

Grant Guidelines



This document provides details about a number of funding programmes currently administered by the Community Foundation.

Please read the details for the specific fund you consider your project best meets.

We will also look at which fund you have applied to and may transfer the application to another programme to maximise chances of funding where possible.

The Grant Programmes you may apply for on the enclosed application form are:

- 1. Alliance & Leicester Fund- Merseyside wide**
- 2. The Green Machine- Knowsley, St Helens and Wirral**
- 3. Merseyside Young Transformers- Sefton**
- 4. Mersey Docks and Harbour Company 500 Fund – Sefton, Liverpool and Wirral**
- 5. Sefton Education and Learning Fund - Sefton**
- 6. Mando Group Foundation – Merseyside Wide**

1. Alliance & Leicester Fund



Funding for this programme is provided by Alliance & Leicester.

The fund is part of the bank's on-going commitment to the local communities where it has a presence in the North West and this year it has adopted healthy living as the theme for the fund.

How much is available? Grants of up to £500

Who can apply? Voluntary and community groups in Merseyside, which show local community involvement in the governance and decision making of their organisation.

Criteria: Projects that are based around the theme of health

To be eligible for a grant your project must:

- be for a specific item or project, (general appeals or running costs cannot be supported)
- build capacity of the community to help itself
- be based on real need
- show value for money.

Priorities:

- Small groups that have an annual turnover of under £50k and with unrestricted funds of under £5k
- Projects that have long term benefit
- Groups that are financially independent of a national organisation (autonomous).

Examples of what may be funded:

- Equipment to help set up a junior sports project
- Materials to run a healthy eating course
- Reference books to create a library for a self-help group
- Tutor costs of running elderly person's swimming sessions
- Aids and equipment to help children with disabilities.

2. The Green Machine



Funding for this programme is provided by Unilever UK and Sonae.

The Green Machine is a partnership, headed by Community Foundation for Merseyside. It aims to encourage communities, businesses, charities and local people to do their bit for the environment on Merseyside - whether that's running an environmentally conscious youth club or providing financial support to the voluntary sector.

Being pro-active will ensure you can do something - no matter how big - that makes a difference. If everyone makes even a little difference, great things can be achieved.

How much is available? Grants of **£50- £1,000** (more may be available for exceptional projects).

Who can apply? Community and voluntary groups working in the boroughs of Wirral, Knowsley, St Helens and Warrington.

Criteria: Projects must have an environmental theme or element to them.

Funding from the Green Machine can be used for activities like:

- 'Greening' urban areas
- Nature conservation
- Tackling pollution
- Aiding recycling
- Environmental art (art that complements/improves the local environment)
- The protection of existing wildlife habitats
- Gardening tools for an after-school club
- Improving local community waste-land or a clean up campaign
- Recycling initiatives
- Environmental education sessions
- Walking bus schemes.

However, projects that utilise environmental elements to achieve other goals are encouraged and welcomed (i.e. art projects using reclaimed and recycled materials or an IT training project creating posters reminding people to turn off the lights).

3. Merseyside Young Transformers- Sefton

Funding for this programme has been provided by Merseyside Police, Grassroots Grants and One Vision Housing



How much is available?

Grants of £500 to £2,000

Who can apply?

Voluntary, community, faith, self-help groups in the following areas of Sefton:

- Netherton
- Marsh Lane (Bootle)
- Pendle Drive
- Kirkstone Road North/Bark Road

Criteria:

To be eligible for a grant your project should help young people, aged 8-19, to make a positive contribution to their community, encouraging positive citizenship, whilst helping to reduce anti-social behaviour.

Examples of what may be funded:

- Projects that promote youth leadership or encouraging young volunteers
- Projects that help to develop role models and steer children and young people away from crime and anti-social behaviour.
- Innovative approaches to helping young people to develop social skills
- Health & fitness or educational work as a diversionary activity.

4. The Mersey Docks and Harbour Company 500 Fund



Funding for this programme has been provided by The Mersey Docks and Harbour Company.

How much is available? Grants of £50-£500

Who can apply? Registered charities, voluntary and community groups working in Sefton, Liverpool or Wirral, that can show local community involvement in the decision making of the organisation.

Criteria: To be eligible for a grant your project must:
Demonstrate a local community need and meet with your group's aims and objectives.

To be eligible for a grant your project must:

- Build the capacity of the community to help itself
- Be based on real need
- Show value for money.

Priorities:

- Groups who have unrestricted funds of less than £5,000
- Innovative projects
- Projects connected with the river/sea.

Examples of what may be funded:

- New equipment
- Training costs
- Hiring of venues for specific meetings
- Printing of new publicity material and events.

5. The Sefton Education and Learning Fund



Funding is available to advance the education of young people aged 25 or under, living in Sefton, and to benefit those groups or charities who provide an educational service or facility in the area.

How much is available?

Grants of up to £250

Who can apply?

- Individuals aged 25 years or under who live in the Sefton area.
- Institutions, voluntary and community groups that provide an educational service or facility in Sefton.

Criteria:

To be eligible for a grant you must:

- Be able to provide written confirmation that you live in Sefton (individuals)
- Provide a letter of support from your school/college or education provider to support your application (individuals).

Examples of what may be funded:

- Prizes, scholarships, or grants to those residing Sefton
- Educational courses
- Educational materials.

Priorities

Priority will be given to individuals from low income families, and to particularly innovative causes.

6. The Mando Group Foundation

mandogroup.com
creative company

Funding is available to aid the education and employability of young people of school leaving age across Merseyside.

How much is available?

Grants of up to £2,000

Who can apply?

- Voluntary or community groups based on Merseyside
- Voluntary or community groups that are delivering activities which will enhance education or employability for young people.

Criteria:

To be eligible for a grant your group must:

- Have a constitution, bank account, and independently examined accounts for grants of £250 or more
- Have a constitution or set of rules, bank account, and some form of income/expenditure records for grants of under £250
- Be able to demonstrate that your group has the capacity to deliver your proposed project, while reflecting good value for money
- Be able to spend any money awarded within 6 months of the offer
- Be working with people of school leaving age or above.

Examples of what may be funded:

- Educational courses
- Educational materials
- CV writing/interview techniques.

NB: on-going revenue costs, including salaries, will not be considered.

Further information relating to all of the funds:

Excluded items:

- Individuals, private businesses, political bodies
- Activities which have already taken place before a grant offer
- Political or religious activities
- Animal charities unless the charity directly benefits humans
- Statutory organisations or work which is their responsibility
- Debts and other liabilities
- Travel or trips outside the UK
- Social events (other than where there are clear benefits)
- On-going revenue costs, including salaries.

This list of exclude items is neither exclusive nor exhaustive and should be used as a guide only. If you are unsure if your project or item of expenditure may be ineligible for funding please contact the Community Foundation using the details given overleaf.

What do groups need to supply with their applications?

- A constitution, set of rules, memorandum and articles of association or similar- **Please note:** If this document has not recently been changed you need not forward this if you have previously done so when applying to us for a grant in the last 12 months
- Your group's latest annual accounts if your group is over 12 months old. You may supply 2 recent bank statements in the group's name if your group does not yet produce accounts. (If the group is under 1 year old and you do not have a group bank account you may get another non-profit making community or voluntary group to hold the grant for you. A signatory from that group must complete Q21 of the Grant Application Form)
- A copy of your group's policies relating to the project activity- e.g. Child Protection, Public Liability, Vulnerable Adults etc. if not already forwarded within the last 12 months.

Application Deadlines:

You should contact the Community Foundation directly or look at the website www.cfmerseyside.org.uk to find out the application deadline for the fund you are applying to. Remember to allow yourself adequate time to prepare an application.

How does the application process work?

- **Applications:** may only be considered if accompanied by all requested supporting documents and information
- **How it will be assessed:** a Community Foundation Grants Officer may contact your group by telephone to find out more information to support your application
- **Decision making panel:** your application and supplementary information will be presented to a decision-making panel. The panels for each fund are comprised of people who have specialist skills and knowledge around that programme and the local area's needs, including the donor behind the programme

- **Timescale:** You will be usually be notified of the decision within 10 weeks of applying with a complete application. Applications for smaller amounts may be considered sooner
- **Unsuccessful applicants:** Written feedback will be provided to unsuccessful applicants and they will be encouraged to reapply where possible
- **Grant expenditure period:** All grants must be spent within 6 months of receipt
- **Contracts and conditions:** Successful applicants will be required to sign an agreement which sets out the purpose of and the conditions applying to the grant and to complete a monitoring form once the grant has been spent
- **Publicity for your project:** Successful applicants may be contacted about their project for publicity/press purposes and photographs may be taken.

NB: The Community Foundation regularly uses publicity materials provided by groups in its newsletters and other publications. If you do not want this publicity for your group you should inform the Foundation when accepting a grant.

How to apply:

1. By email: return the Grant Application form and electronic versions of the documents listed on page 5 of this form by email 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 address given below within 14 days of the email, 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 on page 4 of this form to:

**Community Foundation for Merseyside
C/o Alliance & Leicester Building,
Bridle Road,
Bootle GIR 0AA
T: 0151 966 4604
Fax: 0151 966 3384**

Please contact us on the details given above if you require additional support.

Other funding programmes:

Details about other funds administered by the Community Foundation for Merseyside may be found at: www.cfmerseyside.org.uk.

Membership of the Community Foundation:

We encourage people to become members of the Foundation to receive regular publications and updates. For more information on membership please contact: Niki O'Leary on 0151 966 3542 or niki.oleary@cfmerseyside.org.uk.