

1. WHO CAN APPLY

Registered Charities or Voluntary or Community Organisations that undertake and provide **charitable** activities, can apply.

(A charitable activity is considered to be an activity that provides a benefit to the community.)

All projects submitted for grant-aid must operate for the benefit of the community of

Warrington Borough and must aim to improve the quality of life in the Borough.

In particular we aim to support small local groups who find it difficult to raise all their own funds.

2. WHAT ACTIVITIES OR PROJECTS WILL BE SUPPORTED?

- a) Projects or activities which promote local community-based direct services
- b) Projects or activities that tackle local problems.
- c) New groups or new local services or activities
- d) Help for existing groups to improve or develop their services

3. WHAT CAN GRANTS BE USED FOR?

- a) General running costs (e.g. - post, phone, stationery)
- b) Purchase, renovation or repair of furniture or equipment
- c) Renovation or repair of buildings.
- d) Information and publicity for your group
- e) Costs of Volunteers' travel and training
- f) Developing new ideas (e.g. – feasibility, pilot schemes, etc)

4. THE TRUST WILL NOT CONSIDER GRANTS FOR –

- a) Individuals
- b) Organisations with large free reserves (more than £30,000)
- c) Organisations whose main aim is to raise and distribute funds to other charities or organisations
- d) Core activities of regional or national organisations
- e) Promotion of religion
- f) Purchase or running costs of minibuses/vehicles
- g) Outings, Parties or Holidays
- h) Employment costs of staff or office rentals
- i) Grants which, in the opinion of the Trustees, relieve Statutory Bodies, such as Local Authority or Health Authorities of their duties and responsibilities.

5. POINTS TO BEAR IN MIND WHEN APPLYING

- a) All grants are awarded on a “one-off” basis. Organisations may apply once in each financial year, but it cannot be assumed that where applications have previously been granted for a particular need, a future application for the same need, will also be successful.
- b) The Trustees aim to assist as many applicants as possible, within the resources available. Therefore, grants tend to be for up to £500 but in exceptional circumstances can be up to £1,000. You can apply for the whole amount that you need or for part funding for a larger project or activity.
- c) The applying organisation must submit a copy of their **most recent** Annual Report and Accounts with their application. The accounts must:

- Be certified by an auditor or other independent person
- Cover a year that ends no earlier than one year before the date of this application (e.g. For an application made in March 2013, annual accounts to 31/3/12 would be acceptable but accounts to 31/12/11 would not be).

In addition please supply the bank statement and details of any cash balance at the date of this application.

If the organisation has not existed for a full year, please submit a statement of transactions to date. All accounts and statements submitted must show:

- The transactions in the period concerned
 - The cash and bank balances at the end of that period.
- d) Where required, the applying organisation must submit a copy of their constitution. (See 7 below).
- e) Organisations that are awarded a grant are expected to acknowledge and record the receipt of the grant in their next Annual Report and Accounts.
- f) If you have any doubts concerning the eligibility of your application please contact the Warrington Charities Trust office for advice
- g) The application must include a contact name and number of someone who is familiar with the details of the grant application
- h) Any money granted should only be used for the purpose requested in the grant application. If the money has not been spent within 12 months of the date awarded it must be returned to Warrington Charities Trust.

6. EXAMPLES OF SOME FIELDS OF BENEFIT FOR THE GRANT MAY INCLUDE:

Accommodation	Family Deprivation	Recreation/Leisure
Animals/wildlife	Homeless People	Health
Arts/culture	Learning Difficulties	Sports/Games
Carer's Support	Mental Health	Substance Abuse
Children/Young People	Offenders	Victims of Crime
Environment	Physical/Sensory	Poor/Disadvantaged
Elderly People	Disabled	Ethnic Minorities

7. SEND COMPLETED APPLICATIONS FORMS together with: –

- Accounts or financial statements. (As detailed in 5(c) above)
- A copy of the organisation's Constitution if **not** a registered charity, (see application form.) If you are not sure how to produce a Constitution, assistance can be obtained from Warrington Voluntary Action

Please note: The Trustees will be unable to consider any applications where the above are not submitted where required.

Postal address: Warrington Charities Trust
Oakwood House
Yew Tree Court
Taylor Business Park
Warrington
WA3 6WP

Email address: info@warringtoncharitiestrust.org

Please submit before the relevant closing date shown on the Application Form, as late applications cannot be considered.