

Application Guidance Notes – Micro Grants

2020 Theme: Enabling families to cope with the impacts of poverty

1 Organisation details

Charity name, number/address/website:

These details should be those of the applicant charity, as registered with OSCR.

If you are operating as a branch of a charity and you do not have your own, separate charity number, please check our Guidance for Branches section at the end of this document.

Please provide a charity email address rather than a personal email if possible.

How long has your charity been running?

This should be the approximate date when your organisation was granted charitable status.

What does your charity do?

This is an overview of your general activities – i.e. a summary of what your charity actually does, including its purpose. Tip- use your own words rather than copying and pasting from your constitution.

How many people do you support each year?

This figure is the approximate number of people you directly support each year.

Tell us a bit about your management committee/board

What is the structure of your committee/board; include information such as-

The number of people on the board/committee, what experience they have, if any are related to each other and how often meetings take place.

Staffing numbers:

Please complete the boxes detailing the number of staff as well as the number of active volunteers (including your management committee).

Do you have any paid members of staff on your board?

Select from drop-down menu. If you have any members of staff also holding positions on the board/committee, or you pay any trustees, we may want to discuss this during the assessment call/visit.

Do you have a safeguarding policy that protects children, young people and vulnerable adults that you work with?

Safeguarding is the action that an organisation takes to promote the welfare of children and vulnerable adults to protect them from harm including physical, emotional, sexual and financial harm and neglect.

Safeguarding includes child protection but goes further and extends to anyone who is considered to be vulnerable. Even if your work does not normally bring you into contact with children or vulnerable adults, your staff and volunteers need to know what to do if a safeguarding issue was ever to arise.

What was the total income of the charity in the last year?

This figure can be found in your most recent independently examined accounts within the Income & expenditure statement.

In order to apply for a micro grant, your most recent independently examined/audited accounts should show an income of less than £50,000

2 Funding request

If you are applying for funding towards the general running costs of your charity, we would expect that the vast majority (at least 70%) of your day to day work fits clearly with the current theme of “Enabling families to cope with the impacts of poverty”.. Otherwise, you should apply for specific costs of a project or activities which clearly fit with the current theme. If your project has a name, please let us know.

Tell us about the work that will take place

This should include details of:

- Planned work, activities or services that will take place.
- Where work will take place and who will deliver it (own staff or external partners).
- How many people will take part and how often.
- Who is the work aimed at.
- What issues are faced by the people taking part.
- Whether it is existing or new work.
- What made you decide to do this work.

Example: We will continue to run two weekly cooking classes for families affected by poverty on Tuesday and Thursday evenings in the local community centre. 60 people attend each evening, 25 parents and 35 children, in total 120 per week and sessions last 2 hours, one hour cooking and one hour sharing food, exchanging recipes and chatting. The local CAB and DWP also give talks once per month and are on hand to give support and information on benefits, etc. Funding will help with the cost to hire the hall for 40 weeks of the year and pay for ingredients for the cooking classes.

All families are living in an area of deprivation, 80% are on benefits, only 20% have one member of the family in work. All are struggling to feed their families on a low income and want to share their coping methods with others to help them through these difficult times.

Explain what practical difference this work will make to families affected by poverty

Tell us what difference this funding will make to people's lives; often called outcomes. This may include people improving:

- coping strategies
- skills
- family relationships
- quality of life
- financial resources

Example: Families will share a nutritional meal twice a week. Participation will help to develop their cooking skills and offer them tips on how to create family meals on a budget. Peer support will be encouraged and social interaction and family relationships will be improved.

Tell us how people affected by poverty have been involved in developing or running the service/project

This may include:

- How people affected by poverty have identified the need for change, helped gather information and offered to share experience and knowledge around future delivery.
- Information on how people who use the service are also involved as committee/board members.
- Details of any discussion/focus groups run by local people to help implement change.

Example: Monthly discussion/focus groups are run with the families and new ideas are discussed. Two of the family members who take part in these sessions are also on the committee and ensure that the voices of the families are heard.

How many people will directly benefit from this work/project (over 12 months)?

This figure will relate to the people you plan to work with on a regular basis over the next 12 months.

What is the geographical coverage of the project/service?

We gather this information to help identify areas of need and highlight communities that Corra may not be reaching. We also want to build and share knowledge of the services that are already being delivered in different localities.

3 Funding amount

Total cost of project/service

This is how much you need to raise to carry out the work detailed earlier.

How much are you applying for?

How much are you requesting.

How will you raise any additional funds required?

Tell us how much money you still have to raise and give us brief information on how you will do this. E.g. applications to Awards for All, Robertson Trust and Rotary Club, along with local fundraising.

5. Authorisation and bank details

- A member of your charity's committee/board should authorise this application.
- All correspondence will be sent to this individual using the email address given in Section one.
- We like to talk to applicants when possible, so it is important that the person named is comfortable with discussing the application. If you would like us to speak to someone else in the organisation, please provide their contact details.
- A copy of a recent bank statement (in the name of the charity and dated within the last six months) should be provided. This statement should correspond with the account details on the application to allow payment of any grant by electronic funds transfer.

6. Enclosures

Please ensure all documents have been attached/uploaded. If you are a new charity and do not have accounts ready, please provide a copy of your planned budget or draft accounts. Without these documents we may not be able to proceed with your application.

7. Additional guidance for branches

We can take applications from 'branches' which do not have their own, separate charity number, only if they meet the following guidelines:

- You have your own management committee which is responsible for governance.
- You maintain your own financial accounts (which are incorporated into those of the parent charity).
- You have your own bank account.
- You are delivering the same type of services as the parent charity.

If you are a branch and meet these guidelines:

- Complete the application with the branch details.
- Attach/upload a copy of your branch accounts as well as those of the main charity.

If you are still unclear whether or not you can apply, please call to chat about it.