

## SOUTH DERBYSHIRE SMALL GRANTS FUNDING – APPLICATION GUIDELINES

### WHAT FUNDING IS AVAILABLE?

South Derbyshire CVS manages 3 small grant funding pots available to local voluntary, community and not-for-profit groups which help to improve health & wellbeing, improve mental health & wellbeing or support self-help:

- A IMPROVING HEALTH & WELLBEING – Grants of up to £1,000 are available (all ages).**  
For projects or activities anywhere in South Derbyshire that **reduce health inequalities** between different communities; **support people with dementia and other long term conditions and their carers** to have a good quality of life, retain their independence for as long as possible, and receive the support they need at the end of their lives and/or; **support people to make choices in their lifestyles** that improve their physical wellbeing.
- B IMPROVING MENTAL HEALTH & WELLBEING (5 Ways to Wellbeing) – Grants of up to £1,000 are available (all ages).**  
For activities that improve people’s mental health and wellbeing in South Derbyshire by meeting the ‘5 Ways to Wellbeing’ programme, which includes: **Connecting**: spending time developing and nurturing relationships with friends, family, neighbours and colleagues; **Being active**: activities that people enjoy and keep them active, such as walking, swimming, cycling or playing football; **Keeping learning**: learning new skills that boost confidence and a sense of achievement; **Giving to others**: volunteering to help in the community to build up new social networks and giving volunteers experience and; **Taking notice**: being more aware of feelings and thoughts which help to positively change people’s attitudes to their lives. Successful groups/organisations will be expected to attend (or have attended) a **Mental Health Awareness/First Aid training session**.
- C SELF-HELP FUND SMALL GRANTS – Grants of up to £1,000 are available (adults 18+ only).**  
To support the activities of health and wellbeing related self-help groups that support adults (18+) in South Derbyshire. A self-help group is any group of people who have experience of a particular health-related issue or situation, who meet for mutual support, to reduce isolation, improve the wellbeing of members and/or to devise practical actions to address the issue. For example, a carer’s group or a group for people with a similar health condition, where members meet to support each other, reduce isolation and share experiences.

You can apply for **up to £2,000** – either Fund A, B or C **OR** Fund A & C together or B & C together (you can’t apply for A & B together). However you only need to fill in one application form. You can apply at any time, but your application will be assessed at regular Grants Panel meetings – you will be notified of when the next Panel meeting will take place. You will be notified of the outcome of your application within 10 days of the panel meeting.

## WHAT CAN BE FUNDED

### What kind of things can a small grant pay for?

Any costs directly involved in making your project or activities happen, including:

- Equipment;
- Activity costs;
- Hiring a venue and;
- Volunteer out of pocket expenses.

We are unlikely to fund:

- One-off events or outings (unless you can demonstrate the activity will make a real difference, e.g. training for members that will have a long term benefit);
- Ongoing cost of salaries/other running costs not directly related to your project.

We will not give grants to pay for:

- Promoting religious or political beliefs;
- Any costs associated with buying land or buildings;
- Projects outside South Derbyshire;
- Retrospective costs – things that have already been paid for or projects that have already taken place.

Grants cannot be awarded to:

- Profit-making organisations;
- Individuals (but a group of individuals can form a group to take up a grant).

## WHO CAN APPLY?

Applications are welcome from community groups, voluntary organisations, charities or other not-for-profit organisations delivering services in South Derbyshire, who have:

- a constitution or set of working rules which clearly states the aims of the group/organisation;
- a management committee comprising of at least **three** unrelated people;
- a bank account in the name of the group, with at least **two** unrelated signatories, or be connected with an organisation which is willing to take responsibility for your project and;
- appropriate safeguarding policies and procedures (for projects involving vulnerable adults, children or young people).

Grants can't be paid to individuals. You can form a new group for the purpose of taking up a grant, but please talk to us before you apply if this is the case. South Derbyshire CVS can support you with managing your grant award.

## HOW TO APPLY

To apply you will need to send us a completed Application Form, along with a copy of your governing document (constitution or memorandum and articles of association) and a copy of a recent (not more than 3 months old) bank statement in the name of your organisation. Please read the information below to help you complete your application form. **If you need help, contact one of the Development Officers (Selina Waltho or Siobhan Burton) at South Derbyshire CVS.** They are not involved in making a decision about who gets a grant, so they can help and support you to write a good application.

## GUIDANCE ON COMPLETING YOUR APPLICATION

### Q1: Applicant details

This should be the legal name of your organisation, and contact details of the person responsible for making the application so that we can contact them if we have any questions. We ask that you send a copy of your governing document (such as a Constitution) with your application, and a recent (3 months old) bank statement as evidence of your group's legal identity.

### Q2: Project details

#### Name of Project

- Tell us what you want your project or activity to be called.

#### Brief description

This should be a summary of the project or activity you're applying for:

- Who it will help (e.g. older people, adults with a mental health issue, etc.);
- What your project will do/provide;
- When it will happen/how often will it happen (e.g. the first Monday of the month);
- What geographical area most of the people who use your project or service will come from (e.g. a district, village, parish or town) – please note, projects must benefit South Derbyshire residents.

#### What difference it will make

What will happen as a result of your project – who will benefit and how will they benefit? As a result of your project or activities .... what will change for these people? E.g. *we will run a monthly craft group for men who live alone or have caring responsibilities. As a result they will be less socially isolated through taking part in positive activities and the chance to make friends with other men in a similar position.*

#### How many people it will help

The number of people that the project or activity will support/help.

### Q3: How do you know there is a need for the project or activity?

What evidence is there to show that there is a need for this project or activity?

### Q4: How your project meets the criteria for our grant funds

This is an important question. We need you to tell us how your project matches one or more of our grant funding criteria. **These are:**

#### A Improve Health and Wellbeing, by (2 or more of the following):

- reducing the health inequalities between different communities in South Derbyshire and/or;
- supporting older people, people with dementia and other long term conditions and their carers to have a good quality of life, retain their independence for as long as possible, and receive the support they need at the end of their lives and/or;
- By supporting people in South Derbyshire to make choices in their lifestyles that improve their physical wellbeing.

**B Improving Mental Health & Wellbeing (5 Ways to Wellbeing)**

**C Bringing people together for mutual support and self-help which will improve their health or wellbeing**

**Q5: How will you show that the project is making a difference?**

We need to know:

- How you will record and report on the numbers of people you are helping (e.g. signing in or attendance sheets);
- How you will evidence and tell us about the difference that you make to people's lives (e.g. case studies, questionnaires or surveys) and;
- How you will review and report on progress (e.g. who will be responsible for planning the work, making it happen and how will your committee or managers check how it is progressing?).

**Q6: How much money are you applying for?**

- Depending on which grant criteria you meet and apply for, up to £2,000 is available;
- We will need a breakdown of what the grant will pay for (e.g. room hire, refreshments, equipment), and how much each item will cost.

**Q7: Will the grant be used with other funding?**

- Have you applied for other grant/s to fund your idea?
- Do you already have some or all of the funding you need?

**Q8: How might the project continue after the funding has been spent?**

- We want to know what will happen to your project or activity after the grant is spent. Will your project continue? If so, what plans do you have to make sure that this is possible (for example, asking service users to pay, fundraising activities or applying elsewhere for funding)

**I'VE SENT IN MY APPLICATION - WHAT HAPPENS NEXT?**

We will contact you within 1 week to let you know that we've received your application. Applications will usually be assessed within 6 weeks and we will contact you to tell you the result of your application within 10 days of the Panel meeting. If your application is not successful we will, if you wish, give you feedback on the reason for this.

If successful, we will agree with you how and when the grant will be paid, and any conditions of the grant - for example, how often you will be expected to report back to us on progress, and what evidence we will need. All project funding will need to be spent within 12 months (unless agreed with South Derbyshire CVS).

As part of the reporting requirements you will need to submit 2 reports: a 6-month monitoring report and a 12-month monitoring report (or an end of project report if within 12 months), which both need to include 2 case studies plus 10 health & wellbeing monitoring forms.

## **CONTACT US**

We encourage you to talk to us before you make an application. If you need any help or advice, or just would like to discuss your idea, we are happy to help.

Contact the Community Development Team at South Derbyshire CVS

Email: [development@sd cvs.org.uk](mailto:development@sd cvs.org.uk) or tel: 01283 219761.