



Voluntary Welfare grant 2020-21 Application Guidelines

Closing date 5pm on 10 January 2020

It is important to remember that your application is assessed by the information you provide; information that you do not include in your application cannot be taken into account.

Your responses should be well structured and link directly to the question.

Our funding scheme is designed to make the application process as easy and straightforward as possible. Officers can offer advice and guidance on your application, but it is important that you complete the form yourself.

The maximum Voluntary Welfare grant per year you can apply for is £30,000. The minimum grant that you can apply for is £5000.

Who can apply for this funding?

Registered charities

Constituted voluntary and community organisations

Not for profit organisations

Key Dates

Groups may apply online for this funding until 5pm on Friday 10th January 2020.

Application Assistance

Contact: Fay Mathers Community Enabling Officer on 01206 282968

Email: fay.mathers@colchester.gov.uk

For additional help with your application, please contact Community360

Telephone - 01206 505250

Email - engagement2@community360.org.uk

General guidelines

The projects must meet at least one of the following criteria:-

- Strengthen our communities to reduce isolation and loneliness, to help the physical and mental wellbeing of our residents and safeguard the vulnerable, with better support and facilities for young people.
- Enhance community safety

It might help to consider the following points when applying for Colchester Borough Voluntary Welfare grant 2020-21:

Always keep your project plan in mind.

Don't get carried away and commit yourself to a project you won't be able to run even if it sounds better in the application.

Write in plain English.

Use short sentences and avoid acronyms and jargon. There is no need to use formal or flowery language. Remember that you are describing your work to someone who has never met you or seen what you do.

Be specific about what you plan to do.

For example, rather than saying "we will run sports activities for children", say "we will run weekly football sessions and weekly hockey sessions for 8-11 year olds over a six month period. Each session will be 2 hours long and will be attended by 15 children."

- **Include all the information the Voluntary Welfare grant 2020-21 has asked for and any additional information or documents they require.**
Missing things out might mean your application gets rejected automatically.
- **Take extra care to meet the Voluntary Welfare grant deadline –**
Late applications will not be considered.
- **Make your budget as specific as possible.**
Get quotes for everything you will need to pay for, so that it is accurate and forecast your long term spend.

- **Do not include any non-specific items in your budget**, such as “contingency costs” or “miscellaneous”.

Question Guidance

Part 1 – Your Qualifying Questions

- 1.1 Enter the name of your organisation or group, as you are known to the public.
- 1.2 If you are a registered charity, please enter your charity number.
- 1.3 The listed criteria include targets within the Council's Community Enabling Strategy. Please tick which relate to your organisation's work / project. You may tick more than one.
- 1.4 Not for profit describes a type of organization that does not earn profits for its owners. The money earned by or donated to a not-for-profit organization, is used in pursuing the organization's objectives and keeping it running. Typically, not-for-profit organizations are charities or other types of public service organizations.
- 1.5 This is a policy that sets out the organisation's approach to equality and diversity and commitment to inclusion and equal opportunity, regardless of differences between people's backgrounds and experiences.
- 1.6 This is a statement or policy that denotes the measures an organisation adopts to protect the health, well-being and human rights of individuals, which allow people, especially children, young people and vulnerable adults to live free from abuse, harm and neglect.
- 1.7 A financial check is an examination of someone's or an organisation's credit history.

Part 2 – Address Details

- 2.1 Please provide the most suitable postal address for your organisation, either a main office or head-quarters or the home address of the applicant who may be starting up a new project.
- 2.2 Please give us the main contact for your organisation and this funding application. Please include both first name and surname.
- 2.3 Please provide your main contact number, including the county or mobile code.
- 2.4 Please provide a valid email address.

2.5 Please let us know if you have difficulties with speech, hearing or language that you may need support with through the application process.

Part 3 – About Your Organisation

3.1 This should be a clear overview of your organisation, and what it aims to achieve. Remember to include key aspects of your organisation, its activities and targets and who it benefits. Include information on your governance structure or constitution. Copies of documents can be attached to your application in section 5.

3.2 Please tick one box.

3.3 Please include details of key staff / volunteers and their involvement, experience and skills base. Please include information on when and how your group has formed.

Part 4 – About Your Project

4.1 Enter the name of your project.

4.2 This should be a clear overview of the project, and what it aims to achieve. How do you know your project is needed and where is it needed the most? Think about what benefits it might produce, and to who and how many, and for how long?

4.3 Be specific about how many residents you believe will be impacted positively from your project, whether it be directly, or in the early stages, or impacted in an indirect way, or in later stages.

4.4 How will you measure if you achieve what was set out to be achieved? Include different types of measurement, if intend to use more than one type, and when and how you will take these measurements.

4.5 Please state what other agencies or voluntary groups you will be working with on your project and describe the working relationship.

4.6 Name the areas of Colchester that your project will serve, whether localised to a specific neighbourhood or community or a larger scale.

4.7 Please describe how you envisage the project having support to continue beyond one year, and establishing itself into a lasting service.

Part 5 – About the Cost of Your Project

5.1 Please be specific about what total funds are necessary to run your project for a year.

5.2 Enter the specific amount of funding you wish to apply for from Colchester Borough Council's Voluntary Welfare Grant. This can be any amount between £5000 and £30,000.

5.3 Please state what options you have considered if you cannot raise the total funds you intend to. Have you considered different funding sources, or a scaled down version of your project?

5.4 Please be specific as to which funding sources you have considered. If you have made previous applications, please specify the amount applied for and the result of this application, if known.

5.5 Please break down your required costs and what you need the money for. If you answer 'other', please include details of how you plan to use funding in other areas that are not already mentioned. The figures you enter will create a total at the bottom.

5.6 Useful documents will include Governance such as Equality and Diversity Statement, Safeguarding Statement, constitution, accounts, charity status, and examples of previous projects.

Part 6 – Declaration

Read this section carefully and complete to submit your application to communities@colchester.gov.uk