



Supported by



## **OLDHAM COMMUNITY GRANTS SCHEME GUIDANCE AND NOTES**

**Please read this information carefully before completing the application form.**

We are pleased to announce that Oldham Community Grants Scheme 2010 is now open.

### **Who can apply?**

This year groups must aim to address one or more of the following:

- Increase the feeling of safety in neighbourhoods and amongst neighbours
- Help people to develop new skills and confidence so that they can take up new opportunities and increase their life chances.
- Promote sustainability - improve the look of the local environment or make public spaces greener or, encourage awareness of sustainable living e.g. recycling, food growing, and effective use of resources.
- Promote health and wellbeing amongst adults in our communities.

Priority will be given to small, locally based groups or organisations in areas of disadvantage that have a clear understanding of the needs of their community and are able to demonstrate that they are addressing these.

### **Types of groups who are eligible**

- Only Voluntary, Community and Faith organisations can apply.
- Must be based and working in the area of Oldham Borough Council.
- Must have an evidenced income of less than £20,000 a year
- Must be in a position to spend the grant money by Monday 28<sup>th</sup> February 2010

## How much can you apply for?

The maximum that a group can apply for is **£2500**. We aim to distribute the grants equally around the six district partnership areas. This will be up to the discretion of the grants panel.

Priority will be given to funding organisations that have not accessed an Oldham Community Grant before and are relatively new (inexperienced) at accessing grants. Organisations can only apply for one grant.

## Who and what cannot be funded?

- Individuals
- Social Enterprises and organisations trading for profit or intending to redistribute grant awards.
- Statutory organisations, such as local authorities, schools and the police force
- Projects that promote religion or political views, or exclusively benefit members of religious or political groups
- Fetes, festivals, day trips
- Projects which will benefit only one individual
- Capital costs – as part of a larger build project
- Retrospective costs (Projects/activities that have already taken place or have been paid for)
- Projects where the majority of the activity takes place outside of the Borough of Oldham
- Overseas travel or activities
- Contributions to larger/major appeals.

## How to complete the Application Form

Please complete all sections of the application form.

Please note that only applications providing all the required documentation and details can be submitted to panel. Missing information may lead to a delay in processing your application and therefore may miss the deadline date for submission to the panel.

## Contact Details

Please give all your contact details accurately and also provide details for a second person that can be contacted including contact telephone numbers. We often try and communicate via the telephone or email to speed up progress of your request. Having the ability to contact two representatives from your group can help us to process your application more effectively. If there are certain times in the day when it would be best to contact you, please indicate these.

## **About your group**

In this section you will help us understand the history, structure and purpose of your group. You can tell us what you actually do, where you are based and who is involved. You may wish to enclose leaflets and other information that illustrate your activities, but please keep these to a minimum.

You will need to send in a signed copy of your constitution or set of rules. If you do not have a constitution or set of rules please contact Voluntary Action Oldham on 0161 633 6222.

## **About the grant**

Please describe the project your group is proposing, when and what exactly you are planning to do once the grant has been received. It is important to show how the need for the project or activity has been identified within the respective community, that members of that community have been involved in the process and that they will be involved in delivering the project or activity. We also need to know how and why it fits in with the grant priorities.

We would like you to tell us how the project will have a positive impact on the people who are involved in or are members of your group, how will you know if it has been successful and how many people are going to benefit from your project. We would also like to know who the main beneficiaries are and if you are working with children and young people we will need a copy of your child protection policy. If you do not have one please contact Voluntary Action Oldham on 0161 633 6222

## **Finances and Project Budget.**

We would like to know if you have been successful in applying for grant funding before and should your project/activity cost more than the maximum you can apply for, please tell us how you plan to raise the remainder of the funding you require?

You are also asked to provide a list of all the items you need to purchase for your project.

## **Your Group Finances.**

We ask you to provide a brief summary of your income and expenditure within the application form. You will also need to provide copies of your group's last three consecutive bank statements. Please note that to be eligible your group must have an evidenced income of less than £20,000 a year. If you are a new organisation or if you have no banking arrangements in place - please contact our office on 0161 633 6222.

**PLEASE NOTE THAT WE CANNOT MAKE CHEQUES PAYABLE TO INDIVIDUALS.**

## **Management Committee Details.**

Please list all your committee members including Chair, Treasurer and Secretary's names. If you do not have a management committee please contact our office on 0161 633 6222.

## **Referee Details**

We can only process your request once all the required information has been received. This includes your referee completing and signing your application on page 12 to confirm that they have read the application. Please read the notes on page 12 of the application form relating to Referee Details. Should you need further advice on who can act as your referee, please contact our Grants team on 0161 633 6222.

## **Need Help**

This grant is specifically aimed at new groups, so please give us a ring on 0161 633 6222 if you need help completing this application form or if you have any questions about the process.

We are looking forward to hearing from you and will provide practical help to support your application.

## **What Happens Next?**

1. Return your completed application form to Voluntary Action Oldham. **Please remember to include any supplementary information requested.** (This includes your constitution, child protection policy, bank statements, written quotations and reference.)
2. Your application will be checked to make sure your request fits the funding criteria.
3. We will contact you to confirm receipt of your application & advise if further information is required, or we will confirm the date that your application will be submitted to a panel.
4. Following receipt of all information requested your application will be considered by a panel who will decide if your request can be funded.
5. We will then contact you to advise you on the panel's decision.
6. It is essential that at least two representatives from successful groups attend a monitoring and evaluation workshop on Wednesday September 22<sup>nd</sup> 2010 at 4pm to 6pm.
7. All grant-cheques will be issued to successful applications at the "Monitoring and Evaluation" workshop on Wednesday 22<sup>nd</sup> September.

## **The following items are included in this application pack:**

- Grant Application Guidelines (see above)
- Application Form (This includes a checklist of information that you will have to provide)

## **Please send your completed application to:**

**Jane Glaysher-White  
Voluntary Action Oldham  
Unit 12 Manchester Chambers  
West Street  
Oldham  
OL1 1LF**