



## GRANT FUNDING FROM BRT

### Guidance Notes to Applicants

Please read these application guidelines before you start your application.

Note that these grants are not a statutory service and are available at the discretion of Blackwall Reach Trust. We accept applications by email (preferred) or post.

#### Who can apply?

##### Fund Name: 'Give it a Go' Grant (Up to £500)

<b>WHO CAN APPLY?</b> You <u>can</u> apply to this fund if you are:	<b>WHO CANNOT APPLY?</b> You <u>cannot</u> apply to this fund if you are:
Any individual resident of the Blackwall Reach Development	A non-resident of Blackwall Reach Development
	A statutory body such as a Local Authority, Parish Council, Police, or a health body such as a hospital or GP Surgery.
	A commercial company or group whose aim is to make a profit, including private businesses and sole traders.

##### Fund Name: 'Helping Hands' Grant (Up to £500)

<b>WHO CAN APPLY?</b> You <u>can</u> apply to this fund if you are:	<b>WHO CANNOT APPLY?</b> You <u>cannot</u> apply to this fund if you are:
An individual resident with children, living on the Blackwall Reach Development	An individual non-resident, with children, of Blackwall Reach Development
Households with children under	A statutory body such as a Local

## Appendix 1

the age of 16, in receipt of Universal Credit or other statutory benefits	Authority, Parish Council, Police, or a health body such as a hospital or GP surgery.
<p><b>Please note: All applicants will need to be referred by one of the following agencies in order to be considered for this fund:</b></p> <p><b>Your child's school</b>  <b>Social Services</b>  <b>Your child's GP</b></p>	A commercial company, group or individual whose aim is to make a profit, including private businesses and sole traders.
	A religiously or politically affiliated group or organisation.

### Grants to Organisations Fund (up to £20,000)

<b>WHO CAN APPLY</b> <b>You can apply to this fund if you are:</b>	<b>WHO CANNOT APPLY</b> <b>You cannot apply to this fund if you are:</b>
A formally constituted, not for profit community or voluntary group or registered charity.	A statutory body such as a local authority, Parish Council, Police, or a health body such as a hospital or GP surgery.
A Social Enterprise or Community Interest Company. You will need to demonstrate the voluntary status of your organisation – this will be in your articles of association or constitution etc.	A commercial company or group whose aim is to make a profit, including private businesses and sole traders.
A community/voluntary group, which provides a direct benefit to the local community.	A religiously or politically affiliated group or organisation.
Parent Teacher Associations (PTA's) and "Friends Of" groups, as long as they can demonstrate voluntary status.	A group which has not provided satisfactory monitoring for any previous grants received from the Trust.
	<p>A group who has received a grant within the last three years from this fund, (this is dated from the date you received your grant payment).</p> <p>Example: If you received a grant in January 2020 you could NOT re-apply again until after January 2023.</p>
	An individual person, acting independently of any formally constituted group or organisation.

## Appendix 1

### The 'Big Project' Grant Fund (£20,001+ for 1 Year, or up to £50,000, for 2 Years)

<b>WHO CAN APPLY?</b> <b>You can apply to this fund if you are:</b>	<b>WHO CANNOT APPLY?</b> <b>You cannot apply to this fund if you are:</b>
A formally constituted, not for profit community or voluntary group or registered charity.	A statutory body such as a Local Authority, Parish Council, Police, or a health body such as a hospital or GP surgery.
A Social Enterprise or Community Interest Company. You will need to demonstrate the voluntary status of your organisation – this will be in your articles of association or constitution etc.	A commercial company or group whose aim is to make a profit, including private businesses and sole traders.
A community/voluntary group, which provides a direct benefit to the local community.	A religiously or politically affiliated group or organisation.
Parent Teacher Associations (PTA's) and "Friends Of" groups, as long as they can demonstrate voluntary status.	A group who has not provided satisfactory monitoring for any previous grants received from the Trust.
	A group who has received a grant within the last three years from the Trust, (this is dated from the date you received your grant payment).  Example: If you received a grant in January 2020 you could NOT re-apply again until after January 2023.
	An individual person, acting independently of any formally constituted group or organisation

### What do we fund?

<b>WE DO FUND</b>	<b>WE DO NOT FUND</b>
We do fund small pilot projects up to 6 months, which are run by individual residents, who wish to test their idea prior to starting a formal group or organisation (Give it a Go Fund).	We do not fund running or "core" costs, which includes salaries, overheads, utility costs (gas, electric, telephones, broadband, etc).
We do fund small bursaries for individual households, which can be used to support a child's needs (school uniforms) or which encourage a child's participation in activities, learning support, groups or sport (Helping	We do not fund parts of large building projects such as new builds or buying vehicles, such as minibuses.

## Appendix 1

Hands Fund).	
We do fund small, medium and large projects organisations may want to deliver, which bring direct benefit the local community (Grants to Organisations Fund and Big Project Fund).	We do not fund equipment that does not relate to a project that benefits the local community.
We do fund contributions towards larger projects, however, you MUST have ALL the rest of the funding in place to be successful.	We do not fund one-off events that cannot demonstrate a lasting benefit for the community.
We do fund publicity, leaflets, stationery, equipment and promotional materials etc., as long as they are part of the project you are applying for.	We do not fund one off social outings for members of a group/organisation, unless it has a cultural or educational benefit that <b>CLEARLY</b> demonstrates community benefit.
We do fund venue hire as long as it is part of the project you are delivering and not part of your annual core running costs.	We do not fund projects that do not meet the objectives of the Trust.
We do fund open days, events or series of events to raise awareness of a subject e.g. health or wellbeing as long as there is a lasting benefit.	We do not fund projects that do not directly benefit residents of the Blackwall Reach Development.

The tables above are NOT a definitive guide and you are encouraged to check with **Blackwall Reach Trust** before applying.

<b>Your Application</b>
All applications and the information contained within them, will be treated confidentially. Blackwall Reach Trust will never pass any of your details on or share any information with third parties.
Applications will not be considered without bank details. Please ensure they are present and correct. Your account must have two signatories, who are unrelated and live at separate addresses.
We accept electronic signatures and would prefer correspondence to be via e-mail.
You must provide us with a full cost breakdown, including quotes, detailing how the Trust's grant funding will be spent. Please use the budget sheet in the application form.
Please do not send original documents. In all cases, a photocopy or scanned copy will be sufficient as long as they are all clearly legible. Any unclear documents will not be accepted.
Please ensure that you enclose your governing document where applicable (constitution, terms of reference etc), full set of latest accounts and a recent bank statement with your application. Applications that are received without all the relevant supporting documents will not be considered.
You will be expected to provide monitoring and evaluation for any grants awarded, including receipts and invoices.

## Appendix 1

<b>General Advisory Notes</b>
If you want to run more than one project, please complete a separate application form for each project. We will not fund more than one project submitted.
We are not able to consider applications for activity which has already taken place.
You must be able to spend the ENTIRE grant within one year of the award (from the date of your grant payment).

### **Assessment of Applications**

Applications are assessed against the criteria by Trustees.

We may receive more applications than the budget can fund, so we may fund part of the amount you have requested or none at all, even if your project meets all of the criteria.

### **Successful Applications**

Successful applicants will be informed by telephone and confirmation will be sent by email, or post. A grant is awarded to successful applicants on the understanding that it be used for the purpose stated in the funding agreement issued at the time of the grant offer. Funds must be spent within twelve months of receipt of your grant.

An authorised person is required to sign a funding agreement, in order for the organisation to receive their award. Any of the Trusts' grant aid which remains unused, or cannot be used for the purpose for which it was awarded could be repayable to the Trust. If you experience problems with spending the grant at any time during the twelve month period then you must contact **Blackwall Reach Trust**.

Payments are made by BACS so please ensure your bank details are correct.

## **Appendix 1**

### **Unsuccessful Applicants**

Unsuccessful applicants will be informed via email or post. In all instances, reasons will be given as to why a grant was not awarded. Feedback will be available to all organisations who do not receive funding.

In the event that you disagree with the decision that has been made, you are encouraged to contact Blackwall Reach Trust to discuss the matter and receive feedback.

### **Monitoring and Evaluation**

We monitor and evaluate all successful applicants to ensure that funding has been appropriately spent. A Monitoring and Evaluation Form will be sent out with the funding agreement and a reminder will be issued one month before the end of your project. The form must be completed and returned to **Blackwall Reach Trust**, with copies of any invoices, receipts and a breakdown of expenditure either at the end of the twelve month period or the end of the project (whichever comes first). Groups who fail to provide satisfactory monitoring will not be considered for any future grants and legal action may be sought to recover all or part of the grant award.

### **Publicising Your Activity/Project**

Applicants are asked to acknowledge the support of Blackwall Reach Trust and include the Trust's logo on any promotional literature or publicity. Please call if you are unsure and to request the latest logo.

### **Help**

If you require any assistance with the completion of your application form please contact our grants team on: Tel: 01285 841900 or e-mail: [admin@blackwallreachtrust.org.uk](mailto:admin@blackwallreachtrust.org.uk).