

Knowsley Voluntary and Community Sector Support Fund Grant Guidelines

Who is eligible to apply for a grant?

This grant programme is open to locally-managed voluntary, community or self-help groups that are looking to make a positive difference in the borough of Knowsley

If you are linked to a national organisation, you may apply if your local group or branch:
Is independent, has a local management committee and has its own bank account

What type of projects and work may be funded?

Projects that will make a difference in Knowsley by directly targeting **one or more** issues outlined in Themes 1-4 below will be considered.

Tell us in Question 10 of the Grant Application which of these issues you will address and what funding from this programme will help you achieve

Theme 1- Children & Young People

Being healthy, staying safe, enjoying and achieving, making a positive contribution to society and economic well-being, young people becoming engaged in their local communities

Theme 2- Healthier Communities & Older People

Reducing health and well-being risks, providing preventative alternatives to health and social care services, increasing physical activity and life expectancies, reducing drug or alcohol abuse and smoking, better nutrition and reduced teenage conception rates. Improved information and advice, improved independence and greater access to effective services for older people

Theme 3- Safer & Stronger Communities

Empowering communities to participate in decision making, increasing employment, providing greater access to learning, amenities and sporting opportunities. Improving quality of life in disadvantaged neighbourhoods, crime reduction, reduced anti-social behaviour, cleaner, safer and greener public spaces

Theme 4- Economic Development

Developing local skills, reducing worklessness, increasing enterprise and entrepreneurial activity, increasing social inclusion and independence of adults, reducing waste and increasing recycling

Knowsley's Priorities:

Projects that contribute towards **community participation** in local decision making, increasing **the number of local volunteers**, or work towards **community cohesion** are particularly welcomed under this fund. Tell us in Question 10 of the Grant Application if your project will help achieve any of these priorities

How much is available?

There are 2 programmes within this fund. **You should tick the relevant box on page 1 of the Grant Application depending on what your funding request is for**

Programme 1 Up to £10,000 in any 12 month period may be offered for strategic projects aiming to make a difference in the borough, by addressing one or more of the four 'themes' listed on the previous page.

This Fund is available to third sector organisations undertaking work of a strategic nature such as:

- Borough wide delivery of new services with identified unmet need
- Voluntary organisations wishing to expand an outreach service in a new part of the borough with an identified unmet need.
- Projects that contribute towards community participation in local decision making

All projects must be fully costed and require support letters for the identified service or project from relevant officers of the Local Authority and other partners if relevant.

This list is neither exhaustive nor exclusive.

Programme 2 Up to £1,500 may be awarded for applications which address the four 'themes' but are for more general activities (E.g. new kit, educational trips etc.)

This is for community groups delivering projects such as:

- Sport groups applying for kits, coaching fees, travel expenses, balls, equipment etc
- Community groups applying for hall hire, coach fees, educational trips, equipment etc
- Activity/dance groups applying for hall hire, tai chi, aromatherapy, dance tutors, arts tutors etc
- Increasing the number of local volunteers
- Work towards community cohesion

This list is neither exhaustive nor exclusive.

What items are excluded from funding?

- Activities that will have already taken place before a grant is offered
- Politically connected or exclusively religious activities
- Projects for personal profit – (groups must have charitable objectives)
- Groups comprising just one family
- Statutory organisations or work that is their responsibility
- Debts and other liabilities
- Reclaimable VAT
- Travel outside mainland Britain
- Gifts or projects exclusively for the purpose of entertaining
- Refreshments other than for specific training, education or consultation events
- Ongoing staffing costs for current posts. (New staff costs only may be considered for up to a maximum of 1 year that directly support project work)

This list is neither exclusive nor exhaustive- if you are unsure of whether or not there are elements of your project which may not be funded, please contact the Foundation using the contact details overleaf

Further guidance

- Applications that do not meet the minimum eligibility requirements for the fund, detailed in this document, will not be fully processed.
- Applications that do not have all of the relevant documentations and proof of policies will not be fully processed.
- Applications cannot be considered from groups that are yet to return outstanding grant monitoring information for previous awards either from this programme or other Knowsley Council funds
- Revenue payments, other than volunteer expenses, cannot be made for group members to run activities unless they are registered as self employed and proof of this is forwarded provided along with copies of relevant qualifications to prove their ability to run such activities. Please ask for a copy of the 'self employment' form if you are unsure of documentation to provide. Only relevant applications that forward this form prior to panel will be processed.
- Greater Merseyside organisations established outside Knowsley may apply for revenue funding where proof is supplied that most of the beneficiaries of the project live in Knowsley
- Capital awards may only be made to organisations based in Knowsley

Getting your Grant Application ready:

STEP 1)

Getting help and support

You may wish to contact Knowsley Council's Community Development Teams or Knowsley Council for Voluntary Service before submitting a complete application, particularly with higher value bids to ensure that your project is applying to the correct fund.

The workers you need to contact before submitting your application can be contacted at:

Huyton: 0151 443 3995

Kirkby: 0151 443 4166

Halewood: 0151 443 2180

Prescot, Whiston, Cronton & Knowsley Village: 0151 443 4542

**Knowsley Council for Voluntary Service
(Knowsley borough-wide): 0151 489 1222**

STEP 2)

Getting the relevant supporting documents together

After completing the Grant Application you should make a copy of it for future reference as you will be contacted by a Grants Officer at a later date. One complete signed copy should be returned along with relevant items listed below. **Please note that applications will not be processed or considered for funding without the necessary documentation.**

- A signed copy of your group's rules, constitution or governing document- **all applicants**
- A copy of your group's recent bank statement- **all applicants**
- A signed copy of your group's latest annual accounts or income/expenditure details- **all applicants**
(Groups under 12-months old may supply a bank statement instead of annual accounts)
- Letters from local authority officers and partners supporting this particular project- **applicants requesting over £1500 for more strategic projects must supply this information.**
This letter should demonstrate full support and partnership working arrangements.
- A signed copy of the group's Child Protection and/or Vulnerable Adults Policy- **where any project deals with children and young people or vulnerable adults**
- Proof of self employed status and relevant qualifications where the request includes payment for individuals- **all applicants**
(Request a 'self employment' form from the Community Foundation if unsure of what to provide here)
- Proof of public liability insurance - **all applicants**
- Names of all management committee members- **all applicants**

STEP 3)

Returning the Grant Application and accompanying documents

1. By email-return the Grant Application and electronic versions of the documents listed on the previous page to applications@cfmerseyside.org.uk

Please inform us within the email if you do **not** have electronic copies of the supporting information. Then forward paper copies of the additional documents by post, to the Community Foundation at the address given below by the application deadline date, ensuring the name of your group is clearly shown.

Or:

2. By post- return a paper copy of the Grant Application and other documents listed below to:



**C/o Alliance & Leicester,
Bridle Road,
Bootle GIR 0AA**

What happens next?

- You will be contacted by a Grants Officer from the Community Foundation for Merseyside (Grant-Maker administering this fund), by telephone or site-visit to expand on the questions answered in the Grant Application
- Only completed applications with all relevant documents can be considered and fully processed
- Once the application has been appraised representatives from Knowsley Partnership and the local community will consider it for funding
- All applicants will be notified of the decision in writing, within 3 months of applying

Awarded applications:

- Successful applicants will receive an offer letter, contract and grant monitoring form ready for completion once the grant is spent

Rejected applications:

- Unsuccessful applicants will be given written feedback and supported to re-apply where possible

Queries:

- If you have any queries in relation to the application process, such as application deadline dates, information to provide or where to get additional support please contact:



Telephone: 0151 966 4604
Email: applications@cfmerseyside.org.uk