



# EUROPEAN SOCIAL FUNDING COMMUNITY GRANTS

## Application Form Guidelines

These are guidance notes to help you complete the application form.

### Section 1 – Eligibility

- 1.1 Take your organisation's income from the last three signed-off sets of accounts, add these together and divide this total by 3 for your average income over 3 years. Income should include ALL income including grant awards and insurance payments. If your average annual income is more than £200,000 you cannot apply for a grant through this programme.
- 1.2 If you have answered '**YES**' to the second part of question 1.2 you cannot apply for a grant through this programme.
- 1.3 If you have answered '**YES**' to the second part of question 1.3 you cannot apply for a grant through this programme. Mainstream SFA and DWP funding include the Work Programme, NOMS, Skills Support for the Unemployed and Skills Support for Redundancy.
- 1.4 If you have answered '**YES**' to the second part of this question, you cannot apply for a grant through this programme.

Your organisation is **part- owned** if:

- You have between 25 and 50% holding or between 25 and 50% voting rights in another enterprise and/or
- Another enterprise has a 25 and 50% holding or 25 and 50% voting rights in yours

It is **owned** if:

- Another enterprise has a 51% or more holding or 50% or more voting rights in yours

**1.5** If your aims and objectives do not allow you to carry out education and training, or if your project is not in the field of education and training, you cannot apply for a grant through this programme.

**1.6** If you are not working in any of these geographical areas, you cannot apply for a grant through Community Foundation serving Tyne & Wear and Northumberland. You may still be eligible to apply for a grant through one of our partners, so contact County Durham Community Foundation at [www.cdcf.org.uk](http://www.cdcf.org.uk)

## **Section 2 – All About You**

### **Organisation Name and Address Details**

#### **2.1 Name of your organisation**

Provide the name of your organisation as it appears on any governing documents. If you are known by another name, please tell us about this as well.

#### **2.2 Contact person**

The main contact person should be someone who has a good knowledge of the application and this is the person we will contact when carrying out the assessment, or if we have any queries.

#### **2.3. Address of your organisation**

This should be the address and contact details of your group. The telephone number and e-mail address should be relevant during office hours.

#### **2.4. Organisation start date**

Give us the date that your group was set up or formally established (if you are a registered charity ensure that this date matches the date indicated on the Charity Commission's website).

#### **2.5 What type of organisation are you?**

If you are unsure what type of organisation you are, please contact your local Council for Voluntary Services for support and guidance.

#### **2.6 Staffing and volunteers**

We need to know more about how your group is managed i.e., the structure. Please tell us if you have any staff, full-time or part-time. How many people are on your management committee (we recommend this is a minimum of 4, to include Chairman, Vice-Chairman, Treasurer, Secretary).

#### **2.7 Aims and main activities of your organisation**

Please tell us about your group's aims and objectives and give a short description of what your group's main activities are (usually found in your governing documents).

## **Section 3 - About your Governance and Policies**

### **3.1 Governance**

In this section, please state the type of governing document your group has.

### **3.2 Does your organisation have any restrictions around membership?**

Every governing document should have a clause outlining who can join the group. We do not generally support community groups that have a closed membership policy, unless that policy is directly linked to the requirements of the group (e.g., disabilities). Some funds cannot support groups that do not have a complete open membership policy; this includes requiring other members to vote to include new members.

### **3.3 What does your membership clause state?**

The membership clause should be entered under this section (exactly as found in the governing document).

### **3.4 Does your governing document have a dissolution clause?**

Every governing document should have a dissolution clause, which clearly states what will happen to the assets of the organisation should it cease to exist (this includes fixed assets, tangible assets and cash). If your organisation does not have a charitable dissolution clause (i.e., one that states the assets will be passed on to another charitable organisation) this will not result in the application being rejected, but may result in some special conditions being set on any grant awarded.

### **3.5 What does your dissolution clause state?**

The dissolution clause should be entered under this section (exactly as found in the governing document).

### **3.6 Please name your Trustees and give their roles within the organisation**

This is important to us to ensure your organisation has strong governance, including (if possible) a Chairman, Vice-Chairman, Treasurer and Secretary.

### **3.7 Are any of the Trustees related (directly or through marriage, cousins or closer)?**

Please tell us if any of the Trustees are related, either by blood, marriage or through a partner. We are only interested in close relatives (e.g., mother / father, grandmother / grandfather, brother / sister, aunt / uncle, cousin). Good practice shows that, wherever possible, Trustees or members of a Management Committee should not be related.

### **3.8 Please confirm which of the following policies your organisation has**

We ask you this to determine if your organisation has the correct policies in place to deal with vulnerable people, environmental issues, health and safety and equality and diversity issues. Your application will not be rejected just because you do not have all the required policies in place as support to develop them will be given by Acumen Development Trust. A Health & Safety Policy is mandatory (as is a Vulnerable Persons' Policy if you are

working with vulnerable individuals) and any payment will be withheld until you have a satisfactory policy in place.

### **3.9 Which of the following does your VPP / H&SP contain?**

Every VPP / H&SP should contain a named officer and a clear reporting procedure as a minimum. If your documents do not contain this information we suggest you contact your local Council for Voluntary Services who can help you.

### **3.10 When was the last time training was carried out?**

We ask this to determine if more up-to-date training may be required. We will not reject an application if the training is not recent. However, we may place a special condition on any grant awarded. We may also be able to help you to obtain your training.

## **Section 4 – Financial information**

### **Your organisation's financial income and expenditure**

#### **4.1 When does your financial year run from / to? (e.g., 1<sup>st</sup> April to 31<sup>st</sup> March)**

Not all organisations run from 1<sup>st</sup> April to 31<sup>st</sup> March. We use this information to determine if your latest set of accounts is recent enough, or if we will require more recent information on income and expenditure.

#### **4.2 Please confirm which of the following documents your organisation has.**

The response you give should be determined by your organisation's income. The larger the organisation, the more detailed your accounts will need to be.

#### **4.3 Please detail the total income and expenditure of your organisation over the past three years (this includes all grant awards).**

This information must match your accounts and the information provided on the Charity Commission website (if applicable). The income of your organisation must include **all** income, including any grants received. We also need to know your current reserves.

Please enclose copies of your last 3 years' signed off accounts with your application.

#### **4.4 Does your group have its own bank account that requires at least two signatures to authorise a cheque?**

This is a bank account in the name of your organisation, and must match your governing documents. The account **must** require at least two unrelated signatures to authorise cheques. If you do not have a bank account with two unrelated signatures then payment of any grant awarded will have to be made to another organisation that agrees to take the payment on your behalf. The nominated organisation will be financially responsible for this payment.

#### **4.5 If a grant is awarded, either a cheque will be raised, or the award will be transferred directly into the bank.**

This information must be completed in order for a grant payment to be made.

**4.6 If you do not have a bank account with two signatures and wish to nominate another organisation to receive the grant on your behalf, please tell us their name and telephone number.**

The nominated organisation must be aware that they have been nominated and must accept financial responsibility for the grant award. If the grant is awarded, the amount paid to the nominated organisation should appear in their accounts as a restricted grant from the Foundation for the organisation that actually received the award.

The accounts for the organisation that actually receives the award should show the grant as an in-kind donation within their accounts as they haven't actually received the funding.

## **Section 5 – About Your Grant Application**

### **5.1 How many people will participate in your project?**

We realise that you cannot give exact figures but please estimate as accurately as possible. This information is important and will be used to evaluate the project at the end of the grant period.

### **5.2 How will you recruit the participants?**

This may include partnership with another organisation or details of how you are already in touch with your target group.

Please give a full postcode of the main area from which participants will be recruited or where the project will be based, along with any other post codes.

### **5.3 Will your project target people from any of the following categories?**

These are the priority groups for this programme. However, you may still be eligible for funding, even if you are not working with these groups.

### **5.4 New or existing project**

Is this project you are applying for money for a **new project** or **part of ongoing activities**?

### **5.5 Does your project have a start and finish date?**

If the answer is yes, please add the start and finish date. Failing that, if your project is ongoing, you should enter the start and finish date of the funding period.

### **5.6 What would you like to do with your grant?**

This is where we ask you to tell us about what you need the money for, by describing the activities and services you wish to carry out. Please include any large capital purchases you expect to make.

### **5.7 How much are you requesting through this grant application?**

This section asks you to state the total costs of the project and how these will be met. You are asked to identify additional sources of funding and whether these have been secured. Evidence may be required to support the information provided (e.g. offer letters from funders).

You are also required to state the amount that you are requesting from us and to provide details of the types of items you will be spending it on. Please include hourly rate(s) for salaries and/or room hire e.g. room hire @£15 per hour x 3 hours per week x 50 weeks Total £2,250. Only out-of-pocket expenses can be paid to volunteers, who should submit receipts and/or proof of payment such as bus/rail tickets for your records.

#### **5.8 Please outline the outcomes that you expect to achieve as a result of the funding.**

This indicates to us the skills that the users of your group will have achieved to move them closer to the labour market. These skills are sub-sectioned into personal development, basic and core work skills (or soft skills) and qualifications and destinations (hard skills).

#### **5.9 Are you currently working with Acumen Development Trust or Contract Matters?**

This will give us an idea of what level of capacity building support you may need, if any.

### **Section 6 – Independent referee**

This section should be filled in by someone who knows you and your organisation, and can support your application. They cannot be a member of your management committee, a volunteer or user of your group.

### **Section 7 – Checklist**

You must enclose a governing document, a copy of a recent bank statement and copies of your last 3 years signed off accounts for the organisation if it has been in existence for more than a year. If you are a new group you can send a one-year budget (showing projected income and expenditure). Please ensure that you have also enclosed all the other documents necessary for your application.

Please check that the envelope containing your application and supporting documentation has the correct postage applied to it.

Please take a copy of the application form and supporting documentation and retain it for your records.

### **Section 8 – Declaration**

You can complete the application on-line and submit it, and electronic copies will be accepted to meet any deadlines. However, a signed hard copy of the electronic application and the required documents **must be received within 5 working days of the deadline**. The first signature must be that of the person completing the form and the second must be a serving officer of the Management Committee (the Chairman, Vice Chairman, Secretary or Treasurer). If the person completing the form is one of the serving officers, then a second serving officer must also sign.

### **Section 9 – Contact details**

If you have any difficulties completing this form, or would like to receive additional guidance before submitting it, please do not hesitate to contact Sue Martin on 0191 222 0945 or email us at [esf@communityfoundation.org.uk](mailto:esf@communityfoundation.org.uk)