



Shropshire Grassroots Fund

Guidance notes & Application Form
Grants up to £500

The Shropshire Grassroots Fund is administered locally by:

Community Resource,
4 The Creative Quarter,
Shrewsbury Business Park, Shrewsbury, SY2 6LG

01743 360641

Introduction

The Shropshire Grassroots Fund aims to increase the availability of grant funding to build the capacity and sustainability and support for small voluntary and community groups and organisations (grassroots groups).

Grants up to £500 are available to small grassroots community and voluntary groups in Shropshire which have an annual turnover of less than £50,000 per annum. The Fund prioritises applications for requests which can be demonstrated to have a long term benefit for organisations to help them grow and develop. This can include core costs to help organisations extend their reach to more people, and widen their work. Examples of the type of request we are keen to fund could include training (for staff and volunteers), volunteer expenses, furniture and equipment, promotional materials, developing a web site presence, and room hire.

Who is eligible for a Grassroots Grant?

The purpose of this grant programme is to support small voluntary and community groups and organisations, many of whom are dependent on volunteers. This may be the first grant for many of the groups that apply.

The types of group or organisation that Fund can support will:

- be a locally managed voluntary or community group, active in their local community for at least 12 months prior to making an application
- have a revenue income of less than £50,000 per annum, taken as an average turnover for the last three financial years
- be volunteer-led (i.e. with largely volunteer based input).
- be connected with and/or meeting the needs of the local community.
- have a set of rules/governing document that has as a minimum the name, aim/purpose, objects, a dissolution clause for the organisation, a list of Trustees/Committee members, and Trustee/Committee members signatures.

Groups and organisations do not have to be registered charities but must be formally constituted with a bank account in the name of their organisation

If you are not sure whether you are eligible to apply, please call us to check before wasting your time completing the application form.

Grants will **not** be able to fund the following:

- * Statutory organisations
- * Individuals

- * Organisations or activities outside Shropshire
- * Activities that have already taken place.
- * Refreshments costs for people attending events

- * Contributions to a general appeal. Funding can only be used for specific projects which meet the criteria outlined below

How much can we apply for?

The maximum grant to a local organisation will be £500. This can be part of a larger project and applicants are encouraged to provide a matching sum from other grants or their own resources, but this is not a requirement.

The Shropshire Grassroots Fund can only fund groups operating in Shropshire. If your work is in Telford and Wrekin, you should contact Telford and Wrekin CVS (Council for Voluntary Service), tel: 01952 567800, website: www.tandwcvcs.org.uk.

What can we use the funding to pay for?

Grants can be for capital or revenue purposes.

Some examples of what can be funded:

- The purchase of equipment
- Temporary/sessional staff costs (not core staff costs)
- Contribution to rent costs (related to activities/service delivery)
- Training for volunteers
- Volunteers travel expenses
- Publicity materials (eg leaflets, website presence) to encourage more members or volunteers

When can we apply?

You can submit your application to us at any time. The grant panel will meet on a quarterly basis and closing dates for each round will be listed on our website www.community-resource.org.uk

We suggest that you submit your application earlier than the deadline date to allow enough time for checking and administration. If your form is incomplete we will not be able to submit your application to the panel until the next round, which will be 3 – 4 months later. Please note that the Fund cannot fund activities that have already taken place. Applications arriving after the closing date will be deferred until the next panel meeting.

What are our chances of success?

There are over 2000 small groups in Shropshire who are eligible to apply to this Fund. Inevitably we cannot support every group that applies and the grant panel must make difficult decisions based on the merit of each application. Typically, applications have a one in 3 chance of success.

When can we expect a decision about our application?

Offers will be made to successful applicants within ten days of the decision being reached. Once the group has accepted the offer and returned an acceptance letter and their terms and conditions agreement, the payment should follow within ten working days.

Completing the application form

Read the guidance notes attached to your form carefully before you fill in your application, and make sure ALL questions are answered.

Remember, the grant panel will know nothing about your group or your idea and rely on you to provide them with the information they need to make the right decision. The application form is your opportunity to make sure they understand what you plan to do.

Send your completed application form, together with all the supporting documentation requested, to: Community Resource, 4 The Creative Quarter, Shrewsbury Business Park, Shrewsbury SY2 6LG. (Please only send copies of supporting documents as originals will not be returned to you).

Grant Funding Application form: Guidance notes

1. Tell us which fund you are applying for. We use the same form for several different grant schemes so we need to know which specific one you are applying to.
4. Provide us with the full correspondence address for your organisation. We will use this to write to you and send your cheque to if you are successful
5. You should provide a brief overview of your main purpose or aims and a description of the main activities of your organisation, for example,
'Ambridge Environmental Action Group is a group of residents from Ambridge village who regularly come together to carry out activities which improve the quality and environmental sustainability of the community we live in. These activities include village tidy up days, recycling, wild flower planting and local studies of wildlife populations'
6. Tell us when your organisation started. Your organisation must be at least 12 months old.
7. Confirm that your organisation has a governing document. Unconstituted groups are not eligible for funding.
- 10 – 11. We ask these questions to make sure you have taken all the necessary precautions to make sure your project is carried out safely and legally.

12. Tell us about the project that you want us to fund. This is your opportunity to sell your project and pull all the key areas together. Be clear about what you want to do and how you will do it. For example:

'Ambridge Community Composting Scheme will provide a central point in the village for local people to bring their garden waste to be composted using specially made village compost heaps. This will produce high quality compost for communal use. To undertake this project successfully 5 volunteers from our action group will undertake training in how to make compost. We will install two compost bins on disused land next to the village hall. We will publicise our project locally with leaflets (with details of what materials can be composted) and promote composting in the local primary school using an interactive 'green fingers day'.

14. Why is your project needed? How do you know? We want to be sure that your project will be successful so please provide some clear rationale for your plan and why this will change things for the people you will be working with.

15. Tell us who will benefit from your project (e.g. *'residents of Ambridge', 'young people', 'local families with children under five', 'older people'*). Tell us how many people you expect to support with your project.

16. What will you do to measure whether you have achieved what you set out to do? Tell us what success will look like for your project and how you will prove that this success has been achieved. For example:

'Ambridge Community Composting Scheme will have been successful if 100 residents are using the composter to recycle garden waste on a regular basis. We will measure whether we have achieved this by conducting a follow up questionnaire and four 'spot check surveys' of the composting site.

Please don't put "happy smiling faces"!

17. Tell us which areas of Shropshire you will be working in, for example the village, parish, or group of villages.

18. We need you to confirm your total income over the last three years, as shown in your year end accounts. Only groups with an **average** revenue income of £50,000 or less per year over a three year period will be eligible for Grassroots Grants.

20. Have you ever received grant funding before from Community Resource? This could be any one of the following grants:

- Grassroots
- Healthy Lives Fund
- Millichope Village Halls Fund
- Community Champions
- Shropshire Community Fund
- Twemlows

We will check our records to make sure that you sent an end of grant report form from a previous grant – a condition of grant

23. Your project budget: Please list what each item is and how much it is costing in the 'description of costs' column. If you are applying for a capital item, please provide at least two quotes.

24. You may not be asking us to fund the total cost of your project. For example, you may have done some local fundraising already or you may be asking us to provide funds towards a bigger project. If your project budget exceeds the amount requested, please tell us about how much has been raised so far towards the total project costs, and how much you have requested or secured from other sources. Please tell us the dates you expect to hear whether or not your applications to other funding providers have been successful. If you need a lot of additional funding for your project to go ahead, we may make a time-limited offer of a grant which will not be released until you have secured the additional funding required.

25. Provide the details of your main contact for this application and a second contact person who is sufficiently familiar with the application to answer questions should we not be able to reach your main contact.

26. Please tick the checklist to confirm that all supporting documentation is enclosed with your application, and please remember to send copies, not originals.

27. Please ensure your application form is signed by two members of your group, one should be the Chair or Secretary and the other can be any member of your committee or management group.