

**Eric Wright Charitable Trust Small Grants Pot 2018**

**Application Guidelines**

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

**Overview**

The Eric Wright Charitable Trust (the Trust) grant administered by West Lancs CVS (WLCVS) is aimed at helping small, mainly volunteer led, voluntary & community groups, small charities (with an income of less than £30,000 per year) and other not for profit organisations by providing grants of up to £500 for projects that support the following priorities:

* The elderly
* Health
* Education and training
* Carers
* Youth.

Projects must be deliverable in a 12 month period from the date of our offer.

If you are unsure about whether your project/activity is eligible for a grant please just contact us at WLCVS for an informal chat on 01695 733737 or email us on [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 the Trust 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.

**Eligibility**

WLCVS and the Trust welcome applications from West Lancs based charitable voluntary and community groups with very few exceptions. The information overleaf 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 that may not be registered as a charity provided that the purpose of the organisation is wholly charitable.

Other West Lancs not for profit groups.

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

Private businesses.

Individuals.

Organisations 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:**

Addresses needs identified by local people.

Supports community involvement.

Demonstrates a commitment to equal opportunities through activity.

Improves people’s health and wellbeing.

Reduces social isolation, increases social interaction.

**The Process**

To apply complete the following steps:

1. Ensure 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 website [www.wlcvs.org](http://www.wlcvs.org) or via email [enquiries@wlcvs.org](mailto:enquiries@wlcvs.org)

1. Attach your supporting documents (see application checklist) to the online application or send by post to Vicky Attwood, Eric Wright Charitable Trust, WLCVS, Certacs House, 10-12 Westgate, Skelmersdale, Lancashire, WN8 8AZ

Applications will only be processed when all documentation has been received. If the supporting documentation is not received within 4 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.**

**Assessment and Award**

All eligible applications will be assessed by a panel, chaired by WLCVS. The panel will meet every three months so you will know within 12 weeks (maximum) whether or not your application has been successful. The final decision cannot be changed and no discussion will be entered into, although we will try to provide constructive feedback where possible. In certain circumstances applicants will be awarded a pledge. This is the promise of a grant if/when certain conditions are met.

All applicants will be contacted by email informing you of the outcome.

**Monitoring and Completion**

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

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

Successful applicants must ensure that the Trust and WLCVS is included in any publicity and 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 budget breakdown relating to your grant to Eric Wright Charitable Trust. 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**

**Section One – Group & Project Details**

Please answer all questions. 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.
2. The Trust would prefer to fund groups who work with the following priorities:
   * The elderly
   * Health
   * Education and training
   * Carers
   * Youth
3. 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.
4. Please state who will benefit from this project or activity and give an estimate of how many people will benefit.
5. Give examples of any social issues in the area that your project might address.
6. Please demonstrate any evidence to show that this project is needed, for example, feedback from service users, questionnaires, a gap in service etc.
7. Please tick which area the project will take place in (can be all or just one or two of the areas stated).
8. 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.
9. 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.