

THURROCK 'COMMUNITY GRANTS'

Managed by Thurrock CVS

The purpose of Thurrock' Community Grant Programme' Grants are to help build stronger and more active communities that feel empowered to solve problems in their neighbourhood, and a local approach to social action and responsibility. The overall outcome of the grant is to help build pride, respect and responsibility for Thurrock residents in their communities.

The programme is intended to benefit; voluntary, community groups and organisations working in the Thurrock area only.

1. Who can apply for this funding?

To qualify for a grant, a group must:

- Be a registered member of Thurrock CVS
- Be a not-for-profit third sector voluntary or community group or organisation based in Thurrock
- Have been active in the community since at least December 2009. (If you do not meet the criteria, please contact Thurrock CVS. There may be an organisation that can either sponsor your application or apply on your behalf)

- Be connected with and/or meeting the needs of the community
- Have a governing document that contains, at least, the following information:
 - name, aim/purpose, objects, a dissolution clause, a list of Trustees/Committee/Board members and Trustee/Committee/Board member signatures

Thurrock Community Grants **cannot** fund

- Statutory organisations such as schools
- Any party political activity
- Commercial ventures
- Activities where the primary purpose is to promote religious beliefs, or where people are excluded on religious grounds
- Organisations that are for the SOLE benefit or relief of animals or plants where any communities of people are not benefiting
- Regional or local offices of a national organisation
- There are some restrictions on the types of activities that can be supported for Asylum Seeker Groups

2. What kind of activities can Thurrock Community Grants support?

Strengthening communities

Projects that encourage people to play an active part in making their neighbourhood

a better place to live or projects that give communities a voice.

Bringing people from different backgrounds together

Projects that work to build positive relations and understanding between different sections of the community

Responding to local need

Projects that address a problem specific to your community, demonstrating how you have identified the need and why your approach is the best way to tackle the problem

Examples of things you can apply for include:

- ✓ The purchase of equipment
- ✓ Putting on a local event or workshop
- ✓ Contribution to rent (related to the activity)
- ✓ Attending a conference or event
- ✓ Training for volunteers
- ✓ Additional activities to expand an existing funded project
- ✓ To achieve a quality or other standard relevant to your activities
- ✓ Meeting an identified need in the community

These are just examples

You should consider all the costs involved in the delivery of your activity

Your budget should reflect the full costs to your group/activity, including the direct costs of the activity and all the overhead

costs associated with running it such as rent, electricity and telephones.

3. How much money is available from Thurrock Community Grants?

The total grant requested cannot exceed £5,000 including VAT. Grants are intended for revenue rather than capital purposes, although a small amount of capital expenditure (up to £1,000) may be permitted.

4. How do I apply for this funding?

You will need to fill in the Thurrock Community Grants application form.

5. Do I need to submit any supporting documents?

Yes, in addition to submitting a completed application form, you will also need to submit the following supporting documents:

- Child Protection Policy / Vulnerable Adult Policy if your organisation is working with children or vulnerable adults, together with CRB disclosure numbers. A form for this information is provided.
- Your organisation or group's rules, constitution or governing document
- A full list of all the members of the management committee, trustee board or steering group, including addresses with cheque signatories identified.

- A copy of a bank statement from the last 3 months
- Annual accounts or a statement of income and expenditure
- Information about the trainer or consultant you want to employ, what they will do for you and how much they will charge, examples of work they have done and copies of **two** references for them.
- A full description of any equipment, goods or services you wish to buy, including information about costs from at least two suppliers.

6. Bank Accounts

Grant payments are made via BACS so you must have a bank account in the name of the group or organisation. The account must have at least 2 signatories who are not related to each other.

7. Monitoring

You will need to keep financial records of how the grant is spent and to fill in a simple report form within 12 months or once the activity is completed, whichever is sooner. We may ask to see these records.

The contribution of Thurrock Community Grants and the borough funder must be acknowledged in any promotional literature or annual report issued on your behalf within twelve months of receiving

the grant. Copies of such material must be supplied to Thurrock CVS free of charge.

We reserve the right to use any photographs or details of the project in any future literature and/or promotion.

8. Decision making process

The decision making panel will consist of members from the Directors & Chief Executive of Thurrock CVS, Thurrock Council Officers and an Independent Advisor.

Due to the possible volume of applications the panel reserve the right to;

- Restrict the number of awards made per area.
- Restrict the number of awards for similar activities.
- Vary the offer from the original grant application applied for.

8. Timetable

The decision-making panel will meet February 2012. Applicants will be notified of the decision as soon as possible after the meeting. Successful applicants must spend their entire grant and complete their activity within 12 months of receiving the grant.

9. Deadline for Applications

Thurrock Community Grants will be open until 31st January 2012

Please note that completed applications must be received **at least one week** before the deadline. If your information is not clear or some information is missing, it will be returned to you for completion.

Please return the completed application form along with all the additional, supporting documents to:

Thurrock CVS
Voluntary & Community Resource Centre
(The Beehive)
West Street
Grays, Essex RM17 6XP

Email: info@thurrockcvs.org

Tel: 01375 389881

Fax: 01375 389886

www.thurrockcvs.org.uk