

Moss Side Community First

Guidance Notes: How to request funds from the panel

This document explains how the Community First: Neighbourhood Matched Fund works, whether you can apply, and how to request funds from your local panel. It contains useful web links and guidance on completing a Funding Proposal Form, in which you can set out the aims of your project, the problems it addresses, and the benefits to your neighbourhood.

Details about the Moss Side Community First programme & its aim

Up to £14,000 is now available to fund community projects in Moss Side, Manchester. You can apply for a grant from a minimum of £250 to a maximum of £1,000 per year. The programme will run until March 2015 and funds will be available during that time.

It is a matched fund programme, which means that every £1 provided in funding must be matched by a similar amount or in-kind donations (this means donations of cash, services, free products or volunteer time). For example if you apply for £1,000, you will need demonstrate that you can match this amount to support your activity, this can either be through an equivalent monetary contribution to your project or an in-kind donation such as such as volunteer time, or a mixture of both. To help you calculate the cost of volunteer time, we propose that 1 volunteer hour is equivalent to an £11 monetary contribution. So to match fund a £1,000 grant using volunteer time, you will need to demonstrate approximately 91 hours of volunteering activity.

Our Website

All the information on this fund can be found through the following links:

<http://mossidecommunityfirst.blogspot.co.uk/>

<http://www.cdf.org.uk/web/guest/neighbourhood-matched-fund>

Am I eligible to apply to my panel for funding?

You can apply for funding if you can demonstrate that you are a formal community group either through a constitution or terms of reference and a bank account. Your project must also meet at least one of our following aims:

- Promote community spirit, by supporting local community events, e.g. festivals, street parties, cultural events, etc.
- Promote social cohesion, by supporting activities that brings young people and communities together.
- Increase local activities for children, by supporting after school clubs, holiday, play, sports and cultural activities, etc.
- Improve the local environment, by addressing environmental priority issues, e.g. graffiti, drains, alleys play areas.
- Increase parental support services, particularly for lone parents and parents with caring responsibilities.

Is funding available to individuals?

No, funding for this programme is only available to groups, so if you have an idea to improve your neighbourhood, you must form a group to apply for funding. You will need to create a set of rules which all members of your group agree to abide by. This is called a Terms of Reference. For help on creating a Terms of Reference you can find a template form on our website. For some useful advice on how to set up a project, please visit the My Community Starter website: <http://www.communitytoolkit.co.uk/>

How do I apply?

Please visit the Moss Side Community First website <http://mossidecommunityfirst.blogspot.co.uk/> to download a grant application form or for a paper copy of the application form, please contact Mr Waseem Tahir, Continuous Improvement Officer, Mosscafe Housing, 101 Great Western Street, Moss Side, Manchester M14 4AA. Telephone: 0161 232 4452. Email: MossSideCommunity1st@mosscare.org.uk

Project Proposal Form Guidance

A section by section guide to completing the proposal form.

You need to answer all questions.

About your group

Please provide standard contact details so that CDF can contact you if the panel approves your proposal.

About your project

Project Title

Choose a name for your project which will allow it to be easily recognised.

Project Summary

Please provide details about your project i.e. the aims of the project. The aim is a brief statement that explains the overall purpose of your project.

Which of the local priorities identified for your ward does this project address?

The panel website will list the priorities for the ward, make a note of which of these priorities your project will address.

How does your project meet these priorities?

The starting point for addressing how your project meets the priorities in your ward is to be clear on the need it is addressing. You need to demonstrate a problem, issue or situation where something needs to be changed to make things better for a person, group of people or an environment.

Area Covered by project

Although funding for this programme is at ward level, different neighbourhoods within your ward may have greater need of funding. Please let the panel know here what specific area of your ward your project will benefit.

Amount requested

Tell us how much grant you are applying for?

What is the start date for the project and when will it be completed?

Tell us how long the project will take to complete. Be as realistic as possible about when the project might start and how long it will take to complete. Don't put a start date of a week after submission of your proposal, if the panel is not going to meet for three weeks. You should find panel meeting dates on their webpage, or you can email them to ask. Please bear in mind the time frames when planning your project. Any unspent funds will need to be returned to CDF at the end of each financial year.

The Local Community

How many people will be involved in the project? What will they be doing?

There are various ways of involving people. For example:

- Having people who would use your project on your management committee.
- Getting local people who will use the project to help design it.
- Setting up user groups to give feedback on your plans and plan activities.
- Where appropriate local people delivering activities or volunteering on the project.

The more members of the local community involved in the project will mean a higher number of volunteer hours, which means a higher match value for the project.

How will this project improve this neighbourhood?

Once you have addressed the need of your project of your project, you will need to have clear idea of the specific changes and improvements your project will have in your neighbourhood.

Financial Details

What will you spend the grant on?

List all the costs associated with your project.

How are you making up the match part of your project?

In order to receive funding for your project you need to contribute the same amount that you are asking for. You can raise this amount in the following ways:

- Volunteer time, which is valued at £11.09 per hour.
In order to greater reflect current labour market costs, CDF is using the Office for National Statistics (ONS) Annual Survey of Hours and Earnings (ASHE) and within this the Median gross hourly earnings rate.
- Gifts in kind. These are services provided free of charge that normally you would have to pay for, such as venue hire.
- Cash donations

How does your project represent good value for money?

With only a limited amount of funding for your area, you need to demonstrate that your project delivers the most benefits for the least amount of money spent. You can do this by:

- Ensuring the most amount of people in your area benefit from your project
- Thinking of a problem in your area that could be solved for a small amount of money but would make a big difference in people's lives
- When sourcing services and materials, obtain different quotes to make sure you are getting the best possible value for money
- Obtaining services and materials for free where possible from businesses willing to contribute to improving their community.

Need - key point's checklist

- Why your project is needed and how you know it is needed?
- Who would benefit from your project?
- How the people who will benefit are involved in your project?
- The difference your project will make?
- What your project will do?
- How much funding you want, for how long and what you will spend the money on?
- How will you demonstrate that your project has made a difference and has achieved what is sets out to do?