

## COMMUNITY SMALL GRANTS

### What is the Community Small Grant Fund?

The fund is to support small projects and the minimum amount you can apply for is £100 and the maximum is £3000. Only 1 application per category per year.

### Who can apply?

Any group or organisation that operate and/or deliver projects within Wecock Farm and who meet the following criteria and can be completed within an agreed deadline.

- The group is constituted and/or has agreed terms of reference
- Can demonstrate compliance with statutory requirements e.g. Disclosure Barring Service (DBS) for work with children etc.
- If the group or organisation is based outside of Wecock Farm they will have to provide evidence of work in the area

Projects must meet at least one of the Wecock Farm Big Locals priorities and aim to make a real difference to the group/organisation and/or the wider community:

- Children & young people
- Older people
- Building the Wecock community
- Environment & facilities
- Opportunities for residents

If the project is carried out, which of these will be addressed

- Communities will be better able to identify local needs and take action in response to them.
- People will have increased skills and confidence, so that they continue to identify and respond to needs in the future.
- The community will make a difference to the needs it prioritises.  
People will feel that their area is an even better place to live.

### What we will not fund:

- Organisations or activities that support a political party or political policies
- Activities which promote religious beliefs (please note that religious institutions can apply for funding, but not for religious activities)
- To meet debts or liabilities
- Funding in retrospective i.e. when the activity has taken place, before funding has been awarded
- Statutory functions of public organisations e.g., Local Authority, Police etc. Note that work with the community may be considered
- Individuals: funding is only available to groups, however new groups /projects without a group bank account can request another established group to hold the funds on their behalf
- Groups/businesses with significant reserves.



### Information and Guidance Notes

Please read the information below to understand what is required and also the step-by-step guide to see what information you will need before applying.

#### Step-by-Step guide to completing the application form:

Here is a list of the information you will need before starting the application procedure:

- Standard contact details
- A name for your project, a date or timescale you expect it to be in place and an outline of your idea/project e.g. How did the project come about, what the project will do, who will be involved and what outcome you expect?
- Choose one or more of the priorities. You must demonstrate how it will meet the chosen priority – e.g. you should consider how it will maximize the benefit to the group/organisation and/or the wider community
- Please state which specific neighbourhood area(s) of Wecock Farm will be included and/or benefit
- Give information about which age group(s) you will engage or involve in your project
- Please tell us how much grant you are applying for and the total cost of the project. Give a breakdown of the items you will spend the grant on and include any funding your group/organisation is contributing, any other funds you are applying for or have secured from other potential funders.
- Give a start and completion date and be as realistic as possible. Do not put a start date within a month of your submission of your proposal, this will enable the panel to consider and make a decision. All applicants will be informed of the decision whether your project is successful or unsuccessful.

**Please provide as much details as you can. We will check your application and will contact you if we have any queries. You must provide feedback of 50 to 100 words together with a photograph on how your group/organisation has benefited from the funding and we request your permission to include this on our website and Facebook page to inform the wider community about the fund.**

**Note: Please read carefully before you sign and submit your application.**

**You must be a constituted and or a formally organised group/organisation, please attach a signed copy of your constitution and or rules with your application. If you are unsure get in touch.**

**If your group/organisation is chosen to go forward you will be required:**

- **To enter into a contract agreement to ensure that funds awarded to your group/organisation go towards the delivery of the project that is approved.**



## Community Small Grant Fund Application Form

Name of group or organisation	
Contact name	
Address	
Postcode	
E mail	
Telephone	
Name of your proposed project?	
Where will your project take place?	
When will your project be carried out?	
Outline of your proposed project? (provide information about how the project came about, what the project will do, who will be involved, etc.)	

### Which of the Big Local outcomes will your project address?

<input type="checkbox"/>	Communities will be better able to identify local needs and take action in response to them.
<input type="checkbox"/>	People will have increased skills and confidence, so that they continue to identify and respond to needs in the future.
<input type="checkbox"/>	The community will make a difference to the needs it prioritises.
<input type="checkbox"/>	People will feel that their area is an even better place to live.



Which of the priorities does your activity / project address? (activities / projects must meet at least one of the priorities and aim to make a real difference to the group/organisation and or the wider community, mark with a cross).

	Children & young people	
	Older people	
	Building the Wecock community	
	Environment & facilities	
	Opportunities for residents	
How does your project meet your chosen priority?		
What area/s of Wecock Farm will be covered by your project?		
What age group/s is the proposed activity / project aimed at?		
How much are you applying for?	Total cost of your project?	



Please provide a breakdown of the costs for your project?	
Breakdown of Total Costs	£
Total	
What is the start date for your project and when will it be completed?	

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If your group/organisation is chosen to go forward you will be required:

- To enter into a contract agreement to ensure that funds awarded to your group/organisation go towards the delivery of the project that is approved.

If you would like to speak to someone about our Community Grants, or need help in completing the application form, please contact Mary Vallely on:

Email: [info@webiglocal.org](mailto:info@webiglocal.org)

Phone: **07394563330**

Address: **Wecock Farm Big Local Office, The Acorn Centre, 3 The Kestrels, Wecock Farm, PO8 9UX**

**PRIVACY NOTICE**

Wecock Farm Big Local collects the information provided by you purely for the purposes of processing your Wecock Farm Big Local Community Small Grant application as you have requested. We need to collect this information in order to consider your request and for audit purposes. Completion of this form/sharing your information with us constitutes explicit consent from you for us to mail you for this purpose. Compliance is necessary to meet legal responsibilities.



Your name and contact details are recorded electronically on our system to maintain up to date records. This information will be kept for a maximum of six years or until such time as the data is reviewed by us or removed at your request.

*Insert name of person completing this application*

Name (please print) \_\_\_\_\_

Position in the  
group/organisation \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**If successful the grant will be paid directly to your bank account, please provide details below:**

Bank name:
Account name:
Sort code
Account number:

For office use:	
Grant successful	Yes/No
Amount payable:	£
Date money transferred:	

