



HAYDON WICK GRANT GUIDANCE NOTES

Background

The Haydon Wick Fund is set up to support charities and voluntary organisations based in, or whose work substantially benefits, the people of Haydon Wick and its immediate area.

Priority will be given to grants that will make a real difference.

Grants are usually between £1000 and £3000.

To apply your group must:

- be a voluntary or community organisation, with a management committee
- help people who are disadvantaged, for example older people, people with disabilities, people living in an area of deprivation, or people from minority communities
- show that you do not have more than 12 months running costs in unrestricted reserves

You will also need:

- a bank account in the name of your group
- a constitution or set of rules
- an Equal Opportunities Policy
- if relevant, a Child Protection Policy (under 18 years) or Vulnerable People Policy (over 18 years)

We are happy to fund groups based in faith communities, but won't fund work that promotes a religion.

Application Process

- Once you have completed the online form, we will check that you have included all the relevant information and contact you to discuss your project as part of our assessment.
- The Haydon Wick Grants Panel will consider your application.
- Following their decision, we will write to tell you if you have been awarded a grant.
- If so, you will need to accept our grant Terms & Conditions and then the grant will be paid.

Assessment

We will ask the following questions:

- Is the project needed?
- Is it duplicating what another group is doing in this area?
- Will the project benefit people who are disadvantaged and who need some extra help in the Haydon Wick community?
- Will the people who should benefit from it be able to access it?
- Is the project sensibly planned?
- Can this group manage it well?
- Is the budget complete and realistic?

We may also take into account other factors depending on where your project is based, what you want to do, and the history of your group. If the Grants Panel decides not to fund your project, we will tell you why.

When will you hear about your Haydon Wick Grant?

When you make your application, we will tell you when the Panel will make its decisions and will notify you of the outcome within 2 weeks of the decision.

You will need to send us all the necessary information and paperwork before your application is considered by the Panel.

After Panel

If you are awarded a grant, we will ask you to complete an on-line questionnaire to tell us how you spent the money and how successful you have been.

Should you feel that the award process has been unfair you can tell us. Details of our complaints procedure are available from the Community Foundation.