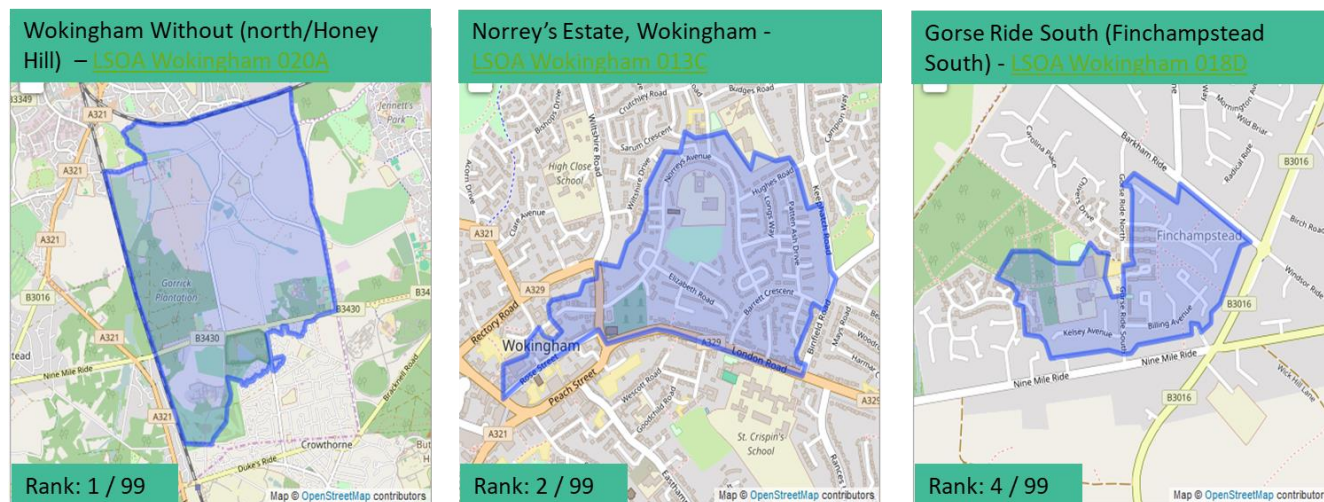


## Wokingham United Charities

### 'Priority areas' Grant Application Guidance and Form – 2019

#### 'Priority area' Grants Guidelines

The trustees of Wokingham United Charities have identified three (3) 'Priority areas' where local people are facing multiple facets of disadvantage. We therefore welcome applications for projects designed to help people facing disadvantage in (or closely adjacent to) these areas. The areas are defined using the Census neighbourhood 'unit' or Lower Super Output Area (LSOA)



Wokingham Without (St Sebastian's)

[LSOA Wokingham 020A](#)

Norrey's Estate / Wokingham

[LSOA Wokingham 013C](#)

Gorse Ride South / Finchampstead

[LSOA Wokingham 018D](#)

To check if your project/service qualifies, enter the postcode of your location (or one of your beneficiaries) into <http://mapit.mysociety.org> this will show the 'LSOA'.

#### When you can apply?

See dates below

Grant Programme	Maximum Amount	Applications Open	Applications Close	Decision / Award
Priority areas Norreys / Gorse Ride / St Sebastian's	£5,000	1 April	19 May 2019	July 2019
		1 October	10 Nov 2019	December 2019

#### What costs can be covered by a grant?

We are interested in projects that prevent or relieve need in our community. This can include sessional activities/respite support, equipment for sessional activities, trips and residential breaks. We are also interested in new approaches and innovative ideas as well as sustainable approaches to supporting your community. Applications demonstrating strong community involvement are particularly welcomed.

Our Relief in Need Fund awards grants of up to £5,000 to enable not for profit organisations to do something they otherwise couldn't afford to.

### What we can't fund?

- Replacement of statutory funding or curricular activities
- Sponsorship of fundraising events or activities
- Retrospective expenditure/funding
- Development of financial reserves of your group

### Who can apply?

We offer funding to organisations supporting people in one of our 'priority areas' who are either in need or on low income or both. We will give priority to joint applications from locally-based groups, working together to deliver successful and sustainable approaches to tackling disadvantage.

We are particularly interested in helping organisations unlock *additional* external or match funding where it assists people in our area of benefit.

Any not-for-profit organisation can apply, however, larger organisations without strong local connections are unlikely to be successful. For non-charitable organisations, additional requirements apply.

Trustees wish to encourage applications from as many organisations as possible. We therefore limit projects/organisations to one grant per financial year (From 1<sup>st</sup> April to March 31<sup>st</sup>). Organisations will not be able to apply for future funding until the previous project has ended and our monitoring form completed and returned.

### Award criteria

The trustees will want to see clear evidence that your project will benefit

- People in need / at a disadvantage
- People resident in one (or more) of the 'priority areas'

We are also interested in how you have involved the community and other groups in your project as this is key to long term viability.

### Applying for a grant

- If you consider your project is eligible for a grant please complete the application form following.
- The trustees will consider all applications carefully but are not be able to commit to grant all applications received. The trustees' decision on awarding grants is final.
- If you have any queries or need help with the application process, please contact our Grants Office by e mail:-[grants@wokinghamunitedcharities.org.uk](mailto:grants@wokinghamunitedcharities.org.uk) or telephone:- 07598 583513 or check our website [www.wokinghamunitedcharities.org.uk](http://www.wokinghamunitedcharities.org.uk)

## Data Protection

In submitting this application, you are confirming you have the written agreement and permission of any individuals identified in your application to pass their personal information to Wokingham United Charities, who will hold and process their personal data in accordance with all current data protection legislation.

We will use this information only for the purposes of assessing your application, managing or monitoring any grant awarded, related administration or research purposes, and for sharing relevant information to other funding organisations to use in their own assessment of applications and managing or monitoring of grants awarded. Data may be retained for up to 6 years, in accordance with our data retention policies, after which time it will be destroyed.

We respect your privacy. The data will be stored and processed by us securely and in accordance with the privacy policy on our website [www.wokinghamunitedcharities.org.uk](http://www.wokinghamunitedcharities.org.uk)

Wokingham United Charities may wish to contact you from time to time via post, email or call in relation to another opportunity that might benefit you or your organisation. (Such opportunities might include but are not limited to new grants scheme, vacancies at the Westende Almshouses or other relevant events to the local voluntary sector) please select yes or no below if you would be happy for us to contact you under these circumstances.

Please note we will not contact you with junk mail/spam, we will only contact you where we feel there is a legitimate interest to you or your organisation. You are also welcome to contact us at any time and retract permissions to contact you. Should you select not to be contacted then you and your organisation may miss out on a potential funding opportunity you might otherwise be eligible for. Please note selecting no will not affect the decision of this application.

Yes  No  (please tick as appropriate)

FOR OFFICE USE ONLY	DATE RECEIVED:	GRANT NO.
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## PRIORITY AREAS GRANT APPLICATION FORM – 2019

### About your organisation

<b>A</b>	<b>Your organisation</b>	
	Name of Organisation: Please include your website	
	Address including postcode:	
	What type of Organisation are you? If Charity/CIO include Charity Commission Link	
	Brief Description of your organisation's activities, listing your aims and objectives	
	How long has your organisation been in existence? <i>NB New organisations may be asked to provide a summary budget or a business plan.</i>	
<b>B</b>	<b>Your Organisation's Financial Situation</b>	
	What is your organisation's main source of income?	<i>Fundraising / Contracts / Trading / Investment / Service Charges</i>
	For the last accounting / financial year, what was your total :	Date of last financial year end: dd/mm/yyyy
	Total Income (£)	
	Total Expenditure (£)	
	Total Surplus (or deficit) (£)	
	<i>If you think that the balances at the end of this financial year will be <b>very different</b> from those shown in the last approved accounts, please give details</i>	
	Total Current unrestricted Reserves (or your current account balance) (£)	
	<i>Please explain why your reserves (or current account balance) cannot be used for this project</i>	
<b>C</b>	<b>Previous Applications</b>	
	Has your organisation previously applied for a Grant from Wokingham United Charities?	

<p><i>If yes, please give details of the project and the dates, amount of any grant received.</i></p> <p>Please note that Organisations will not be able to apply for future funding until the previous project has ended and our monitoring form completed.</p>										
<b>D Sources of funding for this Project</b>										
How much Grant are you applying for?	£									
<p>Will you be contributing any of your own funds to the projects or undertaking any fundraising?  <i>If so, please state how much and how these funds have been raised</i></p>										
<p>What other sources of funding for this project have you applied for / are you applying for?</p> <table border="1" data-bbox="183 875 1370 1068"> <thead> <tr> <th data-bbox="183 875 588 958">Funder</th> <th data-bbox="588 875 751 958">Amount requested</th> <th data-bbox="751 875 1370 958">Status (confirmed, pending, unsuccessful)</th> </tr> </thead> <tbody> <tr> <td data-bbox="183 958 588 1014"></td> <td data-bbox="588 958 751 1014"></td> <td data-bbox="751 958 1370 1014"></td> </tr> <tr> <td data-bbox="183 1014 588 1068"></td> <td data-bbox="588 1014 751 1068"></td> <td data-bbox="751 1014 1370 1068"></td> </tr> </tbody> </table>		Funder	Amount requested	Status (confirmed, pending, unsuccessful)						
Funder	Amount requested	Status (confirmed, pending, unsuccessful)								
<p>We are particularly interested in helping organisations unlock <i>additional</i> external or match funding where it assists people in our area of benefit. If you have not applied for other sources of funding, why is this?</p>										
<b>E Evidence of your financial status</b>										
<p>All applications must be accompanied by copies (online link is preferred) of the following information          Without this information, the trustees will be unable to consider your application.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Latest Annual Report or approved statement of income and expenditure or other financial report which indicates your financial position provided in Section B</li> <li><input type="checkbox"/> Balance Sheet or Bank statements showing the balances at the end of your financial year and</li> <li><input type="checkbox"/> A copy of your safeguarding policy if your organisation works directly with children or vulnerable adults. To find out more about safeguarding requirements please visit: <a href="#">NSPCC Safeguarding Standards</a>.</li> </ul>										
<p><b>If your application is successful, to whom should the cheque be made payable?</b></p>										

## About your Project

<b>F</b>	<b>Your Project location</b> The trustees will want to see clear evidence that your project will benefit <ul style="list-style-type: none"> <li>- People in need / at a disadvantage</li> <li>- People resident in one of our 'priority areas' – see guidance notes for explanation</li> </ul> <i>NB without this information, we will not be able to consider your organisation for a grant.</i>	
	Please identify which 'priority area' your project serves:	NORREYS / GORSE RIDE / ST SEBASTIAN's
	Please identify how many people will benefit directly from your project?	
<b>G</b>	<b>What is the "need" you are seeking to address, and what evidence do you have of this? Why is this important locally?</b>	
<b>H</b>	<b>Provide a brief description of your project or scheme and how it will work. How does it address the "need" you described previously?</b>	
<b>I</b>	<b>Why is your organisation in the best place to deliver this "project"?</b> Is this really the best way to fill the "gap"? What have you learned by talking with others? Would working with others provide better results and/or avoid duplication?	

<b>J</b>	<b>What are the outcomes / benefits from your “project”?</b> - How many people will benefit, directly and/or indirectly? In what ways will they benefit? Please identify clearly what proportion of the people that you serve (or expect to serve) live within one of the ‘priority areas’. How many of these would you class as “disadvantaged”?
<b>K</b>	<b>How are the community / beneficiaries involved?</b> This is key to long term viability. For example: <ol style="list-style-type: none"> <li>1. How has the local community influenced and shaped the idea?</li> <li>2. How is the local community involved in the delivery / oversight of the “project”?</li> </ol>
<b>L</b>	<b>Your “project” monitoring</b> – explain how will you know that you have been successful and how you propose to demonstrate this.
<b>M</b>	<b>Describe your “project” Budget/Costs and Timelines.</b>
	Explain how much your project will cost (£) <i>Please give an itemised expenditure breakdown of your project. This must include evidence (i.e. suppliers’ estimates or price lists) of the likely cost of all items of expenditure, e.g. goods or labour costs.</i>

	<b>How long will the project run for?</b> If this is a new project, how long will it take you to get started? Please provide an expected “start date” and “end date” for your project.	
<b>N</b>	<b>Management of the “project”</b> – explain who is in charge and how you will work with other groups, partners, volunteers etc. in the delivery of your “project”.	
<b>O</b>	<b>Details of the person completing the form so we can contact you if we have questions about your application.</b>	
	Name:	
	Position:	
	Address for correspondence (if different from above):	
	Telephone (daytime):	
	Telephone (mobile):	
	Email:	
	<p><b>I declare that the information provided is accurate and correct. I confirm that I have the written agreement and permission of any individuals identified in our application to pass their personal information to Wokingham United Charities, who will hold and process their personal data in accordance with their privacy policy.</b></p> <p><b>I give permission for you to share this information confidentially with other agencies to help assess our application.</b></p>	
	<b>SIGNATURE:</b>	<b>Date:</b>

Please return the completed application form together with the requested supporting information to:

**Grants Office, Wokingham United Charities**  
**Westende, London Road, Wokingham, RG40 1YA**  
[grants@wokinghamunitedcharities.org.uk](mailto:grants@wokinghamunitedcharities.org.uk)  
**Tel: 07598 583513**