



## **Rant about the Grant**

### **Dudley Children's Trust Small Grant Scheme for Voluntary and Community Organisations**

#### **Guidance**

This guidance will help you to determine if your organisation/group is eligible to apply for this grant and to make sure that you have included all relevant information in the application form.

**It is very important that this guidance is read before completing the application form.**

#### **Dudley Children's Trust**

The Trust values the role of the voluntary, community and faith sector and acknowledges their importance in working with them to provide a wide range of activities and services. The Trust is aware that one of the strengths of the voluntary, community and faith sector is that it can operate more closely to communities, the people they serve and is often best placed to give support to children, young people and families. As a result the Trust has designated £30,000 annually over the next 3 years (2009 to 2012) to support organisations/groups who work with children, young people and parents/carers.

#### **Who can apply**

Dudley based:

- ❖ Voluntary organisations
- ❖ Community groups
- ❖ Faith groups

No applications from individuals will be accepted.

#### **Amount of Grant**

There will be 2 rounds of applications per year. The maximum grant will be £1,000 per round.

Grants will be one off and non recurring. However, applications to repeat successful projects will be considered.

## Every Child Matters

All applications must link to at least one of the Every Child Matters (ECM) outcomes. ECM aims to ensure that every child and young person has the opportunity to fulfil his or her potential to:

- ❖ **Be healthy:** enjoying good physical and mental health and living a healthy lifestyle
- ❖ **Stay safe:** being protected from harm and neglect
- ❖ **Enjoy and achieve:** getting the most out of life and developing the skills for adulthood
- ❖ **Make a positive contribution:** being involved with the community and not engaging in anti-social or offending behaviour
- ❖ **Achieve economic well-being:** not being prevented by economic disadvantage from achieving their full potential in life

For further information on ECM go to: [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

## Priorities

**Any organisation/group which presently provides, or would like to provide, activities or services for children or young people aged 0-19 years (25 years if they have special needs) is eligible to apply.** However, funding is limited and the grant panel will consider the following when making decisions on which organisations/groups will be funded:

- ❖ Activities or services which focus on children or young people who could be described as vulnerable, at risk or disadvantaged.
- ❖ Activities or services which improve the lives of children or young people.
- ❖ The planning of the activities or services has involved children or young people. For younger children this might include parents or carers.
- ❖ The project is well thought out and clearly explained in the application form.
- ❖ The organisation/group has limited financial reserves and annual income which is usually below £15,000. **(Organisations/groups with an income over £15,000 are still eligible to apply)**
- ❖ The organisation/group has not been funded previously through Rant About the Grant. **(Organisations/groups who have received funding previously are still eligible to apply)**

## Projects the grant may fund

The grant will fund a wide variety of activities and services. Examples of what may be funded include:

- ❖ After school or holiday projects, providing positive activities for children or young people.
- ❖ Sporting activities to help keep children or young people fit and healthy.
- ❖ Projects to make children or young people more aware of health and well-being issues eg sexual health, obesity, substance misuse, etc.
- ❖ Activities working with specific groups of children or young people to build self esteem and confidence.
- ❖ Workshops to combat bullying or discrimination.
- ❖ Promoting inclusion, supporting children and young people with special needs to use everyday services.

## **What the grant may fund**

The grant will fund both revenue and capital costs. Examples of what can be funded include:

- ❖ Hiring or purchasing equipment
- ❖ Sessional staff costs.
- ❖ Trips and residential visits
- ❖ Specific projects
- ❖ 'One off' events, such as celebrations, workshops or sporting activities.
- ❖ Refurbishing facilities for children and young people.
- ❖ Venue hire
- ❖ Transport costs
- ❖ Art and craft materials
- ❖ Additional activities to develop an existing project
- ❖ Pilot projects
- ❖ Consultation or participation activities

## **The Application Form**

- ❖ Only fully completed application forms will be considered.
- ❖ **All** boxes in the application form must be completed.
- ❖ The application form is available in an electronic format or a paper format for those who cannot access a computer.
- ❖ The boxes in the electronic version should expand automatically.
- ❖ If there is insufficient space in the paper version to fully 'answer a question' then the 'answer' can be completed on attached notes.
- ❖ Additional information about the organisation or project can be sent with the application form. However, please include the most important information as part of your 'answer' within the application form. If a large number of applications are received then the grant panel may not be able to look at any additional information.

## **Application Process**

- ❖ The closing date for applications is Monday 24<sup>th</sup> May 2010.
- ❖ Only one application per organisation/group for each round will be considered.
- ❖ Organisations/groups who applied before, whether funded or not, can reapply for the next round of funding.
- ❖ All applications will be considered by the grant panel. The decision of the panel will be final.
- ❖ All organisations will be informed of the decision within 4 weeks of the closing date. If requested, feedback will be given to organisations whose projects were not approved for funding.
- ❖ All projects must be completed and all money must be spent within 9 months of receiving the grant.

When Dudley CVS receives your application we will:

- ❖ Send you an acknowledgement of receipt.
- ❖ Review your application to ensure it meets all the criteria and has been fully completed.
- ❖ Contact you if we require additional information.

### **What you may need to provide**

**You only need to send in the completed application form.** However, you may be asked at a later date to produce any of the following documentation:

- ❖ Constitution or other governing document.
- ❖ Safeguarding or Child Protection Policy.
- ❖ Details that all relevant staff have been CRB checked.
- ❖ Copy of a recent bank statement.
- ❖ Income and expenditure details (accounts) from the previous financial year (not applicable to new groups).
- ❖ Details that there is appropriate insurance.

For new groups, support in developing any of this documentation, ensuring you have adequate insurance or opening a bank account can be provided through Dudley CVS.

### **Monitoring**

All organisations/groups will be requested to monitor and evaluate their project. This can include photographs, DVD's, quotes, etc. **Dudley CVS will be able to support in this process if needed.** As part of this process you will be sent an evaluation form. In addition children and young people who are members of the grant panel may visit your organisation/group. In addition your organisation/group may be asked to attend an evaluation event.

### **Contact Details**

Application forms are available on the Dudley CVS website:

[www.dudleycvs.org.uk/childrens\\_services.htm](http://www.dudleycvs.org.uk/childrens_services.htm)

Application forms are also available by contacting Sue Aldridge:

E-mail. [pa@dudleycvs.org.uk](mailto:pa@dudleycvs.org.uk)

Tel. 01384 267430

When contacting Sue please state whether you want the electronic or paper version of the application form.

### **We are on your side!**

If you require:

- ❖ Further information on the grant programme and the application process
- ❖ Further information on ECM
- ❖ Support in developing any of the documentation requested
- ❖ Any of our literature in an alternative format or language
- ❖ Support in completing the application form
- ❖ Any other support to enable your organisation/group to put in a successful application

Contact Arnie Troxler. Dudley CVS-Senior Development Officer

E-mail: [childrens@dudleycvs.org.uk](mailto:childrens@dudleycvs.org.uk)

Tel: 01384 267424