

Bury Housing Services Community Grant Fund Application Guidance Notes & Funding Criteria

The Community Grant Fund provides funding to community projects enabling local voluntary and community groups to take an active role in supporting and improving their communities & neighbourhoods.

Criteria

Both constituted and non-constituted community groups can apply to our Community Grant for funding. For non-constituted groups, only shopping vouchers up to £150.00 will be given (receipts to be provided once spent.)

You must be able to **evidence clear outcomes** of which of the **funding themes** you have met with the funding award. You will be asked to complete a monitoring and evaluation form and will be encouraged to put together case studies for your project should this be relevant. If you do not return Evaluation forms and receipts as requested, you will not be able to apply for the next round of funding. **Please return monitoring forms and evaluations to: tenantengagement@bury.gov.uk within 4 weeks of completion of your project.**

Grant Application Form

These guidance notes are to help you to complete the grant application form. If your project idea/activity meets with our funding criteria you are invited to apply to the community grant to support your initiative or project. If you require any further information or assistance, please contact your Tenant Engagement Officer.

Here are some examples of what the community grant can pay for:

- Venue hire
- Volunteer expenses
- Volunteer or committee training
- Hire / purchase of equipment or materials for your project
- Costs of publicity materials to promote your project

The grant will not pay for:

- Activities that happen or start before you are awarded any grant monies
- Day-to-day running costs (for example, utility bills, council tax, rent and insurance)
- Routine repairs and maintenance
- Ongoing staff costs (including salaries of permanent or fixed term staff)
- Holidays and expeditions
- Political or religious activities

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SECTION 1: Contact Details

This section should give details of the person who is dealing with the application on behalf of your group. All correspondence regarding the grant will be sent to this person.

SECTION 2: About your project

2a. Please provide the name for your project. *For example "Spring into Action"*

2b. Please describe what you intend to do. *For example:*

"We will hold a Community Fun Day to help create a happy and safer community. On the day we will be providing a range of activities including: BBQ, 5-a-side tournament and a youth activity. We will sign up new volunteers and promote our group's aims to the people who come along."

2c. Please outline which of the current funding themes you will meet from the criteria list on page 1 of this document. *For example "Criteria - Creating happy and safer communities"*

2d. Please tell us how your project will meet the identified funding theme. To ensure that any funds we allocate are for the benefit of Bury Council Housing tenants and local communities. Please tell us how your project will be of benefit. For example, are you looking to improve community spirit in your neighbourhood, improve security, reduce anti-social behaviour, raise awareness of neighbourhood issues.

For example, "The project will meet the criteria as we will be inviting the whole neighbourhood and encouraging new people to engage with our group. We are looking to build community cohesion and are looking to create a safer space for our community in turn increasing community spirit."

2e. Please tell us the how many tenants you think will benefit from the event/project.

2f. Please tell us when you will be starting work on your project and the date you think it will be completed by.

2g. If you are working with other organisations please tell us about them and how they are working with you. *For example Police, Fire Service, Local School, Sports Club etc.*

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SECTION 3: Please detail your estimated costs for the project



Please list the costs involved in running your project, activity or event. Please be as **specific** as possible as this will help us to make a decision on your application. Outline each individual item to tell us exactly how the grant application money would be spent. Tell us how much your project will cost in total, and how much you are asking for from this fund.

If the project total exceeds the amount you are requesting from this grant, it is very important that you tell us where you are sourcing the additional funds from i.e. *successful funding from other organisations or fundraising for your project*.

If you cannot demonstrate a clear benefit to Bury Council Housing and our tenants your project may not be considered by the panel.

Signing the form

Two members of the committee or group should sign and date the completed application form before it is submitted.

If submitting the form electronically, a typed signature is acceptable.

Completed application forms

Completed application forms should be sent to: **tenantengagement@bury.gov.uk**

Please ensure to include:

1. Grant Application Form
2. Copy of the group's constitution, if applicable
3. Copy of latest bank statement, if applicable (ensure all ring-fenced money is outlined)

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What happens next?

When the grant panel have considered your application they will contact you by email to advise you:

- If your application has been successful and how much has been awarded.
- If your application has been declined, we will advise you of the reason why and offer you support and guidance to strengthen any future applications.
- If appropriate, we will send you details of other funding providers or resources that might help you with your project.



What can I do if I am unhappy with the decision?

If you are unhappy with the decision made by the Grant Panel, you can contact us to see how we can help; below we have listed a variety of ways you can get in touch.

- Sending us an e-mail to **tenantengagement@bury.gov.uk**
- Speaking to a member of staff in person or over the phone (0161 686 8000)
- Filling in an on-line complaints form on our website



Support and questions



If you require any assistance or have any suggestions, comments or feedback regarding the grant, funding application or are interested in becoming a Community Grant Panel member, please get in touch.

Email us on:
tenantengagement@bury.gov.uk

Or call us on 0161 686 8000 and ask to speak to a Tenant Engagement Officer.