

# Seed Grants



Aston-Mansfield

*Generating community wealth for social change*

INITIAL FUNDING FOR NEW GROUPS

Community Involvement Unit

## Guidance Notes

### Who can apply?

Seeds Grants are open to community groups that are:

- based in Newham and benefitting Newham residents **and**
- new-formed **or**
- have never received grant funding, contracts or sponsorship before. This does not include any funds you may have raised in donations from members

**IMPORTANT – if you have received a grant from any other funder before, you cannot apply for a Seed Grant.**

Any group that meets these criteria above can apply for a Seed Grant. However, in deciding on the groups we fund, we will give a higher priority to organisations using either Durning Hall or the Froud Centre or those who are based in Forest Gate or Manor Park.

Our expectation is that all groups receiving a Seed Grant will make use of the support available from the Aston-Mansfield Community Involvement Unit to help their organisation to grow and become more sustainable.

### What kind of activities can Seed Grants support?

Seed Grants can support any activity that helps a group of people to get a new community group started or that assists an unfunded group to take an important step forward in its development.

**IMPORTANT** - You **MUST** explain why you need a Seed Grant. Your group can request anything that helps you to **start up or strengthen your activities** but you must clearly explain what difference a grant would make to your organisation.

### How much can we apply for and how many Seed Grants are available?

Groups can apply for up to a maximum of £400. We expect to be able to offer 10 Seed Grants in 2011-2012.

### How do we apply?

Organisations must complete a Seed Grant application form and submit it with:

A copy of the group's constitution if you have one

- A list of contact details, including telephone numbers, of all management committee members.

We cannot accept applications by e-mail – groups must submit a printed-copy of the form, because we need the Declaration in Section 6 signed by the appropriate management committee members.

## **How are Seed Grants monitored?**

The monitoring of Seed Grants is very straightforward – all we will ask is that funded groups provide us with an End of Grant Report. This should include a description of how the grant was spent, confirmation that the grant has been spent in full and copies of receipts for all expenditure.

# **Understanding the Application Form**

## **SECTION 1 – About Your Organisation**

### **Your organisation's contact details**

We need to know how to contact the person in your organisation who will be able to answer questions about your application form. Please give contact details including the full name and address of your organisation, the name of the person filling in the form, their position in the organisation and their contact details.

### **Do you have a set of rules or constitution?**

If you have a set of rules or constitution, you need to include a copy with your application.

If you are newly formed and have not yet finalised this important document, please speak to the Community Involvement Unit or one of the other support organisations listed on page 5, who can help you to adopt a set of rules that is relevant to your group.

### **Do you have a bank account in the name of your group?**

If you have a bank account in the name of your organisation, please complete section 4 of the application

If your organisation has not yet set up a bank account in its own name, please complete section 5 and speak to the Community Involvement Unit or one of the other support organisations listed on page 5, who can help you to apply for an account.

### **Have you received any funds before, such as grants, contracts or company sponsorship?**

If you have received other funding before, you are NOT eligible for a Seed Grant. This does not include any funds you may have raised in donations from members.

### **What does your group do?**

**IMPORTANT** – You **MUST** give a description of what your organisation does and what activities it currently provides. It is essential that you are clear and specific about your work.

If you are a newly formed group, please explain why your organisation was set up and what needs or issues your activities hope to address. Again, it is important that you avoid vague descriptions and say precisely what you hope to achieve. .

### **When did your organisation start?**

Please put down when your organisation was formed, even if this was initially as an informal group.

### **Your management committee**

The management committee are the people responsible for taking decisions for your group. Please let us know how many people are on your management committee. We would expect your organisation to have at least **THREE** management committee members.

### **Is your organisation based in Forest Gate or Manor Park?**

Please indicate whether or not your group is based in either Durning Hall or the Froud Centre or in Forest Gate or Manor Park.

## **SECTION 2 – Why do you need a Seed Grant?**

This is your opportunity to tell us why you need a Seed Grant and what difference it would make to strengthening your group and helping it to grow

You should also explain **EXACTLY** how you would use a grant to support the work of your organisation.

Please use clear English and avoid describing in general terms the problems that your group's users or members face.

## **SECTION 3 – Your budget**

### **How much money are you applying for?**

We need to know how much money you want, up to a maximum of £400. Please do not include any other expenditure above this amount.

### **Details of how you plan to spend your Seed Grant**

You need to explain how you will spend a grant from us if your application is successful.

Please set out the different things you plan to spend the grant on and explain how the costs for each have been calculated (there is an example on the form).

Remember to make sure that your total budget adds up.

## **SECTION 4 – Your bank account details**

### **Your bank account details**

Please provide details including the account name, your bank or building society's name and address and the account number and sort code.

Your bank account must be set up so that at least two designated signatories (usually management committee members) – who are not related to each other – must sign all cheques. Please provide details of all signatories.

If your application is successful, we would expect all payments from your Seed Grant, other than basic petty cash, to be made either by cheque or BACS payments from your account.

## **SECTION 5 – if another group is accepting a grant on your behalf**

***Section 5 should ONLY be completed if another organisation has agreed to accept funding for you.***

### **Details of another group that has agreed to accept the grant**

Groups that have not yet managed to set up an account can get another voluntary organisation to accept approved funding on their behalf.

The organisation should be experienced in managing finances and they will be contacted to discuss their experience in handling money. They will be expected to have a minimum of two people to sign cheques and to report the Seed Grant in their annual accounts, a signed copy of which must be submitted to the Aston-Mansfield Community Involvement Unit.

## **SECTION 6 – Declaration**

Please read the Declaration and make sure that you understand the terms and conditions of the grant. This section needs to be signed by the person completing the application form and by a member of the management committee (preferably the Chair, Secretary or Treasurer)

## SECTION 7 – Checklist

The Checklist is designed to help you ensure that you have included all the information necessary for us to make an informed decision on your application.

This includes the extra information to send with the application form: your group's rules or constitution, if you have one, and a full list of all the names and addresses of members of your management committee or steering group.

## Where to get help with completing your application

Applicants are strongly advised to seek assistance with completing the Seed Grant application from one of the local organisations that can help:

### **Community Involvement Unit**

Aston-Mansfield  
Durning Hall Community Centre  
Earlham Grove  
London E7 9AB

#### **Contacts:**

Anne Crisp on 020 8536 3822  
anne.crisp@aston-mansfield.org.uk  
Ahmed Ballah on 020 8536 3823  
or 07903 541280  
ahmed.ballah@aston-mansfield.org.uk

### **Newham Voluntary Sector Consortium**

First Floor, Burford Business Centre  
11 Burford Road  
Stratford  
London E15 2ST

#### **Contacts:**

Alda Viera on 020 8519 9500  
alda@nvsc.org.uk  
Sarah Ruiz on 020 8519 9500  
sarah@nvsc.org.uk

### **The Forum for Health & Wellbeing**

Office 2/3 St Marks Community Centre  
218 Tollgate Road  
Beckton  
London E6 5YA

#### **Contacts:**

Mustafa Arrale on 020 7473 9519  
mustafa arrale@bemccf.org.uk