

**Strengthening and developing the West Lancs VCF&SE role in the local Health Economy**

**Small Grants Pot (Application Form B) Funding Application Guidance**

**Please read these guidelines carefully before completing the funding application form**.

**Overview**

West Lancs CVS is working to encourage a partnership approach with the local health commissioners, health and care service providers, our local authority and the Voluntary, Community, Faith & Social Enterprise (VCF&SE) sector to strengthen and develop the West Lancs health economy.

This recognises the essential role that the West Lancs VCF&SE sector has to play in three developing criteria:

a. **strengthening communities**

b. **increasing community resilience**

c. **keeping people well**

Applications should be for projects which impact on one or more of the above criteria across one or more of the three West Lancashire health economy areas. Applications which best support VCF&SE working between primary, community and acute health priorities are most likely to be successful.

**Deadline**: please submit your proposal by **5pm on Wednesday 7 November 2018** to [enquiries@wlcvs.org](mailto:enquiries@wlcvs.org)

Any questions about this funding opportunity should also be sent to [enquiries@wlcvs.org](mailto:enquiries@wlcvs.org)

**Groups must**:

* Be a voluntary organisation, community group, small charity or not for profit organisation (with an income of less than £30,000 per year)
* Be based in the Borough of West Lancashire and serve the Borough’s residents
* Have a constitution or a set of rules
* Have been in existence for at least 12 months
* Be led mainly by volunteers.

**Equal Opportunities**

WLCVS and West Lancashire CCG are committed to equal opportunities for all and expect groups and organisations applying for grants to show that they are aware of equal opportunities and can demonstrate commitment to them.

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**Eligibility**

WLCVS and West Lancashire CCG welcome applications from West Lancs based charitable voluntary and community groups. This guidance applies to all applicants.

**Who can apply?**

Groups based in West Lancs benefitting West Lancs residents.

Small Registered Charities (with an income of less than £30,000 per year).

Constituted groups (not necessarily registered with the Charity Commission) provided that the purpose of the organisation is wholly charitable.

Other West Lancs not for profit groups (including CICs).

**Who cannot apply/what work will not be supported:**

Private businesses.

Individuals.

Organisations whose registered office or work is based outside West Lancs.

General appeals or sponsorship.

National organisations and their affiliates.

Work which has already started or taken place.

Work normally funded from statutory sources.

Work undertaken by or on behalf of statutory bodies.

Work undertaken by/on behalf of schools, colleges or universities as part of their statutory curricular activities.

Work for the advancement of religion.

Work where the main beneficiaries are animals.

Work which does not directly benefit people living in West Lancashire.

Overseas holidays or trips.

**Priority will be given to work which:**

Improves people’s health and wellbeing.

Addresses needs identified by local people.

Supports community involvement.

Demonstrates a commitment to equal opportunities through activity.

Reduces social isolation, increases social interaction.

**The Process**

To apply complete the following steps:

1. Ensure that you are eligible, (if unsure please feel free to give us a call to discuss your project).
2. Complete the application form. This can be downloaded from the health pages on the CVS website [www.wlcvs.org](http://www.wlcvs.org) or requested via [enquiries@wlcvs.org](mailto:enquiries@wlcvs.org)

1. Attach your supporting documents (see application checklist) to the online application and e-mail to [enquiries@wlcvs.org](mailto:enquiries@wlcvs.org) or send by post to Vicky Attwood, Small Grants Pot, WLCVS, Certacs House, 10-12 Westgate, Skelmersdale, Lancashire, WN8 8AZ.

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Applications will only be processed when all documentation has been received. If the supporting documentation is not received within four weeks of the date of submission of the online application the application will be withdrawn.

**If you require any assistance with the completion of your application please contact WLCVS on 01695 733737 /** [**enquiries@wlcvs.org**](mailto:enquiries@wlcvs.org)**.**

**Assessment and Award**

All eligible applications will be assessed by a panel, chaired by WLCVS. The final decision cannot be changed and no discussion will be entered into, although we will try to provide constructive feedback where possible. Some grant approvals may be subject to certain conditions being met before grant money can be released.

All applicants, whether or not successful, will be contacted by email to be informed of the outcome.

**Monitoring and Completion**

When your project is complete, you **must** fill in an evaluation summary. This will be sent to successful applicants with advice of payment.

**Please note: 10% of any grant awarded will be retained by WLCVS until receipt of your evaluation summary and a photograph (if appropriate) of your completed project.**

Successful applicants must ensure that West Lancashire CCG and WLCVS are included in any publicity (our logos will be provided for this purpose).

**Data Protection**

Your personal details will not be shared with any other outside organisations. However, for the purposes of grant monitoring, we will need to pass on details of your group including a budget breakdown of your grant to West Lancashire CCG. If you are successful your group name and project details will be used for publicity. We may also send you information about other funding opportunities and community development information.

**How to Complete the Form**

Please complete all questions. Sections will expand as you complete your answers.

**Section One – Group & Project Details**

Make sure you include a signed copy of your constitution or set of rules and other relevant policies (for example, safeguarding policies if appropriate).

**Section Two – Contact Details**

Please provide details of the person who is able to discuss this application. Complete the section on the group’s bank account which must have at least 2 unrelated signatories. If you do not have a group bank account, please explain what other banking arrangements can be made.

**Section Three- Project Details**

1. Please give the name of the project or activity.

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1. Please provide a brief description of your project, ensuring that it addresses one or more of the identified health priorities: strengthening communities, increasing community resilience, keeping people well.
2. Please provide a proposed start and end date for your project. Please note the project must **not have started before the approval** for funding has been granted and confirmed in writing.
3. Please state who will benefit from this project or activity and give an estimate of how many people will benefit.
4. Give examples of any social issues in the area that your project might address.
5. Please demonstrate any evidence to show that this project is needed, for example, feedback from service users, questionnaires, a gap in service etc.
6. West Lancashire CCG will only fund groups working in one or more of the following geographical areas:
   * Skelmersdale/Upholland
   * Ormskirk/Aughton
   * Burscough & the Northern Parishes (i.e. not Skelmersdale/Ormskirk/Aughton)

Please indicate which area the project will take place in (can be all or just one or two of the areas stated).

1. Please state how your project will make a difference, for example, an exercise group for older people that will help people become fitter and be less socially isolated.
2. Please include any additional information that might be useful when assessing the application.

**Section Four – Financial Details**

Please list any items that you need the funding for and the cost of each item (try to be as accurate as you can). Please state the total amount of funding needed to run the project and from where you have received / been pledged the rest of the funding.

**Declaration**

Please sign and date the form and make sure you have included everything you need to.

**Make sure you include a signed copy of your constitution or set of rules and other relevant policies (for example, safeguarding policies if appropriate).**

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