



Grant Guidelines for The Green Machine



Funding for this programme has been provided by Unilever UK and Sonae UK.

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- £1000** (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)!

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 excluded 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 application?

- A constitution, set of rules, memorandum and articles of association or similar.
- 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, Vehicle insurance, Vulnerable Adults etc.

How does the application process work?

- **Applications:** will only be considered if accompanied by all requested supporting documents and information.
- **How will it be assessed?** A Community Foundation Grants Officer may contact your group by telephone to find out more information to support your application.
- **Who makes the decisions?** Your application and supplementary information from the assessment will be presented to a decision-making panel. The panels for each fund are comprised of people who have specialist skills and knowledge around the fund and the local area's needs, or represent the donor behind the fund.
- **How long will it take?** You will usually be notified of the decision about your application within 6 weeks of applying with a complete bid. Applications are accepted on a rolling basis – there are no closing dates.
- **What happens if we are not successful?** Written feedback will be provided to unsuccessful applicants.
- **How long do we have to spend the grant?** All grants must be spent within 6 months of receipt.

- **Is there a contract?** 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 when the grant has been spent.
- **Will you publicise our project?** Successful applicants may be contacted about their project for publicity/press purposes and photographs may be taken.

NB: The Community Foundation and Unilever UK regularly use publicity materials (press stories/photographs) 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 submitting your application so confidentiality issues can be discussed.

How do groups apply?

1. Email: return the Grant Application form and electronic versions of the documents listed on page 6 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. Post: return a paper copy of the Grant Application and other documents listed on page 6 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**

Need help?

Please contact Joan Ford at the Foundation if you require additional support or contact Warrington CVS (Council for Voluntary Service) on 01925 246880, email cvsr@thegateway.org.uk. This organisation has specialist development staff that can provide you with specific support and help you with the application process.