

## **Guidance Notes (Version 1A) for Grants from £901 to £5,000**

### **Hints and tips for filling in the application form**

Please check that you are using the relevant application form (Version 1A) for this size of grant (£901 - £5,000).

#### **Making an application**

Three top tips:

1. Read these guidance notes carefully when completing the application form.
2. Get someone who doesn't know your group or your project to read through a draft your application. If they can't follow what it's about or what the benefits will be, you may have to re-write some of it to make it clearer.
3. Make your application a jargon-free zone. Just make sure your answers are clear and easy to understand for anyone that doesn't know your group or your project.

#### **Question 1 of the application form**

This would normally be the name of your group as set out in your constitution or set of rules. If your group is better known by another name, please give this too.

#### **Question 2**

Address – this is the address we shall use to write to you. Please therefore make sure it is an address where mail can be delivered and picked up.

#### **Question 3**

The contact person is the one we shall write to and contact if we need any more information about your application. We find it very helpful to have the name of another contact in your group in case the first contact is unavailable.

We will use e-mail rather than the post for many quick communications including requests for more information and also to tell you the outcome of your application. Please therefore access your e-mail regularly and check your spam filter/junk e-mail box.

#### **Question 4**

Give a brief description of the main aims of your group and of some recent activities. Three or four bullet points are usually enough.

### **Question 5**

Your group must have been active in your local community for at least 12 months before the date of the application. We may ask for evidence of the date of formation of any activities in the last 12 months. If your group has been in existence for less than 12 months, you are not eligible.

### **Question 6**

The minimum we require is a constitution or set of rules. You cannot apply if you don't have one. If this is the case, please contact your local Council for Voluntary Service (CVS) who will be able to help. Details of the CVS in your area are found on page 8 of these guidelines.

### **Question 7**

You do not have to be a registered charity to apply. If you are a company, we will not fund for-profit companies. Priority will be given to small voluntary, community-based groups.

### **Question 8**

If you are linked to a national organisation, you must be separately constituted and independent of the national body with your own autonomous management committee and also have an annual income of no more than £30,000.

### **Question 9**

Your group's annual income must be no more than £30,000 per year taken as an average over the last three years (or since your group started if that is less than three years). If the annual income is more than £30,000 over three years, then your group is not eligible.

"Income" means income from any source that is credited to your group's bank account and appears in your group's financial statements. Income will include, but will not be limited to, any of the following: membership fees, subscriptions, sponsorship, donations, grants received, payment received for room hire or for goods or services sold and interest earned. If in any doubt, please call Thames Community Foundation.

### **Question 10**

Please give the most recent figures. For Beneficiaries please give an annual figure.

### **Question 11 Policies**

In addition to your constitution, your group is likely to have other documents and policies in order to show that it is well managed. For example, if your group works with children and young people or with vulnerable adults, you must have relevant safeguarding policies. You should also have an Equal Opportunities Policy .

## **Questions 12-15**

This is the most important section of the form where you can tell us what is special about your project and why it should be funded. This can be brief but it must be clear. A few bullet points are usually enough in each section.

### **Question 12**

Please give details of the project for which you require funding. Please also tell us where the project will take place (address of building and postcode).

### **Question 13**

Remember also that you must demonstrate how your project fits in with the themes of the fund (six main themes listed in the section 'Fund Themes').

### **Question 14**

We are interested in the main issue that your project addresses.

### **Question 15a, 15b and 15c**

15a: Tell us why you need a Grassroots Grant and how you have identified this need.

15b: You should think about your project's aims and outcomes. ("Outcomes" means positive changes the project will make possible). Depending on the project, examples of outcomes are: an increase in confidence or self-esteem, an improvement in skills, reduction in anti-social behaviour, increased fitness, understanding and awareness of addiction or sexual health issues, improved facilities, more beneficiaries, greater access to services, reduction in isolation, more volunteers, raised profile of your group. There are many more possible outcomes depending on the type of project you are running.

15c. If you do get a grant, we will ask you to provide feedback on what difference your activity has made to the lives of your beneficiaries.

You should think about how you will tell if you have achieved the aims and outcomes you mentioned in 15b or how much progress you have made. For example, you may be able to measure in some way the differences between the start and the end of your project or you may get feedback from your beneficiaries so that you can evaluate your project when it's finished.

### **Question 16 Timescale (for your project and for spending the grant money)**

Your project can be on-going and/or run for more than one year but please note the following funding years when deciding how much you want to apply for:

Funding years:

April 2009 – March 2010

April 2010 – March 2011

Any grant awarded must be spent, at the latest, within 12 months of the grant award being made or by 31<sup>st</sup> March 2011, whichever is the earlier.

Example 1 – if you are awarded a one-year grant in August 2009, the grant must be spent by July 2010 at the latest.

Example 2 – if you are awarded a grant for a project starting in July 2010 the grant must be spent by 31<sup>st</sup> March 2011

The Grassroots Grants programme ends in March 2011 and any grant money not spent by that date must be returned to Thames Community Foundation.

### **Question 17**

Your project must benefit communities and residents in one or more of the following boroughs: Hammersmith and Fulham, Hounslow, Kingston, Merton, Richmond, Sutton and Wandsworth.

If you are not working in any of these boroughs, Thames Community Foundation will not be able to consider your application.

Please also give the local authority ward if you know it.

### **Questions 18 and 19**

This will provide us with an idea of the people and communities your project will help.

### **Question 20**

Please tell us how many people in total will benefit from the grant and, if you run regular meetings or sessions, how many people attend on average.

### **Question 21**

This will help us monitor how many groups are new to grant funding via Grassroots Grants.

### **Question 22**

You can apply to more than one Local Funder if you are working in two different areas but the total of your applications must not exceed £5,000.

We share information with other Local Funders in order to ensure that local groups do not receive more than the maximum of £5,000.

### **Question 23**

The figure you enter here must not be more than £5,000

### **Question 24**

Applications for both new work and existing work are eligible.

## Question 25 - your project's budget

The minimum grant is £250.

The maximum available to any one group over the life of the Grassroots Grants programme from 2008-2011 is £5,000.

You can apply as follows:

- one grant spread over 2009/10 and 2010/11 (a multi-year grant) – see examples 1 and 2 below
- one grant as a single one-off payment – example 3
- a number of separate grants (multiple applications over time) – example 4.

If you have already had a Grassroots Grant, applications for a further Grassroots Grant will be considered only if the previous grant has been spent and accounted for and an End of Grant report has been submitted.

	Number of separate grants	July 2008 – March 2009	April 2009 – March 2010	April 2010 – March 2011	Total grant (must not exceed £5,000)
Example 1	1	N/A	£2,000	£3,000	£5,000
Example 2	1	N/A	£2,500	£1,500	£4,000
Example 3	1	N/A	£3,500		£3,500
Example 4	2	N/A	£1,800	£2,500	£4,300

Please let us know the total cost of your project as well as the amount you are seeking as a grant.

Please note the following:

- Funding is available for all costs related to the successful delivery of your project.
- Please apply for the amount you need – do not just apply for £5,000 because it is the maximum available.

As operational costs are an eligible use of a Grassroots Grant, groups are encouraged to submit full cost recovery budgets, especially if you are running more than one project at the same time.

Full cost recovery means securing funding for all the costs involved in the delivery of the work. Your budget should reflect the full costs to your organisation, including the direct costs of projects and all the overhead or indirect costs associated with running them.

After you have worked out the costs of each project, look back over it to make sure that you budget for all the running costs of that activity such as rent, lighting, heating etc.

You should try to apportion some “core” costs by sharing the costs between projects or activities because it may apply to all projects at the same time. Therefore, the full cost of *each* of your projects should be calculated from the direct costs of that project plus a relevant portion of overheads.

Don't forget that Grassroots Grants can be used for to cover core costs (the basic running costs of your organisation).

### **Capital items**

1. Grassroots Grants will also fund the purchase of capital items. This means any asset or piece of equipment (or a number of related items of equipment) which cost more than £500 and have a life of more than one year. For example, this could be play equipment, furniture or computers.
2. Please enter any capital items in the relevant box at the bottom of the table and provide a quote or estimate from two suppliers. The quotes can come from a newspaper advertisement, a website, a catalogue or a written quote/estimate from your supplier.

### **Other budget tips:**

1. Do not list large costs under vague headings. For example, ‘Refreshments - £1,000’ must be broken down further.
2. All salaries must be broken down into the relevant hourly/daily/yearly rate.
3. Remember to separate your capital costs from all other costs
4. Please note that only genuine out of pocket expenses can be paid to volunteers who should submit to you receipts and/or proof of payment such as bus/rail tickets to keep for your records. Volunteers must not be paid an hourly or daily rate.
5. If in doubt, please provide more budget detail rather than less!

### **Question 26**

Please tell us how you will fund the total cost of your project if this cost will not be fully covered by a Grassroots Grant.

### **Questions 27 and 28**

To receive a Grassroots Grant, organisations must have an account with a bank or building society. Please give details of your group's bank account. Your bank account name can be found on your cheques.

Your bank account name should normally be that of the group as set out in your constitution. If it is not, please say why. This is the name of the account that will be used to pay you a grant if one is awarded. We will not make payments to individuals.

We will require a minimum of two un-related people in the group to sign cheques.

We would expect all transactions other than petty cash to be made by cheque.

We accept that in some rare cases groups may have been active but have not set up a bank account. In these instances you can get another voluntary organisation to accept approved funding on your behalf. You will need to give us details of their bank account and written confirmation from the group that they will accept funding on your behalf. The organisation should be experienced in managing finances and may be contacted to discuss their experience in handling money on behalf of others. They will be expected to list the Grassroots Grant in their annual accounts, a signed copy of which must be submitted to TCF with your End of Grant monitoring form. Acceptance of the nominated account is at the discretion of Thames Community Foundation.

### **Question 29 Referee**

We do not need a reference if your group has received a grant from Thames Community Foundation within the last four years of the date of your application. In all other cases, please send in a written reference with the application form.

The referee must be someone who knows about your group but is not directly involved in it. S/he must not be a member of your management committee, volunteer, user or beneficiary of your organisation and must not be related anyone who is. They should be someone who has knowledge or experience of the voluntary and community sector and the needs of the particular geographical area you are working in. For example, referees can be capacity builders/development workers, other funders, teachers, nurses etc.

### **Question 30 Declaration**

The declaration that the information supplied is correct must be signed by two people – Signature 1 should be that of the person completing the form and Signature 2 should be the Chair of the Management Committee (or another member of the committee if the Chair is completing this form).

If you are awarded a grant, this section will constitute the funding agreement.

### **Question 31 Publicity**

We like to use funded projects to help promote the Fund. Please tick the box if you don't want us to use your project in any publicity.

### **Question 32 Data protection**

If you don't have a website, you should give the contact details for the Chair of your group.

### **Question 33 Checklist**

We regret that we won't be able to process incomplete applications. Therefore please ensure you complete all sections of the form and send us all supporting documents when submitting your application.

### **Questions 34a – 34c Application monitoring**

We're happy to receive both positive and negative feedback about the application process. In particular, we do want to know about any part of the process that you think should be improved for the benefit of future applicants, especially if you ticked "not satisfactory".

### **Question 35 Help and training**

We, along with our partners at your local Council for Voluntary Service, are dedicated to developing the skills and knowledge of the voluntary sector. A number of seminars and workshops will be run in your borough especially for Grassroots Grants applicants.

Please indicate any topics where you have a particular interest.

### **Appendix 1 Management Committee and paid staff**

Please provide details of your management committee, cheque signatories and paid staff. You must have at least three unrelated people on your management committee. Please show who are cheque signatories and any family relationships. You must have at least two cheque signatories who are unrelated and who do not live at the same address.

### **Further support with the preparing your application**

You can get further help and support from the organisations shown in the table below.

They are all Councils for Voluntary Service or similar organisations whose role is to strengthen voluntary and community activity in their borough. They do this by developing and supporting voluntary groups which can then deliver better services to the local community, particularly those that are disadvantaged.

They are therefore there to help organisations like yours and will be happy to help with your grant application or with documentation requirements.

You can also call Thames Community Foundation and speak to the Grassroots Grants Officer. It's likely to save you and us time if we can to sort out any queries before you fill in the form, so we'd be pleased to hear from you.

<b>Borough</b>	<b>Organisation</b>	<b>Phone</b>	<b>Website</b>
Hammersmith and Fulham	Community and Voluntary Service Agency (CaVSA)	020 8748 6345	<a href="http://www.cavsa.org.uk">www.cavsa.org.uk</a>
Hounslow	CVS Hounslow	020 8572 5929	<a href="http://www.cvshounslow.org.uk">www.cvshounslow.org.uk</a>
Kingston	Kingston Voluntary Action	020 8255 3335	<a href="http://www.kva.org.uk">www.kva.org.uk</a>
Merton	Merton CVS	020 8685 1771	<a href="http://www.mertonconnected.com">www.mertonconnected.com</a>
Richmond	Richmond CVS	020 8255 8500	<a href="http://www.richmondcv.org.uk">www.richmondcv.org.uk</a>
Sutton	Sutton CVS	020 8644 2867	<a href="http://www.suttoncv.org.uk">www.suttoncv.org.uk</a>
Wandsworth	Wandsworth Voluntary Sector Development Agency	020 8870 4319	<a href="http://www.wvsda.org.uk">www.wvsda.org.uk</a>

## **Deadlines/closing dates for sending in applications**

You can send in your application at any time but please note the planned closing dates in the table below for 2009/10 and 2010/11.

Applications must be received by Thames Community Foundation before 12 noon on the closing date.

<b>2009/2010</b>	<b>2010/2011</b>
1 <sup>st</sup> April 2009	1 <sup>st</sup> April 2010
15 <sup>th</sup> May 2009	30 <sup>th</sup> April 2010
30 <sup>th</sup> June 2009	31 <sup>st</sup> May 2010
14 <sup>th</sup> August 2009	30 <sup>th</sup> June 2010
30 <sup>th</sup> September 2009	13 <sup>th</sup> August 2010
30 <sup>th</sup> October 2009	30 <sup>th</sup> September 2010
30 <sup>th</sup> November 2009	29 <sup>th</sup> October 2010
15 <sup>th</sup> January 2010	30 <sup>th</sup> November 2010
1 <sup>st</sup> March 2010	14 <sup>th</sup> January 2011

We strongly suggest that you submit your application well before the relevant closing date if at all possible. Please note that in exceptional circumstances these dates may vary and we suggest you check the most up to date information directly with Thames Community Foundation.

If your application is for a project which will take place at a specific time (e.g. during school holidays) or for an event on a specific date, please make sure you apply well in advance (we suggest at least four months in advance) so that you know whether or not you have funding in place.

Complete applications are considered by our local grant panels and our Trustees. We aim to let groups know the outcome of their application 15 working days after each closing date.

Incomplete applications will not be considered. Sorry.

## **Sending us your application**

Please send the completed form and all documents by post to:

Grassroots Grants  
Thames Community Foundation  
NPL Building 1 – Room 201  
Hampton Road  
Teddington  
Middlesex  
TW11 0LW

Tel: 020 8943 6039

Email: [grassrootstcf@btconnect.com](mailto:grassrootstcf@btconnect.com)

Web: [www.thamescommunityfoundation.org.uk](http://www.thamescommunityfoundation.org.uk)

## **Postage**

Please remember to put correct **postage** on your envelope. Incorrect postage may mean a delay in receiving your application or it may not arrive at all. If in any doubt, please check postage rates with Royal Mail. Please note that proof of posting by you is not proof of receipt by us.

You must ensure that we receive the application no later than 12 noon on the closing date you choose.

And finally.....Don't forget to take a copy of the completed application as you may need to refer to it if we have any queries or for monitoring purposes.

Thank you for reading these Guidance Notes

We look forward to receiving your application

Registered office:

Thames Community Foundation, NPL Building 1 Rooms 201-206, Hampton Road, Teddington, Middlesex TW11 0LW

Company limited by guarantee, company registration number: 6251399

Registered Charity Number: 1122432