

DURHAM

AREA ACTION PARTNERSHIP

SMALL GRANTS FUND

APPLICATION FORM AND GUIDANCE NOTES

WHAT IS THE SMALL GRANTS SCHEME?

The small grants fund has been developed in response to the outcomes of the initial Forum meeting for Durham AAP where one of the main priorities identified was 'support to the voluntary and community sector'.

The overall aim of the grants scheme is to support local groups working within the Durham AAP area and in doing so improve the lives of local people. Priority will be given to those applications that cover the issues raised at the initial Forum meeting which include: promoting community spirit, support for community groups and volunteers, increased access to funding, increased access to local facilities and improving communication.

We welcome all voluntary and community groups to apply and while we would encourage match funding, we will consider fully funding a project.

The scheme will run until the end of March 2011

HOW MUCH CAN I APPLY FROM?

The minimum grant will be £50 with a maximum of £1000, however it is anticipated that the average grant will be £300—£400

WHO CAN APPLY

- Any local not for profit group working in the Durham AAP area
- Be volunteer led (i.e. with largely volunteer based input)
- Groups can apply on behalf of an individual, but the group should benefit in some way for doing this
- Faith based groups who operate activities and services which are not purely for religious benefit

If your group fits any of the above you must also have:

- A constitution or governing document (help can be provided where these do not exist)
- Have a bank account in the groups name that requires at least two people to sign each cheque withdrawal
- Produce annual accounts
- Use the grant within 6 months

EXCLUSIONS

- **Any group with more than one year's running costs that are not already allocated**
- **Any activities that promote politics or religion**
- **Applications from AN individual**
- **Loans or interest payments**
- **Any statutory responsibilities**
- **Retrospective costs**
- **Recoverable VAT**
- **Liability arising out of negligence**
- **Profit making organisations**

EXAMPLES OF WHAT CAN BE FUNDED

- **Purchase of equipment e.g. computers, furniture**
- **Contribution towards rent and overheads costs**
- **Start up costs for new groups**
- **Activities that support community action e.g. Community newsletters**
- **Costs of putting on a local event**
- **Training for volunteers**

HOW TO APPLY

Read the guidelines and once you are sure that you are eligible complete the Application and send it along with all of the relevant documentation to:-

**Durham AAP Grants scheme
c/o Durham City District CVS
3 Red Hill Villas
Durham
DH1 4BA**

If you need any advice or support on completing the application contact the CVS Grants Officer on 0191 384 4801

Details of group

Name of group	
---------------	--

Name of main contact	
----------------------	--

Address of main contact (all correspondence will be sent to this address)

Telephone	Mobile
Email:	

Type of group	
Registered charity <input type="checkbox"/>	Registration number <input type="text"/>
Unregistered group <input type="checkbox"/>	
When was your group set up (month/year)	<input type="text"/>

How many people are involved in managing the group?	<input type="text"/>
--	----------------------

How many (if any) paid members of staff do you have?	<input type="text"/>
---	----------------------

When do you plan the activities to take place?	<input type="text"/>
---	----------------------

Is the grant for a one off project?	YES / NO
--	-----------------

Which electoral Divisions will benefit from the grant? (Please specify all Divisions)

Please describe the activities that will take place if you receive a grant and who will benefit

What are the ages of the people who will benefit

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0-5	6-10	11-16	17-25	25-59	60+	all ages

How would describe the people who will benefit from the grant

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People with Disability	People from ethnic minority groups	People from LGBT groups	People from particular faith groups	People on low income/unemployed

How many people will benefit if you receive a grant

Please tell us if your group has had a grant from any other source in the last year

Item or activity	Total cost	Amount requested
Totals		

If the total cost is more than the amount requested can you tell us how you will raise the additional funds

Please give us your bank account details

Name on account

Address

Sort code

--	--	--	--	--	--

Account number

--	--	--	--	--	--	--	--

Building Society roll number

How many people have to sign each cheque or withdrawal

Please ensure that the following are included with your application

Constitution or governing document

Copy of latest accounts or if you are a new group an estimate of income and expenditure for you first year

Copy of your most recent bank statement

I confirm that to the best of my knowledge and belief that the information in this application for is correct, any information found to be false or misleading may lead to the application being withdrawn. I understand that you may ask for more information at any stage of the application process

Signature

Date