

## GUIDANCE NOTES FOR SMALL GRANTS PROGRAMME

The following notes provide details as to the information required in each of the sections of the application form. Please read these notes prior to completing the form as the information requested is essential and your application will not be considered unless it is provided.

### Contact Details:

Name of organisation	Please insert the name of your group/organisation, spelling out any acronyms or abbreviations.
Address of organisation	Please insert the local address for your organisation. Remember that the activity for which you want support must be for the benefit of residents of the district of Winchester. Please refer to the Town Forum Small Grant Scheme if your organization is located within one of the five Unparished wards of Winchester.
Telephone number	Please provide a daytime telephone number for the above address
Name of Contact Person	This should be the name of the person dealing with the application for the group/organisation.
Position in Organisation	Please state what this person's role is – as a paid member of staff, a volunteer, on the management committee.
Address	Please provide an address for the contact person if it is different from that provided above – i.e. if they are not easily contacted through the main office / address above.
Contact Email address	If possible, please provide an email address for the contact person. <b><i>We prefer to communicate by email if possible, as this saves time and postage costs.</i></b>

### Organisation Details:

Constitution	Please indicate whether your organisation has a current/ approved constitution, a statement of aims or a set of rules. This is the document that members sign up to, outlining the way in which the organisation/group works and makes decisions. <b><i>Please remember to include a copy of this document with the application.</i></b>
Registered Charities	If your organisation is a registered charity please provide the registration number.

### Grant Application Details:

What is the grant for?	<p>Please say what activities the funding will be used for if approved, and, if appropriate, dates when activity will be held and how many people will benefit.</p> <p>The project start date <b>must not be before the anticipated approval date of grant</b>. Please remember that retrospective applications are not eligible and your organisation <b>must not</b> spend prior to confirmation of grant approval in writing</p>
What ages do you cater for	Please outline the ages of people who will benefit from this project/activity

### Financial Details:

Project cost breakdown	Please provide details of what will be purchased with the grant – i.e. equipment, fees, training, etc. Provide an estimate basis for any purchases, as well as an indication of where the items will be purchased from. This could be taken from a price list, a catalogue or a quote.
Other Funding	Please say what other funding is being used or sought for the activity or project. This would include applications or approvals to other funding bodies, any fundraising the group has undertaken itself and any contribution to be made from the groups own resources. Ensure that you include how much funding you have applied for or received and whether the amount is at application stage or approved. Please do not include the grant requested.
What would happen if the application is partially awarded or unsuccessful	Please outline the effect this decision would have on the project/activity that you wish to undertake.

### Supporting Information:

Copy of Constitution / statement of aims	<p>You need to attach a copy of the constitution or similar for your organisation / group. If your group has a formalised aims and objectives these should be sent as well / instead.</p> <p>You need to provide a copy of your most recent annual accounts. This should show the income and expenditure for the group / organisation for a whole year and the level of reserves available to the organisation. If it is not possible to provide this please explain why not and provide alternative documentation to verify the organisation's financial status.</p>
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Recent bank statement	This provides verification of the organisation's/group's bank details and current financial position.
Estimates / quotes	Please provide an estimate for each item intended to be purchased. This can be from a price list, a catalogue or a quote.
Adults safeguarding, Child protection, Health & Safety and Equality & Diversity policies.	Your organisation must have these policies in place to be eligible for a grant. If you don't have such policies Community First Winchester <a href="https://www.cfirst.org.uk/">https://www.cfirst.org.uk/</a> can help you to adopt an approach proportional and appropriate for what you are trying to achieve. Please contact them for assistance. <b>We do not ask you to submit these with your application, but you must confirm that you have current policies in place (please note documentation spot checks are undertaken).</b>
Insurance certificates	It is a requirement of this funding scheme that your organisation/group has adequate insurance cover for the activities it undertakes. <b>We do not ask you to submit certificates with your application, but you must confirm that you have current insurance in place (please note documentation spot checks are undertaken).</b> If you do not currently have insurance please indicate in a supporting letter why not and, if you are in the process of obtaining insurance, the type and likely start of the cover.
Details of Bank Account	If successful the grant will be paid directly into your bank account. We will contact you for further details at that time.

### Declaration and Signature

Declaration	Please ensure you have read and understood the declaration.
Signature	The application should be signed by the Chair of your organisation/group or a similar senior member of the management committee or team. Please ensure the position of the signatory is stated. Unsigned forms will not be processed.