding?

Activities and purchases such as (but not exclusive to):

- Community sport activities

- Furniture Projects
- Projects providing access to benefits advice
- Projects combating fuel poverty
- Community consultation exercises
- Community employment projects
- Food Co-ops
- Running costs; including salaries, core costs and project costs
- Committee and volunteer/staff training

What cannot be funded?

- Public sector organisations or those controlled wholly or in part , e.g. local authority, primary care trust
- Commercial ventures
- Purchase/maintenance of vehicles
- Regional or local offices of a national organisation
- Activities that will have already taken place before we offer you a grant
- Individuals
- Politically connected or exclusively religious activities
- Projects for personal profit
- Trophies and medals
- Organisations that are set up for the benefit of animals or plants – environmental groups that work with animals or environment such as city farms are acceptable
- Groups comprising just one family
- Statutory organizations, including schools, or work that is their responsibility
- Debts and other liabilities
- Reclaimable VAT
- Travel outside UK
- Gifts or projects exclusively for the purpose of entertaining – social events can be funded where there is a clear community benefit
- to fund buses, mini buses or other community transport schemes (not including transport costs forming part of a project);
- to fund building costs, including access adaptations to buildings

This list is neither exclusive nor exhaustive- if you are unsure if elements of your project may be excluded please contact the Community Foundation for Merseyside using the contact details overleaf for help

How are decisions made on grant applications?

Completed grant applications are appraised by Community Foundation staff. Groups are contacted for more information after applying, and a decision making panel, comprising of local representatives including local community members, will consider the applications.

Timescales:

Decisions are made within 2 weeks of the closing date, provided that all necessary supporting information has been received by the Community Foundation to accompany your application form. An offer letter will then be issued within 10 working days of the panel meeting.

Unsuccessful applicants will receive a letter detailing the reasons for their application being rejected and will be invited to reapply to this or another Foundation administered programme where appropriate.

How to apply

Return a signed completed grant application form and conditions to grant offer ensuring that the documents listed below are also included:

If you have downloaded this application pack from www.cfmerseyside.org.uk or received it via email you may return electronic versions of the documents listed below if they include e-signatures (scanned or otherwise) Alternatively, you may return the application via email to Richard@lancsfoundation.org.uk and post the other documents to the address provided:

You must include the following:

- 1.** A signed copy of the group's rules or constitution
- 2.** A signed copy of the group's latest annual accounts or income/expenditure document.
- 3.** A copy of a recent bank statement for your group
- 4.** A signed copy of the group's current Child Protection Policy (if the project includes one to one working with young people under 19). All applicants must ensure that they hold relevant policies and procedures in place to undertake activities, such as Criminal Records Bureau checks and/or a health and safety policy, depending on proposed activity. If unsure about what you need please contact the Community Foundation for help (details below)
- 5.** A signed copy of the terms and conditions pages

Please forward your completed application form, supporting documents, and standard conditions to grant to the address below:

**Community Foundation for Lancashire,
C/O Alliance & Leicester,
Bridle Road,
GIR 0AA**

NB. Please note that applications will only be processed once annual accounts for your group are received

If you have any other queries please contact the office on 0151 966 4604 or alternatively you can email us on grants@lancsfoundation.org.uk

Community Foundation for Merseyside Voluntary Membership Scheme

As a membership organisation Community Foundation for Merseyside would like to invite voluntary and community sector groups and individuals to join us as members.

Benefits of the Membership Scheme include: the chance to promote yourself on our website with a link to your website; a monthly e-bulletin, including up-to-date funding opportunities, information on forthcoming events and opportunities to promote your organisation and events; invitations to Community Foundation events and first refusal to exhibit at events; and more.

To apply for membership, please download, print and complete an application form by visiting us online at:

<http://www.cfmerseyside.org.uk/?p=48>

Alternatively telephone us on: 0151 966 4604