

Success with grant applications toolkit

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Having success with grants is not easy! You need to ask **what do you want to do and how will the community benefit?**

If you need people/volunteers contact Katie Andrews, Volunteer Coordinator at Southampton Voluntary Services (SVS) k.andrews@southamptonvs.org.uk).

What can be achieved without money? Can you join/partner with other groups? Can you find a free room to meet? Can you ask people/professionals to give their time? Can you ask for resources from people or groups? e.g. Freecycle <https://uk.freecycle.org> - **Tip: Do this first - you might not need the grant!**

Groups

Chances are you will want to work with people in a group. You will need to organise!

- **Unincorporated Association?**

An 'unincorporated association' is an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit (for example, a voluntary group or a sports club). You do not need to register an unincorporated association, and it does not cost anything to set one up. Individual members are personally responsible for any debts and contractual obligations. For more details see: <https://www.gov.uk/unincorporated-associations>

- **Not for profit**

Your organisation could develop into a Charity, Community Interest Company (CIC), Co-operative, Charitable Incorporated Organisation (CIO). SVS can support with charity governance. To be able to apply for grants an organisation will generally have to **not make a profit**. Contact www.socialenterpriselink.co.uk for help setting up a social enterprise.

Money

If you have identified your group definitely needs money, work out how much you need and for what reasons. **Tip:** If it's under £1,000 it might be easier to Crowd-Source or hold a fund-raising event.

The basics

- **Bank account**

Your organisation will need to have a **bank account** with at least two signatures on it. Ask about **community banking** at local banks or building societies.

- **Constitution**

In most circumstances your organisation will need to have a **constitution** to apply for a grant. There are model constitution templates available. You can Google 'Unincorporated Association Constitution templates' for examples.

- **Policies and procedures**

As well as a constitution, grant funders may ask to see copies of organisation's policies and procedures such as **Safeguarding** and **Equality and Diversity**.

Tip – You can always **partner up** with an/another organisation so as not to have to set something up. Grant funders are open to joint bids as well. Contact Southampton Voluntary Services for suggestions community@southamptonvs.org.uk

What do you want to do with the grant?

Is it something new to you or something you already do (core costs)?

If it is something you already do- what are you doing differently?

Be clear about what you are going to do, don't be vague.

Emphasise free things.

Why do you think this is needed?

Have you done research into the area/community?

Is there nothing else like your project?

Are you already doing it and over-subscribed?

Have data to back up what you are saying if you can.

Common questions asked:

What does your organisation do?

What do you want to do with the grant?

Why do you think your project is needed?

What do you expect the outcomes of your project will be?

What issues do you think your project will address?

What skills and experience within your organisation demonstrate your ability to successfully complete the work you are proposing?

How will you measure if your project has been successful?

Common short questions asked:

What type of organisation are you?

Which groups are you targeting?

Where will you deliver your work?

Where do the people live that you are working with?

When will the project start?

When will the project finish?

How many people will benefit?

If we can only part fund, will the project still go ahead?

If accounts show reserves of more than the amount requested, tell us why that can't be used for this work?

What was your total income last financial year?

Is the amount requested enough to complete the project? If not, how will you get the rest?

Tips

Make your application interesting – Think about storytelling.

The Case for Support - 1. Your mission or vision 2. The problem 3. Your plan 4. What will you achieve? 5. What will it cost? 6. Your call to action.

Choose the right/appropriate grant.

Avoid making a project fit a grant, make sure the grant fits your project.

Make sure you complete the whole form.

Have accurate numbers.

Get someone else to read your application.

Don't use acronyms or jargon.

Timing- is there time (at least 3 months) between now and when you want to spend the money?

Where are the grants?

Here are some suggestions for grants:

Southampton City Council: www.southampton.gov.uk/grants - Sign up to Funding Bulletins.

The National Lottery – e.g. Google – 'Awards for All' - grants from £300-£20,000. Other Lottery grants are available.

Southampton Grant & Info Share Facebook Group – This is a group set up with Southampton Voluntary Services and community groups looking for help with grants. The idea is we pool our knowledge, share information and post grants that are available. Please join!

Hampshire and Isle of Wight Community Foundation (HiWCF) – <https://hiwcf.org.uk> Local grant provider. You generally have more chance with local grant funds.

Grant funding websites. There are websites which list grants available nationally. e.g. www.grantfinder.co.uk – most charge a subscription.

Hampshire County Council Grants <https://www.hants.gov.uk/community/grants/grants-list>

Action Hampshire Grants <https://actionhampshire.org.uk/getinformation/funding-opportunities>

Charity Excellence <https://www.charityexcellence.co.uk/>

Other help

Becky Wilkinson, Consultant in Public Health - Public Health, Wellbeing & Housing, Southampton City Council. Email Becky.Wilkinson@southampton.gov.uk Becky can help you with need e.g. statistics on levels of deprivation.

Southampton Data Observatory <https://data.southampton.gov.uk> – free data to help identify need.

SO:LID SO:Linked information directory <https://solinked.org.uk/solid/>

Southampton Mental Health Network <https://www.smhcn.org.uk>

SVS Friday Forum <https://www.southamptonvs.org.uk/friday-forum/>

Courses to help with applying for grants

SVS and TWICS run free courses every couple of months on help writing successful grant applications. Contact community@southamptonvs.org.uk

For any further help or information, please contact:

Southampton Voluntary Services

Voluntary Action Centre
St Mary Street
SOUTHAMPTON
SO14 1NW

Tel. 023 80216 001 / 023 8022 8291

community@southamptonvs.org.uk

<https://www.southamptonvs.org.uk/>

<https://solinked.org.uk>

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