

Guidance Notes for Organisations

Please read these guidance notes before completing your application form.

1 Who can Apply

Please consider the Trusts objects when deciding whether to apply. For an application to be considered, it must meet one or more of the Trusts charitable objects. The Trusts Objects are the support or promotion of any charitable purposes within the law for:

- 1) the relief of poverty
- 2) the advancement of education (including training and retraining for employment or work)
- 3) the promotion of good health both physical and mental
- 4) the promotion of agriculture and other industry for the public benefit
- 5) the relief of unemployment for the public benefit in such ways as may be thought fit including assistance to find employment
- 6) or for any other charitable purpose for the benefit of the inhabitants of the rural communities, market towns and elsewhere in the county of Cheshire and its immediate neighbourhood.

2 General Information

The maximum grant available is £5,000 for group projects / activities. In order for an applicant to succeed, the applicant must demonstrate:

- 1) Need in terms of both project and grant
- 2) A degree of community involvement / support / benefit

The maximum grant available for individual is £2,000. This is aimed at:

- 1) Those suffering from financial hardship
- 2) Potential for providing wider community benefit.

All successful applicants will be required to keep records of how the grant awarded has been spent (including receipts) and make them available to the Trust as required. The Trust may also request a visit to the project as part of an assessment process.

3 Grant Applications that are unlikely to be funded

- 1) Applications from statutory agencies
- 2) Projects that are likely to be funded by statutory agencies
- 3) Projects promoting political or religious beliefs
- 4) Projects from groups with an annual turnover exceeding £50,000 per annum
- 5) Where the provision of grants is likely to interfere with state benefits

4 Detailed Guidance Notes.

The following notes are aimed to assist you in completing your grant application form. Should you be unsure what is required, please do not hesitate to contact us. These notes are aimed to assist you put your case across; they are not designed to catch you out.

Where there is insufficient space on the application form, please continue on a separate sheet. All additional sheets should be clearly marked with

- The Name of the Group / Organisation Applying for the Grant
- The Project Name
- The Section to which the information relates.

Section 1: Please make sure that the Project Name relates to the specific project /activity or part of your work for which you are asking for the grant.

Section 2: If you are in the process of registering as a charity, please state the date you submitted your application to the charities commission, or other status as appropriate.

Section 3: Self explanatory.

Section 4: Please make sure you attach copies of your letters of support / evidence of community consultation. Where a community consultation has been undertaken, please explain how and why this was done.

Section 5: Please tell us about the purpose of your group/activity, including showing how your group/activity meets the Cheshire Rural Trusts objects (See Who Can Apply).

Please include information on the number and types of people that currently use your organisation.

Section 6: Please be specific about the project for which you are applying for monies from the Cheshire Rural Trust. This must tie up with the income and expenditure information in section 11.

Section 7: Please include numbers of people who will benefit how they will benefit and how you have determined this information.

Section 8: What research have you done to show there is a genuine need for this project / activity, and that it will be used by / beneficial to the community.

Please include the name(s) and location(s) of the nearest similar organisations.

Please make sure you include your supporting evidence. General information / statistics relating to deprivation are not sufficient by themselves.

Section 9: If the project / activity requires changes to premises, please state whether you own the premises. If you do not own the premises, please confirm the legal status about permission to make changes to the premises.

Section 10: This should be the exact amount you require from the Cheshire Rural Trust for this project, not simply the maximum for which you can apply.

Section 11: Expenditure – Please list all items of expenditure that relate to the **project / activity** for which you have applied. Please make it clear (using a separate sheet if necessary), which activities any grant from the Cheshire Rural Trust would be used.

Income – Please list all sources of income that relate to the **project / activity** for which you have applied. Please make it clear whether grants have been approved, applied for, or are yet to be applied for. Do not forget to include your own monies that have been raised from fundraising / donations / income from fees etc. that are to be used for this project.

If you are planning on using the Grant monies to leverage further funds, please indicate.

Please note the Totals for Income and Expenditure should be the same.

Section 12: If your group does not have its own bank account. Please state the relation between your organisation and the organisation to whom the cheque should be made payable.

Section 13: If you are working with vulnerable people – e.g. the elderly or disabled please also include your relevant policy statements.

Section 14: Please include any other information that you may feel is relevant in supporting your application.

Checklist of attachments

- Written constitution for your organisation.
- Accounts for last financial year for your organisation.
- Income and Expenditure budget for the current financial year of your organisation, **including documenting your assumptions for membership / income levels etc.**
- Income and Expenditure forecast for the next financial year of your organisation **including documenting your assumptions for membership / income levels etc.**
- Copies of letters of support / evidence of community consultation – Section 4.
- Copies of evidence of need for the project – Section 8.
- Child Protection / Vulnerable Person Protection policies – Section 13.
