

Grants to Voluntary and Community Organisations Guidance Notes

You can only apply for one of our grants if...

- You are based in Scotland
- You are a non-profit group
- You have a constitution, set of rules or Memorandum of Articles and Association. These must be dated and signed as 'adopted' by an office bearer on behalf of your group
- You have a bank or building society account which requires at least two signatures on each cheque or withdrawal
- You can enclose your most recent annual accounts or statement of income and expenditure. These must be audited or independently examined.
- You can spend the grant within one year of the date of our award letter.

You do not have to be recognised as a charity by the Inland Revenue to apply. We will check whether you qualify when we look at your constitution.

We will consider funding one or more of the following...

- Pilot projects
- Research
- Ongoing staff costs
- Sessional workers' costs
- Training courses
- Publicity materials
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- Events
- Volunteers' expenses
- Conference and seminar costs
- A proportion of running costs

We will not fund capital expenditure except in very special circumstances that must be made clear at the time of applying.

We will only fund staff & running costs up to a combined total of 50% of the award applied for.

Projects must be able to demonstrate that they are community based, volunteer led and representative of the client group they seek to serve.

They must demonstrate meaningful engagement and consultation with young people.

They must provide a cost-effective approach to interventions and demonstrate good quality data collection systems that provide information on the tangible difference their project makes.

We will not give grants to cover goods or services that you order or receive before the date on our award letter.

Your Grant Application's Journey

- your application form (and enclosed documents) comes in and we check to see if it is complete
- if your application is not complete, or there are missing supporting documents, we will send it back to you with a letter to say why

- if your application is complete, we will send you a letter/email of acknowledgement
- your application will be considered by the Trustees at a quarterly Board Meeting

- if we decide to reject your application, we will let you know as soon as possible by letter
- if we decide to give you a grant, we will write to you and confirm the amount

- If your application is successful, we will make payment directly into your bank account on receipt of the signed terms and conditions. Your grant will be paid in two instalments.
- you will have to monitor your project while it is under way using the reporting tool that will be sent to you with your offer letter.
- once your project is finished, or within twelve months (whichever is sooner), you will have to complete an end of year/grant report.

How we assess your application

We will look at:

- how your group is set up and managed
- how your group will help meet the needs of your community
- how well your application fits the themes of Cash for Kids Purpose and objectives.

As we consider your application, we may phone you for more information about your group or activity. We may also contact your referee.

Successful applications

If we award you a grant, you will have to keep to our terms and conditions. You will also have to comply with all relevant legislation affecting the way you deliver your project. If you get a grant, you must use it only for the purpose set out in your application form. You cannot give the grant, or assets acquired with it, to any other group without the prior written consent of Cash for Kids. You must complete the 6 monthly reports on your progress.

Further applications

We consider all grant applications on their merits, so there is no guarantee that we will make another award. Applicants are encouraged to show an important new aspect or development compared with the previous application.

Notes to help you with the questions on the application form

This section takes you through the questions on the application form. Please keep these guidance notes beside you and refer to them while you complete the form.

Section 1 - Organisational details

This section is about your organisation's details. The main contact requested in (1b) must be someone from your group who can talk about your application in detail.

Please count everyone involved in running your group in question (1i). You must have a minimum of three on your group's management committee. Please describe how you appoint members on to your Committee, eg annually at AGM.

Section 2 – Grant particulars

These questions are about what your group would do with the grant if your application is successful.

This section in particular will allow us to assess your application so it is important that you complete it to the best of your ability.

Questions 2c to 2e will help us see the difference it will make by giving you a grant. Don't worry if your application only makes an impact on one of these questions. It is important however that the reason for giving you a grant will make an impact on one of these questions.

Please give us a realistic number for the number of people who will benefit from the grant (question 2g). Please do not put "everyone in the area" unless you can clearly justify this.

We do not expect organisations to sit back and expect funding from Cash for Kids year after year. Groups are encouraged to undertake to raise at least some of their annual costs from other sources.

Section 3 – about the grant

Please make sure the amount you are asking for is based on real and accurate costs. We will not be able to increase any grant amount if you overspend.

We would like to see most applicants contributing something towards their costs - cash, in kind or both. Please try to estimate the cost of in kind support to the nearest pound (in kind support includes items such as time, materials, premises, transport and so on).

It is important to tell us if you are applying to another funder for anything that is included in this application. Should any other such

application be successful, it is vital that you tell us as soon as practicable. Failure to disclose this information may result in an offer of grant being withdrawn or your group having to repay some or all of any grant paid out.

If your group has conducted research to ensure that your work is required please indicate what evidence you have that there will be demand for your work.

It is important that your work is additional to what is already available and that it does not duplicate services provided by another group or agency. Work that complements services provided by another group or agency is acceptable as long as it is clearly additional.

Rather than provide the same services each year without alteration, we would like to see groups monitoring their own progress and updating the services provided to meet their clients' needs.

Section 4 – other information

Please tell us if your group has previously submitted an application to Cash for Kids. This helps us to monitor the groups that are receiving assistance on a regular basis. Please continue this information on a separate sheet if necessary.

We need to be able to check that your organisation is financially sound. For this reason we need to be certain that your group has a bank account and that at least two signatories are required for each cheque or withdrawal.

It is important that you enclose all supporting documentation with your application. It does not matter if you have previously submitted an application to cash for Kids – **ALL** the information requested should be submitted with each application you make. Failure to provide such information will result in your application being deemed as incomplete and

returned to you. Applications will not be assessed until all relevant supporting documentation has been received. It is therefore vital for you to ensure that all supporting information is enclosed to avoid a delay in your application being processed.

We require the signature of the contact person in (4c). In addition to this, we require the name and contact details for an independent referee. This could be a local councillor, lawyer, Justice of the Peace, social worker, senior bank official or someone in your community with particular experience in your area of work.

If required, additional assistance in completion of your application is available from:

Cash For Kids, Radio Clyde, 3 South Avenue, Clydebank Business Park, Glasgow G81 2RX
Scotland UK

Completed applications should be sent to the above address.

