

making a difference

Guidance Notes to completing the Richmond Children's Fund Small Grants Programme Funding Application Form for 2009/10

Guidance Notes: Completing the Application Form

These guidance notes should be read in conjunction with The Richmond Children's Fund small grants eligibility criteria and funding priorities. You should read both before you complete the application form. All grant applicants need to demonstrate how they meet the expressed funding criteria.

These Guidance Notes will help you provide all the information we require to enable us to consider your application.

If after reading these documents you are still unclear about whether you meet the criteria please contact the Grants Officer at Thames Community Foundation on 020 8943 6030 who will be pleased to help you.

General Comments: The application process

You may submit an application for funding at any point during the period June 2009 – November 2009. There will be a minimum of three panel meetings in this period. The deadlines for submission are:

30th June 2009
11th September 2009
13th November 2009

Please ensure that your application and all required documents are submitted within the deadline that is appropriate for you to complete the project that you are applying for. Applications must be received by Thames Community Foundation by 12 noon on the closing date.

If your application is successful, the grant money must be spent by 31st March 2010.

Failure to provide all relevant documentation will mean that your application will not be considered.

Applications received after the deadline will be held for the next panel meeting if appropriate.

How much can you apply for?

£500 - £5000 for projects

of which £250 - £2000 may be spent on equipment

Each organisation can apply for a project and/or for equipment once in the year 2009/10 up to a maximum total application of £5,000.

You will need to demonstrate why you are not able to cover the costs of the project or equipment from your own resources.

Completing the form

If you have an electronic version of the form you will find that the reply boxes expand to fit your answer. Please keep your answers as succinct as possible and do not include additional items e.g. promotional video other than those documents asked for in the application form.

If you run out of space when completing a reply box on the paper copy of the application form continue your answer on a separate sheet of A4. Make sure extra sheets are clearly marked with the name of your organisation and give the section reference number. If you complete the form by hand please ensure that you write in black ink, and that the handwriting is clear and legible. Applications that cannot be easily read will be returned to you.

If you need the form in large print please contact the Thames Community Foundation Office.

Proof of posting or e-mail is not proof of receipt. Please confirm with the Thames Community Foundation by phone that your form has been received.

About your organisation

Section 1

Your organisation

Give the name and address of your group and your contact details.

Give the organisation's name as it appears in your legal constitution document. This may be a Trust Deed, your constitution or the memorandum and articles of association.

Contacting you

We may need to contact you to ask you or the chair of your trustees for clarification of some of your answers or to provide additional information. Please let us know if you have any special communication needs and we will try to meet these.

Please detail all grants you have received in the last two years. Please also include your most recent set of accounts. We will use this information to help us understand why you need a grant to run your project or to buy equipment.

Section 2

Every Child Matters is the national framework that all children's and young people's services are working to support. More information about the outcomes can be found at www.everychildmatters.gov.uk. Please indicate which of the outcomes your project will support (it can be more than one) and how.

Please indicate the age range your project caters for. Remember for project costs those that cater for 10-13 year olds will take priority.

Project funding

£500 - £5000

If you are applying for equipment only please leave the project funding section blank and go to the section headed equipment funding.

Describe your project: What do you want to do and who will benefit from the project. Describe the kind of activities that will be offered, where in the borough you will offer this service, the period of time it will operate and how many participants will benefit.

LBRUT Community Plan: We are keen to support projects that will help to achieve the 7 key priorities set out in the community plan 2007-17. Please identify the priority that this project will support and explain how the project will contribute to it.

Explain why there is a need for this project and how you intend to make it as inclusive as possible.

Outcomes and effectiveness: This section is very important. We want to understand what the outcomes are for your participants and how you will monitor the difference that your work makes.

Project cost

Please note this funding is not intended to fund ongoing project costs.

Please tell us how much your project is going to cost. Richmond Children's Fund is committed to full cost recovery for project budgets. Up to a maximum of 10% of the total budget can be allocated to overheads following the full cost recovery model.

For more information please go to <http://e-voice.org.uk/account/financial-guidance-materials/full-cost-recovery/> If you would like to talk through your budget please call the Community Accountant on 020 8255 8162

Salary costs should be based on either existing pay scales in your organisation or recognised local or regional pay scales.

We are keen to support groups who are not receiving a grant from the main Richmond Children's Fund programme and would encourage organisations from both within and outside the borough to apply. Delivery of the project must be in the London Borough of Richmond upon Thames.

You need to demonstrate why you cannot fund this project from your own resources. If your organisation has reserves (i.e. money that it does not need for its day to day running costs but is kept in reserve for either special projects or to ensure the long term future of the organisation) we need to know what these are and why you cannot use them to fund this project. If you have large reserves it is unlikely that we will fund your project unless there is a clear reason for maintaining your reserves at this level.

Equipment Funding

£250 - £2000

Please detail what equipment you want to purchase and how it will enhance the service you offer. Please evidence that you have safe and where appropriate locked storage facilities for the equipment you are seeking to purchase.

When listing the cost of the equipment please price each item separately e.g. 5 x footballs @ £4.50 each and detail the make and model where applicable. If you are applying for a large amount of equipment please prioritise what is essential within the list. If the supplier is an internet business please provide the web address.

Supporting Documents

Please send us the following documents along with your completed application form:

1. **Constitution or set of rules.**
2. **Accounts:** Please enclose a copy of your most recent financial report and accounts. If you do not have audited/certified accounts please provide an income and expenditure sheet for the past 12 months. We also require a balance sheet which shows your group's cash balances and reserves.
3. **Evidence of bank account:** please enclose a copy of your last bank statement
4. **Children and Vulnerable Adults:** If you are working with children and young people you must have as a minimum a policy that explains how you make sure that they are safeguarded and that your child protection procedures are understood by all staff and volunteers. Staff and volunteers working with children, young people or vulnerable adults on your project must also have Criminal Records Bureau (CRB) clearance.

Monitoring and Evaluation

If your application is successful you will be required to complete a monitoring and evaluation form at the end of your project. You will need to be able to account for all project expenditure and report on how well your project contributed to achieving the ECM outcomes

Submitting your application

Please send a signed copy of your application with all your supporting documents to:

Thames Community Foundation
NPL Building 1 – Room 206
Hampton Road
Teddington
Middlesex
TW11 OLW

e-mail: grantstcf@btconnect.com

tel: 020 8943 6030

Postage: Please use the correct postage as not doing so could mean a delay in receiving your application or in it not arriving at all. Proof of posting does not constitute proof of receipt by Thames Community Foundation. Applications should be received by Thames Community Foundation no later than 12 noon on the closing date.

