

## **Guidance Notes (version 1A) for Grants up to £900**

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

Please check that you are using the relevant application form for this size of grant (up to £900) and that it is version 1A.

### **Making an application**

The best advice we can give is to follow closely the hints and tips given in these guidelines when completing the application form.

Funded groups often tell us that it's a good idea to 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.

#### **Question 1 on 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 make sure it is an address where mail can be delivered and picked up regularly.

#### **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**

Please give a brief description of the main aims of your group and of some recent activities.

#### **Question 5**

Your group must have been in existence at least 12 months before the date of the application. We may ask for evidence of the date of formation or 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 6a**

The very 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) for advice. Details of the CVS in your area are found on page 6 of these Guidance Notes.

#### **Question 6b**

If your group is linked to a national organisation, you must be separately constituted and independent of the national body with your own independent management committee and also have an annual income below £30,000.

#### **Question 6c**

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

#### **Question 6d**

Your group's annual income must 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 goods or services and interest earned. If in any doubt, please call Thames Community Foundation.

#### **Question 7**

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

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

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

### **Question 8**

Please describe briefly what you want a grant to pay for, why you need it and how it will benefit your organisation.

### **Question 9 Timescale**

Please note the following when deciding how much you want to apply for.

Any grant of up to £900 must be spent within 12 months of the date of the award or by 31<sup>st</sup> March 2011, whichever is the earlier.

Example 1 – if you are awarded a grant of up to £900 in June 2009, the grant must be spent by June 2010.

Example 2 – if you are awarded a grant of up to £900 in July 2010, it must be spent by March 2011.

### **Question 10a**

For example, “children and young people” or “residents of our estate”.

### **Question 10b**

Please give your best estimate of the number who will take part in and/or benefit from the grant.

### **Question 11a**

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

### **Questions 11b and 11c**

To receive a Grassroots Grant, organisations need to 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 and you will need to give us details of their bank account on a separate sheet of paper and confirmation form them in writing that they are happy to handle a grant on your behalf. The organisation should be experienced in managing finances and we may contact them 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.

### **Question 12**

You can apply to more than one Local Funder (a “Local Funder” is an organisation such as Thames Community Foundation to whom you send your Grassroots Grants application) if you are working in two different areas/boroughs covered by different Local Funders but the total of your Grassroots Grants 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.

### **Question 13a**

The figure you enter here must not be more than £900.

### **Question 13b**

Both new and existing work can be funded.

### **Question 13c - your project's budget**

The minimum grant is £250.

Please let us know the total cost of your project.

Please note the following:

Funding is available for all costs related to the successful delivery of your project.

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 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.

When preparing your budget, please:

- Note that a grant can pay for a range of different items such as items of equipment, trips/outings/refreshments, workers' costs, events, training etc

- 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 a daily rate.

### **Question 14 Declaration**

The declaration 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 15 Checklist**

We won't be able to process incomplete applications. Therefore please ensure you have completed all sections of the application form and that you provide all the supporting documents we ask for when submitting your application. We'll let you know if there are any documents that are missing but this will mean that that we will not be able to consider your application until we receive them.

If your group works with children and young people or vulnerable adults, you must have a relevant safeguarding policy. We also expect you to have an Equal Opportunities Policy and a Health and Safety Policy among others.

### **Question 16 Support**

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.

### **Further help and support with the application**

You can get further help and support from the organisations shown in the Table 1 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 and any queries you may have about documentation.

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.

**Table 1**

<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.wvsa.org.uk">www.wvsa.org.uk</a>

**Deadlines/closing dates/cut-off time for sending in applications**

You can send in your application at any time but please note the planned closing dates in Table 2 below for 2009/10 and 2010/11.

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

**Table 2**

<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 09	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 in your application**

Please send the completed form and all documents 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)

[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!

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 and for monitoring purposes.

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