



Go For It Grants 2008/09

Bring Good Ideas to Life.
Get Involved in Newham

Guidance Notes



Please read these guidance notes before completing the application form.

CONTENTS

Everything you need to know

Introduction.....	3
The purpose of Go For It grants	3
Amount of grant on offer	3
Who can apply for a grant?	3
Which projects will receive funding	4
How long will it take to process my application?	4
How will my application be assessed?	4
How are grant payments made?	5
How is the Go For It programme managed?.....	5
How to contact us	9

Guidelines for completing the application form

Part A – About you, the person we will contact regarding this application.....	6
Part B – About your application.....	6
Part C – Details of your budget	7
Part D – About your group.....	8
Part E – Financial information of your group	8
Part F – Declaration.....	8
Part G – Checklist	8
Appendix one – Guidance notes on equal opportunities and service user involvement	10
Appendix two – Protection of children, young people and vulnerable adults.....	11
Appendix three – Go For It grants conditions of grant aid	11

EVERYTHING YOU NEED TO KNOW

Introduction

Go For It grants help people like you bring great ideas to life.

If you're passionate about an activity, project or interest, then we want to hear from you. Why? We have up to £1,000 waiting to help you and your neighbours or friends get your idea up and running in your local community. All you have to do is complete an application form and show us how you plan to do it. Go for it grants have previously funded in excess of 500 projects benefiting loads of local residents. No idea is too big or small, so grab a pen, start planning and make your community even better with a Go For It grant.

Go For It grants have already helped all sorts of good ideas get off the ground, from local garden projects and dance events to sports tournaments, activities for older people, street parties and much, much more.

Just take a moment to imagine what could be done with £1,000 in your area...Now get involved and start making your ideas a reality.

This year's scheme continues the successes of the previous Go For It programme. Together we want to achieve the council vision of making Newham a place where people choose to live and work.

The purpose of Go For It grants

- Providing access to small-scale one-off grants (up to a maximum of £1,000) for groups of residents with good ideas for their area and for voluntary organisations.
- Providing one-off grants of £250 to schools to provide events and activities - up to 2 per year.
- Encouraging more participation, engagement and achievement among Newham residents.
- Developing new activities, opportunities, services and facilities in Newham, which inspire more residents to get involved with their community.

Amount of grant on offer

Go For It grants are available within two bands:

- £500 or less
- £501 up to £1,000

You will need to research the costs of your project accurately to apply, and not simply provide general estimates.

Grants will not be made for retrospective funding, where the applicant has already incurred the costs or spent the money before the application was made.

Who can apply for a grant?

Go For It grants are available to both informal groups of residents and 'formally constituted voluntary groups'.

Newham residents

Residents need to run their project with at least two other Newham residents, who will share responsibility for how the project is run and how finances are managed.

Formally constituted voluntary groups

A formally constituted voluntary group is one that has a constitution, explaining what the group is set up to do, its aims and objectives - and how a committee will run the group democratically on a non-profit basis.

Such groups can open a bank account and may apply for registration as a charity.

Go For It grants applicants must be Newham residents or voluntary groups that are able to meet the following criteria:

- Applicants may only apply for one grant at a time
- Operate within the London Borough of Newham on a not-for-profit basis
- Can provide a clear statement of aims and objectives
- Can show their ability to manage and deliver the project or activity
- Can show how they will manage their finances and keep good financial records
- Accept the principle of equal opportunities and can demonstrate their commitment to putting this into practice within their project
- Be inclusive and open to the whole community, helping to unite different cultural groups across the borough

- Include a clear budget showing anticipated actual costs, rather than general estimates
- Include all required supporting information in order to be considered
- Avoid duplication of existing local activity within the voluntary and community sector, as well as that provided by the statutory sector
- Provide all required monitoring information from previous grants before a new application can be considered

Which projects will receive funding?

To be awarded a Go For It grant, your project should:

- Help meet the council's vision of making Newham a place where people choose to live, work and stay
- Contribute to at least one of the main priorities of the council's Local Area Agreement (see below).

The main themes of the Local Area Agreement

- A better environment
- An active and inclusive community
- A safer Newham
- Access to employment and training
- A healthier population
- Investment in young people

Fundamentally the Go For It grants programme is intended for one-off project funding, not for activity or staffing costs that are ongoing.

Priority will be given to previously unfunded groups or projects. If more appropriate funding programmes exist, applicants will be advised to pursue these instead.

Go For It grants will not support political or religious activities.

Applicants may only apply for one grant at a time, and will not receive more than two grants per financial year.

Examples of eligible projects include:

- Community based ideas that offer 'things to do and participate in'
- 'Getting together' activities between Newham's many communities
- 'Try it out' community projects or innovative services that respond to local needs
- 'You can all join in' events or activities that encourage community participation
- Civic Pride projects that improve the local environment and amenities
- Other projects that coincide with the programme objectives.

How long will it take to process my application?

All applications will be considered and the outcome notified within six weeks – as long as you've supplied all the information required.

Remember, if you are requesting funding for an event or activity scheduled to take place or begin on a particular date, you should ensure this date is in your application. You will need to allow yourself enough time, so you can carry out your planning and preparation after your application has been considered.

Assessment process

After we've received your application, we may need to contact you for further information about your project. Your project may also be discussed within the council to make sure it complements the local strategies of the council and its partners.

Council officers will meet to discuss applications and make recommendations to the Head of Culture, who has the authority to award Go For It grants.

Projects approved for funding will be sent a formal offer of grant. Some grant offers may include additional conditions, which you will need to meet in order to receive funding.

Unsuccessful applicants will be notified in writing that their application for funding has not been supported.

Decisions on grant allocations are final. There is no appeals process for unsuccessful applications, but we can offer feedback about your application, in line with the council's established procedures for grant aid.

How are grant payments made?

Depending on the amount of your grant, it will either be paid as a single payment or in two parts.

Grants of £501 to £1,000

Grants awarded of £501 to £1,000 will be paid in two parts: if the application is successful, 80 per cent of the award will be sent within ten working days from the date of notification; the remaining 20 per cent will be paid after you have sent a self-monitoring report on the project, including accounts and receipts, to the council, and this has been approved.

Grants of £500 or less

Grants of £500 or less will be issued as a single payment, but a similar report will be required.

We can't issue any grant payment to individuals. Where a successful application is from an informal group of residents without a project bank account, the applicant can access their grant through an approved voluntary organisation. We will tell you who to contact to access funding if your application is approved.

Operation and management of the programme

The Go For It grants programme is run by Newham Council's Community Support Unit and is overseen by the Head of Culture.

The council may alter the conditions, priorities or other criteria during the life of the programme. Successful applicants, also help to develop the programme by monitoring their own project, assessing its impact in the community and by supplying financial information to the council.

GUIDELINES FOR COMPLETING THE APPLICATION FORM

If you need help or advice with completing your application form, please call the Go For It grants team on 020 8430 2433 or email goforit@newham.gov.uk

PART A - ABOUT YOU, THE PERSON WE WILL CONTACT REGARDING THIS APPLICATION

The contact details you provide in this section (name, telephone number, email address, postal address etc) will be used for all communications in relation to your Go For It grant application.

Please provide the details of any special communication requirements you may have such as large print documents, additional language requirements etc.

PART B - ABOUT YOUR APPLICATION

Your answers in this section should provide clear details on what your project will provide and achieve if funded.

PROJECT DETAILS

The people assessing your application will need to have a clear understanding about your project.

The project name should reflect the particular purpose for which you are applying for funding.

The description of your project and proposed activity should include information about:

- The purpose of the project
- What the project plans to do
- How you plan to achieve these goals
- Whether you are targeting a particular age group or section of the community

Please provide the address of where your project will take place. If you are unsure of the address, please provide as much detail as possible.

Please indicate the start date of your project. If the exact date has not yet been determined, please provide the month and year e.g. November 2008.

If your project involves children or vulnerable adults you may need to arrange Criminal Record Bureau disclosures for your staff, volunteers and committee members (see appendix two).

BENEFITS OF YOUR PROJECT

Please explain the benefits of your project, and the effects it will have. You may be required to provide additional supporting information.

For example what difference will the project make to people and the local area? You need to be sure you can demonstrate that these results have been achieved when the project is completed.

Think also about how any benefits will be maintained in the longer term.

RESEARCH AND MARKETING

Please explain how you know, or why you think, your project is needed. For example, it may be based on the results of your research or consultation, or arising from something else.

Please tell us how local people will find out about your project. How will you publicise what you will be offering and recruit your service users?

MONITORING

Please explain how you will measure the success of your project. What records will you keep?

How will your service users be involved in evaluation? At the end of your project how will you be able to show it was successful?

PART C - DETAILS OF YOUR BUDGET

Your answers in this section should provide clear details on the costs of your project, including a detailed cost breakdown.

PROJECT COSTS

The maximum grant, per application, you can apply for is £1,000. If the cost of your project will be more than this, please give the full cost, and say how much of the balance you have already raised and how you will raise the rest of the money you need.

You will need to include all other grant applications you are making for this project and say whether the funding has been agreed or if not when you will know the outcome of your application(s).

If you will be charging people, please include the amount(s) you will be charging each type of user. For example if you are going to sell tickets, give the full price and details of all concessionary prices.

PROJECT COST BREAKDOWN

Please remember these are small-scale one-off grants usually made to fund specific event, activity or other project costs. They are not intended to fund ongoing running costs: you'll need to have other plans if you think you'll need to meet such costs.

Also bear in mind that grants may not cover your entire project costs, and that they cannot cover expenditure already made, or that you are committed to.

So in this section, please list how you plan to spend your Go For It grant. Your list could include such items as sessional staff, Volunteer expenses (no more than £10 per day for each volunteer), venue and equipment hire, transport costs, materials or equipment purchase and other costs.

You should enclose estimates, or quotes, for any expenditure in your budget costing more than £100, whether these are equipment items, staffing, or other services or costs.

You will probably need to approach suppliers for estimates so you can include accurate costs. To make things clear, please explain how you have calculated items like travel costs, volunteer costs, sessional staffing costs etc. You can do this on separate sheets and supply it with your application form.

Example of Project Costs Breakdown

Please state the purpose you are seeking funding giving a detailed breakdown of your expenditure?		
Operating costs	Details	Cost
Volunteer expenses (1 volunteer)	Travel x 4 days @ £5 per day	£20
	Lunch x 4 days @ £5 per day	£20
Premise costs	Hall 4 days x 5 hours @£30/hour	£600
	Kitchen 4 days @ £10	£40
Sessional workers	Dance teacher x 4 sessions @ £50 per session	£200
Publicity	Design	£100
	Leaflets x 500 at 10p a copy	£50
	Advertising through: Newham Recorder	£250
Catering	Food	£100
	Drinks	£50
	Plates, napkins, cutlery (paper or plastic)	£25
Transport	Minibus hire £40 x 4 days	£160
	Petrol	£60
	Driver £25 x 4 days	£100
Total operating costs		£1775

GRANT PAYMENT ARRANGEMENTS FOR SUCCESSFUL APPLICATIONS

The council cannot make grant payments to individuals, so grants awarded to projects put forward by residents will be paid through a local voluntary organisation with a bank account.

If you know of an organisation that will assist in this way, please provide the details requested.

If not, don't worry: the council will identify an organisation that can help.

PART D - ABOUT YOUR GROUP

To be completed by constituted voluntary groups and organisations only.

Your answers should give us information about what your group is already doing, the services you currently provide, the needs you are meeting and the sections of the community that are benefiting from your activities.

It is important that you tell us what you are actually doing to give equal opportunities to all people in Newham who may wish to participate in your project and the ways in which your service users influence and contribute to the work of the group (see appendix one).

Please tell us when your group was first set up and in which particular part(s) of Newham you provide your activities or services.

Your group does not have to be a registered charity or company to be eligible for a grant but please provide details if you are registered in either or both of these ways.

PART E – FINANCIAL INFORMATION OF YOUR GROUP

To be completed by constituted voluntary groups and organisations only

GROUP'S FINANCES

Your constitution will require you to produce annual accounts at the end of each financial year. These accounts should be audited (or at least independently examined) as appropriate.

You will need to enclose a copy of your latest accounts. These will include a statement of your reserves at the end of the financial year, in other words the amount of money you have left at that time.

Some of this reserve may be 'restricted' meaning that it must be reserved for a particular purpose. This is often a condition set by the funder or provider of that money. Such restriction will normally be included in the notes attached to your annual accounts. Any amount of your reserve not subject to such restriction should be included in the 'unrestricted' sum on the application form.

If your group has received any funding from any part of Newham Council in the last three years (Since April 2005) please provide details of year of funding, amount from each section, department or programme that applies and the service or activity that was funded.

PART F – DECLARATION

By filling in and signing this declaration section, you:

- Certify the information contained in your application is true and correct and in accordance with the best information available to you at the time of this application; and
- Agree to provide additional information (where required) to Newham Council to consider or verify your application

Additionally if your application is successful in full or part, you will comply with the Go For It grants programme conditions of grant aid (see appendix three).

Please read the conditions of grant aid for this programme carefully and ensure that an appropriate person signs the declaration.

If this declaration section is not completed and signed, your application will be returned.

PART G - CHECKLIST

This checklist indicates the information and documents that need to be included with your application.

Enclose all the relevant documentation requested or explain why you are unable to do so.

Please note that if all the applicable requested documents are not enclosed, your application will not be processed and will be returned to you.

BANK/BUILDING SOCIETY ACCOUNT DETAILS

You will also need to supply your group's bank account details in order to be paid.

Your bank account mandate will specify (usually three) signatories who can sign cheques on behalf of your group. Please list these and include each person's role in your group e.g. treasurer, chair, etc.

If your project does not have a bank account, please leave this section blank. If your application is successful we will arrange payment through an approved organisation to provide your group access to the funding.

Please provide the details below on your organisation's letter-headed paper

Dear

Please find below bank detail for payment to be made to:

Bank/building society account details

Name of account:

Sort code:

Account number:

N.B. If a grant is awarded, payment will be made in this name. Please make sure it is the correct name, otherwise your bank may not accept the payment.

Bank/building society name:

Bank/building society address:

..... Postcode:

Who are the authorised signatories for your bank/building society account and what is their position in your group?

Signatory's name:

Position in group:

Signatory's name:

Position in group:

Signatory's name:

Position in group:

HOW TO CONTACT US

You can contact the Go For It grants team by:

Phone: 020 8430 2433 or

Email: goforit@newham.gov.uk

Alternatively you can also visit our website www.newham.gov.uk/goforit

APPENDIX ONE

Guidance notes on equal opportunities and service user involvement

All groups applying for grant aid from the council are expected to demonstrate their commitment to equal opportunities and service user involvement. Groups are asked how they implement equal opportunities and whether they have an equal opportunities policy.

Your starting point in becoming a group committed to equal opportunities is to discuss with all your members an equal opportunities statement which you might adopt. Below is an example of a model equal opportunities policy statement

.....(name of group) is committed to ensuring that:
no job applicant, employee or volunteer and no one in the local community who applies for, or receives, any of the project's services will receive less favourable treatment on the grounds of race, religion, gender, marital status, sexual orientation, disability, age, or by any other form of discrimination.

Once this statement has been fully discussed and is understood by everybody involved with your group, you can then start to think how to put it into practice.

Putting your equal opportunities into practice

Here are some of the issues to consider as a way of ensuring that people are not being excluded from joining your activities.

Where your group meets

Is your group meeting in an appropriate place? For example are meetings held near to public transport routes, in a safe, well-lit area? Is the building accessible to people with disabilities? Is it acceptable to all potential members? A pub location, for example, could exclude people who do not drink alcohol for religious reasons.

The needs of carers

Does your group take into account the needs of carers who are already or might wish to become involved? For example, are meetings held at an appropriate time, can either crèches or carers allowance be provided for meetings or special events?

Food

Does your group cater for a range of dietary requirements when events are held where food is provided?

For example, could some dishes appropriate to the borough's diverse cultural communities be provided, e.g. vegetarian, kosher, halal etc.

Publicity and information

Does your group produce publicity or information which is accessible to all? For example, do you translate your publicity or information materials? Have you considered putting information on tape for blind or partially sighted people, who request it? Do you provide sign language interpreters when requested? All community projects should advertise widely to ensure that all those wishing to use the project have an opportunity to do so.

Service user involvement

Your group should actively seek to involve all sections of the local community in deciding what your project will provide. For example, the users/beneficiaries of the project should have ways of commenting on the services and activities and they should be represented on the management body. If you intend to make charges for activities you should make provision for people on low income, e.g. unwaged, claimants, lone parents etc.

APPENDIX TWO

Protection of children, young people and vulnerable adults

If your project will involve working with:

- Children
- Young people
- Vulnerable adults

You will need to comply with the best practice relating to Criminal Record Bureau disclosure and Child Protection Policy.

Criminal Record Bureau (CRB) disclosure

You must be aware that all staff or volunteers working directly with these groups of people are required to have an enhanced CRB disclosure.

If funding is allocated for your project it will be conditional on the council receiving signed confirmation from you that all relevant people involved in the project have been cleared through this process.

Child Protection Policy

It is also good practice for groups working with young people to develop and adopt a Child Protection Policy. This is a requirement for any facility that requires registration by OFSTED.

For further information regarding CRB disclosures or child protection policies, please contact the Community Support Unit on 020 8430 2433.

APPENDIX THREE

Go for it grants conditions of grant aid

1. The applicant, whether an informal residents' group or formal voluntary organisation must have a written statement of aims and objectives, and be non-profit making.
2. The project must be targeted on Newham and bring direct benefit to residents of Newham.
3. Funds granted must only be used for the purposes set out in the grant approval letter, unless changes are agreed by the council in writing.
4. The project organisers shall not use any part of the council's grant to support any political party or to engage in publicity, which could reasonably be regarded as designed to affect support for a political party.
5. Funds may not be used to promote any religion or for religious activity.
6. Any allocation from this programme must be spent and accounted for, by the 14th March 2009. Project monitoring information must be submitted within 20 days of completion of the project activity.
7. Individual items of equipment purchased with this funding with a value exceeding £500 must be insured and shall become the property of Newham Council if the project or group folds within two years of receiving the award.
8. The grant cannot be used for expenditure made or incurred before the date of your grant offer letter.
9. Proper and appropriate financial and accounting procedures must be in place.
10. If the applicant owes an outstanding debt to the council, which is unrelated to the grant, the council will pay grant funding at a reduced or nil rate until such time as the entire debt has been cleared.
11. If the applicant has failed to submit the required monitoring information from previous council funding, the council will not consider any new application until this has been rectified.
12. Council support should be acknowledged on project literature, as appropriate.
13. A council officer will be assigned to the project to provide liaison as necessary. This officer must be kept informed of the progress of the funded project.
14. Monitoring information must be provided as specified in the grant offer letter and access given to the project at all reasonable times in order that council officers may provide development support and carry out monitoring and evaluation duties as appropriate.
15. The project must ensure it operates good practice in equal opportunities.
16. The project organisers must comply with all legal requirements in relation to employment, insurance, health and safety, child and vulnerable adult protection, delivery of service, premises and other relevant matters.
17. No voting member of the organising group or management committee shall receive payment for services.
18. Funded projects will be expected to attend and participate in the end of year Go For It grants celebration event, to share information on their outcomes and achievements.

Please note that the last date for applications to be received is Friday the 13th of February 2009.

