

Wokingham United Charities

'School-based work' Grant Application Guidance and Form – 2019

'School-based-work' Grants Guidelines

The trustees of Wokingham United Charities have identified that every day our schools are working with some of the most disadvantaged children and families in our community. We are therefore keen to help fund projects designed to tackle the high level of disadvantage and improve the opportunities for these pupils.

We support work in our 'area of benefit' that covers the five civil Parishes of:

- Wokingham
- Finchampstead
- Wokingham Without
- St Nicholas Hurst
- Ruscombe

To check if your school or educational institution is in our area of benefit, enter your postcode into <http://mapit.mysociety.org> this will show the 'Civil Parish'.

When you can apply?

See dates below:

Grant Programme	Maximum Amount	Applications Open	Applications Close	Decision / Award
School-based work	£2,000	1 April 2019 1 Oct 2019	19 May 2019 10 Nov 2019	July 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 vulnerable or disadvantaged children in your school.

Our Relief in Need Fund awards grants of up to £2,000 to enable school or educational institutions to do something they otherwise couldn't afford to.

What we can't fund?

As schools are non-charitable organisations, additional constraints apply. We can't fund:

- Replacement of statutory funding or curricular activities
- Items that are the responsibility of the government / local authority
- Sponsorship of fundraising events or activities
- Retrospective expenditure/funding

Who can apply?

We offer funding to schools, educational institutions (or organisations working with schools) located in our 'area of benefit' who are seeking to help pupils (and their families) who are either in need or on low income or both. If your organisation is **not** a school, we will require confirmation from the School Head teacher endorsing your application.

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

Trustees wish to encourage applications from as many schools (or organisations working with schools) as possible. We therefore limit projects/schools to one grant per financial year (From 1st April to March 31st). Schools 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

- Children / families in need or at a disadvantage
- Children / families resident in our 'area of benefit'

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 or telephone:- 07598 583513 or check our website 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

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.
---------------------	----------------	-----------

School-based Work GRANT APPLICATION FORM – 2019

About your school

A	Your school	
	Name of School: Please include website	
	Address including postcode:	
	What is your School Unique Reference Number (URN)? See https://get-information-schools.service.gov.uk/	
	How many pupils and what is the age range?	
	Brief Description of the area your school serves and any particular specialities you provide	
	How long has your school been in existence?	
B	Your school's financial situation	
	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 very different 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>	
C	Previous Applications	
	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> 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>										
<p>D Sources of funding for this Project</p>										
<p>How much Grant are you applying for?</p>	<p>£</p>									
<p>Will you be contributing any of your own funds to the projects or undertaking any fundraising e.g. via the PTA? <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="185 913 1370 1106"> <thead> <tr> <th data-bbox="185 913 588 999">Funder</th> <th data-bbox="588 913 751 999">Amount requested</th> <th data-bbox="751 913 1370 999">Status (confirmed, pending, unsuccessful)</th> </tr> </thead> <tbody> <tr> <td data-bbox="185 999 588 1050"></td> <td data-bbox="588 999 751 1050"></td> <td data-bbox="751 999 1370 1050"></td> </tr> <tr> <td data-bbox="185 1050 588 1106"></td> <td data-bbox="588 1050 751 1106"></td> <td data-bbox="751 1050 1370 1106"></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 schools 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, please give a reason for this.</p>										
<p>E Evidence of your financial status</p>										
<p>All applications must be accompanied by copies (online link is preferred) of the following information <u>Without this information, the trustees will be unable to consider your application.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Latest approved statement of income and expenditure or other financial report which indicates your financial position provided in Section B <input type="checkbox"/> Balance Sheet or Bank statements showing the balances at the end of your financial year <p>If your organisation is NOT a school, or school-related group (such as a PTA) we will require</p> <ul style="list-style-type: none"> <input type="checkbox"/> A letter of support from the headteacher(s) of the school you will be working with <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: NSPCC Safeguarding Standards. 										
<p>If your application is successful, to whom should the cheque be made payable?</p>										

All about your Project

F	Your Project location The trustees will want to see clear evidence that your project will benefit Children/Families in need or at a disadvantage - Children resident in our 'area of benefit' – see guidance notes for explanation <i>NB without this information, we will not be able to consider your school for a grant.</i>
	Please identify which 'civil parish/ward' your school serves:
	Please identify how many children will benefit directly from your project?
G	What is the "need" you are seeking to address, and what evidence do you have of this? Why is this important locally?
H	Provide a brief description of your project or scheme and how it will work. How does it address the "need" you described previously?
I	Why is your school / organisation in the best place to deliver this "project"? – Have you talked with others to learn / avoid duplication? Is this really the best way to fill the "gap"?

J	What are the outcomes / benefits from your “project”? - How many children will benefit, directly and/or indirectly? In what ways will they benefit? How many of these children would you consider “disadvantaged”?
K	How are the community / beneficiaries involved? This is key to long term viability. For example: <ol style="list-style-type: none"> 1. How has the local community influenced and shaped the idea? 2. How is the local community involved in the delivery / oversight of the “project”?
L	Your “project” monitoring – explain how will you know that you have been successful?
M	Describe your “project” Budget/Costs and Timelines.
	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>

	How long will the project run for? 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.	
N	Management of the “project” – explain who is in charge. If the lead organisation is not a school, please provide confirmation from the school head teacher that they endorse your application for their school.	
O	Details of the person completing the form so we can contact you if we have questions about your application.	
	Name:	
	Position:	
	Address for correspondence (if different from above):	
	Telephone (daytime):	
	Telephone (mobile):	
	Email:	
	<p>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.</p> <p>I give permission for you to share this information confidentially with other agencies to help assess our application.</p>	
	SIGNATURE:	DATE:

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
Tel: 07598 583513