



Local Community Grant 2016/17

Guidance Notes for Applicants

Key objective

CWSAN is delivering this funding on behalf of the Mid Ulster Community Network and partner donors as part of our key objective of tackling Community based Rural Poverty & Social Isolation.

The Grant Scheme

Grant aid fund is available to eligible community-led and voluntary organisations who will primarily focus on supporting **Women** and/or **Families** and/or **Children**

Projects must focus on one or more of the following four areas :

**Ballinascreen,
Sixtowns,
Moneyneena
Straw**

The fund aims to assist groups tackle rural poverty and / or social isolation in the local community over 2016 and 2017 only.

The grants are available to rural community-led, voluntary organisations for projects which focus on one of the following four themes:

- **Health and Well-being**
- **Education/IT**
- **Leisure/Recreation**
- **Community Facilities/Environment.**

Contact Details:

CWSAN, The Crieve Centre, 2 Hillhead, Stewartstown, BT71 5HY; Tel. No. 028 87 738 845;
www.cwsan.org or email info@cwsan.org

There are 2 grant streams available:

Grant (A) up to £3000 maximum

and

Grant (B) up to £5000 maximum.

n.b. Grant B stream is limited to a total of 4 grants only throughout the area.

The Local Community grant can provide up to 100% of the total cost of your project, up to a maximum grant of either £3000 or £5000. You can, if you wish, provide match funding from your own reserves in the form of a 'cash' contribution. We will pay out only 90% in advance with final 10% on project completion.

What can or cannot be funded?

Grant aid can be used to meet costs either for short term, capital projects (e.g. computers, refurbishments, equipment etc) or longer term revenue / running costs (e.g. wages, rent, utility costs etc). If purchasing a capital item it must clearly relate to one of the key themes.

The following types of purchase or activity **cannot** be funded.

- Hospitality, Food, Drink where they are more than 10% of your total project cost.

If you are in doubt about the eligibility of your project, please contact CWSAN before applying.

Who can apply?

You **can** apply for a grant if:

- ✓ you are a not-for-profit community / voluntary organisation;
- ✓ the organisation is based in one of the defined 4 areas;
- ✓ you have a formal Constitution or governing documents;
- ✓ you have a minimum of four people on your management committee (where this is not clearly detailed within your constitution or governing documents you must provide proof with your application)
- ✓ you have a bank or building society account in the name of your group, which requires at least two signatures on each cheque or withdrawal (where this is not clearly detailed within your constitution or governing documents you must provide proof with your application)
- ✓ you can enclose your most recent Annual Accounts or financial statement. These must be signed as approved as detailed in your Constitution;
- ✓ you need a grant of up to max £3000 or £5000 for a specific project focusing on Women on their Families or Children and you can provide **two written quotes** for items or activity with your application
- ✓ You can spend and claim the grant **within the time frame indicated** by you in the application form under section 3.3
- ✓ you are appropriately insured (public liability & building/contents insurance etc).
- ✓ If working with children or vulnerable adults you have relevant policies and procedures in place

What/Who cannot be funded?

We **cannot** fund the following:

- × Organisations based in areas outside the four areas unless at the discretion of CWSAN there are valid reasons to include same in the programme;
- × Individuals, Sole traders and / or Commercial trading companies;
- × Companies that exist to distribute a profit;
- × Statutory Authorities or organisations governed by Statutory Authorities;
- × Appeals or charities set up to support statutory bodies;
- × Costs already incurred – an application cannot be made for capital items or activity that have already been ordered or received before the award of a Letter of Offer;
- × Second-hand equipment.

Eligibility

Your application will be considered against the Eligibility Criteria for the Programme (Please carefully consider the criteria listed at Annex 1, this will be used to determine if your application is eligible).

Please note

1. We intend to inform applicants if their application is considered 'eligible' as soon as possible but within 4 weeks of the closing date.
2. It is anticipated that this Programme may be over-subscribed. In this case, the CWSAN selection committee will use their discretion in deciding how effective a project fits the aims, themes and target groups of the programme and reserves the right to either eliminate lower priority projects or to reduce your application request by any percentage.
3. You **must not start** your project until you receive a '*Letter of Offer*' and have agreed to the terms and conditions of the grant. We intend to inform applicants if their application has been successful as soon as possible but within 4 weeks of the closing date..
4. Your project must be completed as outlined in your application form under section 3.3. **NO extensions** will be given. All payments will be made by BACS and you must supply relevant details if successful in your application.
5. CWSAN will provide 90% of your funding in advance **on written request** prior to expenditure by your group. CWSAN will provide the final 10% on receipt of your Final grant evaluation form once your project is fully completed and all conditions have been adhered to.
6. Following completion, you must provide evidence of your activity or purchase (written report, photographic evidence, serial number(s), etc.). Your project may be selected by CWSAN for a verification check to ensure your grant aid is being used for the purposes intended.

How to apply

This programme is open for applications from **Monday 4th July 2016** until **12 noon** on **Wednesday 27th July 2016**.

Download the Application Form and Guidance Notes from www.cwsan.org or request an Application Pack by calling CWSAN, Tel. No. 028 8773 8845 or emailing info@cwsan.org Please return your completed application form, with electronic attachments (e.g. scanned copies of constitution, quotes etc.) by email to: info@cwsan.org

Alternatively, if you are unable to submit your form online, the completed application form and supporting information should be returned in a sealed envelope, clearly marked **Local Community Grant Application** to us at the address shown below.

The following documents must be included with your application:

- A copy of your group's Constitution / governing documents. These documents should clearly detail the number of members on the Management Committee and the procedures adhered to in respect of cheque / cash withdrawal.
- A copy of your group's most recent Bank / Building Society statement (within last 3 months).
- A copy of your most recent audited accounts or financial statement (for minimum 12 month period*) that clearly shows annual income. *Newly formed organisations should provide a financial statement covering the period from establishment to date.
- A copy of at least two written, **like-for-like, quotations from at least 2 different suppliers** for every item that you wish to purchase or activity. Written quotes must be addressed to your organisation. Print-outs from internet searches are acceptable. Please do not simply provide website addresses or web links as we cannot accept these. **Complete ALL of the Application form.** Procurement requirements are outlined at Annex 1 of these guidance notes.

The following documents should be retained by your group for inspection if required through a verification visit and be current and in date.

- A copy of your current insurance certificate(s) and policy schedule (public liability, building/contents as appropriate).
- A copy of your lease or proof of ownership (for capital projects involving work to your building)
- All Policies or procedures relating to your project

Please refer to Annex 1

The onus to ensure that your application is received before the closing date rests solely with the applicant. Therefore please ensure that you leave sufficient time to submit your application on-line or use sufficient postage to ensure delivery by the closing date.

**UNDER NO CIRCUMSTANCES WILL LATE OR INCOMPLETE
APPLICATIONS BE ACCEPTED.**

If you would like more information about the Local Community Grant Programme 2016/17 or have a specific query, please contact:

**CWSAN, The Crieve Centre, 2 Hillhead, Stewartstown, BT71 5HY; Tel. No. 028 87 738 845;
Email: info@cwsan.org**

Annex 1

Procurement

The onus to ensure that procurement of a good or service as outlined below rests solely with the applicant. The selection committee will NOT accept any application that does not FULLY follow these guidelines.

Estimated values	Action & Minimum Number	Comments
<p>Up to £3,000 or up to £5000</p>	<p>At least 2 price-checks / quotations per item from <u>different</u> suppliers</p>	<p>Fax or e-mail confirmation, evidence of internet searches / prices is required.</p> <p>“like-for-like” quotations must be sought – particularly where items are specific e.g. laptop quotations must be for the same make and model , yoga classes must be for the same number of classes or sessions and length of class. etc</p> <p>Documented evidence of the price-checks must be retained: print off internet searches & submit with application.</p> <p>Quotes should be dated & addressed to organization and be fully completed with name, address , contact of quote provider etc</p> <p><u>Do not</u> simply list website addresses/ provide links to websites as we <u>will not</u> check these.</p> <p>Make sure that you detail quotes obtained for each item on Annex A of Application form.</p>

ANNEX 1

NB: This document details the criteria that will be used to confirm if your application is eligible for consideration by the selection committee.

Eligibility Criteria Checklist

	Primary Eligibility Criteria
1.	Is the application form sufficiently completed, signed and appropriately authorized? All supporting documentation must be provided.
2.	Is (i) the applicant's status and (ii) proposed project eligible according to the checklist of secondary criteria?
3.	Does the project address an issue of local poverty and / or social isolation, in line with the key objectives of the Local Community Grant Programme?
4.	The project has not commenced.
5	Does the project focus on <i>either Women, on their families or on Children?</i>
5.	Can the project be completed and grant claimed within timeframe?

	Secondary Eligibility Criteria
1.	Applicant is a not-for-profit community / voluntary organisation.
2.	Applicant is based in one of the four areas outlined.
3.	Applicant has provided copy of their Constitution / Governing documents.
4.	Applicant has provided proof that at least two signatories are required for cheques / withdrawals.(either via constitution or a policy)

5.	Applicant has provided proof that confirm that the Management Committee must have a minimum of four people.(e.g via Constitution or policy statement)
6.	Applicant has provided a Bank / Building Society statement (less than 3 months old) bearing the applicant organisations name.
7.	Applicant has provided recent Annual Accounts or financial statements.
8.	Applicant has requested either grant A or B and at least two quotes have been provided for each item or activity.

Applicants must meet all Primary and Secondary eligibility criteria in order to proceed to selection phase.

Please remember – you must supply all requested documentation with your application e.g. recent Bank or Building Society Statement, written quotes etc

Failure to supply these documents will result in your application being deemed ineligible.

Closing Date for receipt of completed application forms is:

12 Noon on Wednesday 27th July 2016

No LATE or INCOMPLETE applications will be accepted.