



Managed by the Community Development Foundation
Funded by the Office of the Third Sector



European Union
European Social Fund
Investing in jobs and skills



GRANT GUIDELINES

Grassroots Grants Programme-Merseyside

The Grassroots Grants programme is funded by the Office of the Third Sector and administered by The Community Foundation for Merseyside. Please ensure you meet the following eligibility criteria before applying;

- Your group must be a not for profit, third sector voluntary or community group living and operating locally in Sefton, St Helens, Knowsley, or Wirral **for at least 12 months prior to the round closing date**
- Your group must have a total annual income of less than £30,000 (or a £30,000 average over the last 3 years) net of any funding received through the Grassroots Grants programme

Aims of the Programme:

The programme was designed to respond to local issues, improve organisational capacity and help support the diverse needs of communities. Grant applications should show how funding will help groups support activities and services with regard to the following:

a) The programme aims to enable groups to:

Flourish, continue or expand their work; build their capacity and provide support for provisions for local people, advocacy, and to help strengthen community voice.

b) It also aims to complement each area's Local Area Agreement- (LAAs simplify some central funding, help join up public services more effectively and allow greater flexibility for local solutions to local circumstances. LAAs set out the priorities agreed between central government, your local authority, Local Strategic Partnership and other local partners). They focus on the following areas:

- Children and young people
- Healthier communities and older people
- Employment, learning and skills, education or training
- Urban renewal, safer stronger communities or environment

Who is eligible to apply

NB: Groups must address in the grant application (Q18) how funding will help to support activities and services in relation to the above points listed in a & b above

- Groups must be Not for profit, third sector community groups living and operating locally in Sefton, St. Helens, Knowsley, Halton or Wirral

- Groups must have been active for at least 18 months prior to the round closing date
- Groups must be volunteer-led, clearly connected with and meeting the needs of the local community
- Groups must have an annual income of less than £30,000 (or average in the last 3 years)
- 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

Groups may apply for grants of £250-£5000. One or more applications may be submitted between July 2008 and 1st October 2010, however the maximum grant funding permitted per group is £5000 over the life of the programme. All funding must be spent by 31st March 2011.

What activities can be considered for funding

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

- Staff costs to enable employment
- Training for volunteers
- Putting on local events or workshops
- Measures to achieve a quality award or improved standards
- Activities to support community activity
- Additional activities to expand an existing funded project
- Costs to attend conference or events that will be of direct benefit to the group
- The purchase of equipment to benefit the group such as a computer, oven or furniture
- An activity that supports asylum seeker and refugees within the immigration law and home office policies

Further Important Information about Costs

- Existing work may be funded where there is proven need for it although we cannot meet current costs where work is funded by other sources
- Full cost recovery- This means securing funding for all the costs involved in the delivery of the work. Budgets should reflect the full costs to the group, including the direct costs of projects, and all the overhead costs associated with running them. **Groups must be able to justify each element of full cost recovery included**
- Rent and other office type costs may be considered where they are part of a distinct project that funding is being requested for
- Funding Must Lead to Community Benefit and an Outcome, No Matter How Small.

What cannot be funded through the fund

- Public sector organisations or those controlled wholly or in part , e.g. local authority, primary care trust
- Commercial ventures
- 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
- 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 organisations or work that is their responsibility
- Debts and other liabilities
- Reclaimable VAT
- Travel outside UK
- Gifts or projects exclusively for the purpose of entertaining

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 to the Grassroots Grants fund

Return a signed completed grant application form and conditions to grant offer ensuring that the documents listed on this page 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 applications@cfmerseyside.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 (groups must have been active for at least 18 months prior to the round closing date and this document must include Trustee names and signatures). Groups without a set of rules or constitution running informally for at least 18 months prior to the round closing date may apply by submitting a brief outline (1 page max) of their intended aims and objectives, to show they are not for profit. The Foundation will support these groups in becoming constituted once they apply, through our partnerships with local Community Development agencies.

2. A signed copy of the group's latest annual accounts or income/expenditure document showing current income is under £30,000 p/annum. For groups that exceed the threshold but consider their average income over the last 3 years is £30,000 or less we will require evidence of the last 3 years financial information and take the average to give best the opportunity for eligibility.
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 Merseyside,
C/O Alliance & Leicester,
Bridle Road,
Bootle,
GIR 0AA**

NB. Please note that only fully complete applications may be processed

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