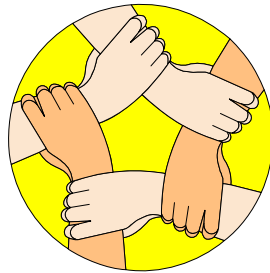




COMHAIRLE NAN EILEAN SIAR

*SOCIAL & COMMUNITY
SERVICES DEPARTMENT*

GRANT AID GUIDELINES INFORMATION



March 2009

This booklet has been written up by the Community Education Service to summarise the grants that are available to community groups and individuals through Comhairle Nan Eilean Siar and a number of other major funding bodies.

The booklet is divided into 4 sections. Grants available through Comhairle Nan Eilean Siar, the Grant Aid Scheme operated by the Local Sports Councils, the Prince's Trust, brief details on some of the major grant making bodies and some useful tips for securing grants.

This booklet is also available on Comhairle nan Eilean Siar's website at www.cne-siar.gov.uk/leisurelearninggrants/index.asp

A. Grants available through Comhairle Nan Eilean Siar:

1. Performance Grants
2. Equipment
3. Per Capita Grants
4. Sports & Games
5. Adult Learning
6. Youth Work/Events
7. Amenities/Floral Displays
8. Local History
9. Arts Grants
10. Community Renewable Support Fund
11. Community Marine Access Scheme
12. Members' Ward Priority Funding
13. Community Councils
14. Business Advantage

B. Ross and Cromarty Educational Trust provided by the Education Department

C. Grants available through the Local Sports Councils

D. Prince's Trust

E. Top 10 Tips for Securing Grants

Booklet compiled by Alice Macleod
Community Education Service 01851 707808

A. GRANTS AVAILABLE THROUGH SOCIAL & COMMUNITY SERVICES DEPARTMENT, COMHAIRLE NAN EILEAN SIAR

1. PERFORMANCE GRANTS

The Council has the power to make revenue grants towards the operating costs of local voluntary organisations which own or manage community centres or village halls in the Western Isles. There are 3 levels of grant which are determined by the rateable value of the building. The level of grant also depends on the number of sessions per week that a venue is used.

- * *Type A (large) buildings have a base rate of £550*
- * *Type B (medium) buildings have a base rate of £200*
- * *Type C (small) buildings have a base rate of £100*

Depending on the number of sessions the building is used by community groups during a typical week, payment may be enhanced by between £50-£150.

Remission on Non-Domestic Rates

The Council has discretionary power to grant remission of Non-Domestic Rates to voluntary organisations. These organisations must be recognised by the Inland Revenue as Charities in terms of the Income & corporation Tax Acts, and must hold Certificates of Exemption in respect of Income and Corporation tax. Remission of Rates is granted by the Council through its powers under the Local Government (Financial Provisions etc) (Scotland) Act 1962. Rates remission does NOT extend to Water & Sewerage Rates.

For information contact your local Community Education Worker.

2. EQUIPMENT

Equipment grants are incorporated within Arts, Sport & Youth work grant budgets. Grants towards the provision of permanent equipment for voluntary organisation—30% of approved costs. No assistance towards the costs of consumable items. Subject to evidence of expenditure.

For information contact your local Community Education Worker

3. PER CAPITA GRANTS

PER CAPITA: GRANTS & SUBSCRIPTIONS 2008/09

Grant aid at rate one is available to Associations which claim the assistance on behalf of a number of groups.

Per Capita Grants—Rate 1: 'parent' organisations or federations, membership range 200 persons minimum to 2000 persons maximum—£2.50 per capita.

Grant aid at rate two is available to clubs which don't have an umbrella organisation.

Per Capita Grants—Rate 2: other groups 200 persons minimum membership to 1000 maximum, but no local 'parent' association or federation—£2.00 per capita.

For information contact your local Community Education Worker, or Community Sports Development Officer or Arts Development Officer

4. SPORTS AND GAMES

Grant aid may be available for sports equipment or other related projects which do not fall within the remit of the local sports councils.

*For information contact your local
Community Sports Development Officer*

5. ADULT LEARNING

The Community Education Service provide small grants to support voluntary organisations with the planning, promotion, delivery and evaluation of adult learning activities such as evening/community learning classes & workshops.

For information contact your local Community Education Worker

6. YOUTH WORK/EVENTS

Grant aid up to a maximum of £1,000 or 30% of the total cost (whichever is the lesser amount) is available to community organisations for the purchase of recreational equipment, books, resources, training materials, courses and funding for youth exchanges.

Education Youth Exchanges: Domestic Exchanges (within the UK & Eire £25 per participant; upper limit £500. International Exchanges £50 per participants; upper limit £1000.

Senior Citizen Trips & Residential Mainland Trips: £20 per participant, £400 maximum to any one group per trip.

For information contact your local Community Education Worker

Local Mods & Arts & Sports Festivals: £100 for the first day and £80 for each successive day of the event; £500 upper limit to any one recipient.

For information contact your local Arts Development Worker

7. AMENITIES/FLORAL DISPLAYS

The maximum amount that can be awarded for a floral display to any one group is £500 per application. Applications must be submitted by 30 June each year.

8. LOCAL HISTORY

Comainn Eachdraidh—Annual Per Capita Grant

This annual grant is available for all constituted Comainn Eachdraidh, based on membership number. This grant is banded:

Membership			
30-99	100-199	200-299	Over 300
£150	£200	£300	£350

Independent Museum Grant Scheme

Annual grants are payable to Independent Museums in the Western Isles. There are two levels of grants available. Independent Museums must be registered under the Museums, Libraries and Archive Council registration scheme. To qualify for the second level grant, Museums must hold a current Visit Scotland 2 Star Attraction Award.

Registered Museum Grant	£1,000
Registered with 2 Star Award	£500

For information contact the Museum Curator

9. ARTS

The Comhairle's Arts Grant Budget aims to support organisations and individuals in the development of culture in the Western Isles. All applicants must be fully constituted. This is a revenue grant to support the delivery of the arts throughout the Western Isles and the following eligibility and criteria apply:

ELIGIBILITY & CRITERIA

- The normal maximum grant is £5,000.
- Organisations applying for funding must be fully constituted.
- Participation in National Mod, Mainland or Inter-Island Festivals: £20 per participant, £750 maximum to any single recipient. Overnight residence away from home essential qualification for inter-island drama festivals.
- School children or students may apply for grant aid to assist with the cost of attending training or participation in arts activities/events on the mainland, where they can demonstrate their involvement is at an advanced level, as a result of an audition, invitation or competition.

9. ARTS Cont'd

- Mainland organisations can apply for a grant if the main beneficiaries of the grant are island based, if the project takes place within the Outer Hebrides and if they are working in partnership with an Outer Hebrides organisation.
- Research visit grants are available only when it is clearly demonstrated that this contributes to the organisation's business plan.
- The applicant organisation must be able to demonstrate that it has adequate expertise to effectively carry out the activity proposed.
- If a grant is awarded, the organisation must acknowledge the Comhairle's support in any promotional literature and publicity.
- Any project grant-aided by the Comhairle should be equally accessible to all groups and individuals within the community.
- The applicant will be expected to provide evidence that the money was spent in accordance with grant application.
- It is the responsibility of the organisation to organise adequate insurance cover for equipment purchased with grant aid from the Comhairle.
- Payment is made by bank credit transfer directly into the bank account of the organisation making the application.

Grants will **NOT** normally be made to:

- Commercial organisations or those not properly constituted;
- Political or religious organisations where the purpose is to promote a particular political or religious viewpoint or party;
- Organisations receiving or refused grant aid from another Comhairle department for the same purpose;
- Organisation applying for projects/events that have already taken place.

ARTS CAPITAL GRANTS

Arts Capital Grants can be used for: arts equipment, the development and improvement of buildings for the benefit of the arts and for artists' work in public places. The minimum grant level is £10,000 with a maximum intervention rate of 80% of total costs up to a maximum grant of £25,000.

For information contact the Arts Development Officer.

Grants above £1,000 may be subject to approval by the Sustainable Development Committee and will require evidence of match funding before a grant can be given.

***Completed application forms to be returned to Comhairle
Nan Eilean Siar, Sandwick Road, Stornoway, Isle of Lewis***

10. COMMUNITY RENEWABLE SUPPORT FUND (CRSF)

The Community Renewables Support Fund is a capital grants scheme that aims to support projects which will assist communities introduce renewable energy technologies in order to assist the generation of sustainable social and economic opportunities. The scheme is open to properly constituted community groups. CRSF will normally be part of an overall funding package sourced by the applicant. The value of CRSF grant to each individual project will normally be up to a maximum of 40% of total project costs and subject to the circumstances of each individual project.

The applicants will commit themselves to the maintenance of any facility or infrastructure provided by grant assistance from CRSF.

Contact Head of Economic Development for further information

11. COMMUNITY MARINE ACCESS SCHEME (CoMAS)

The Community Marine Access Scheme is a capital grant scheme that aims to assist the provision and improvement of community owned and managed marine access facilities in the Western Isles. The scheme is open to properly constituted community groups. CoMAS grant will normally form part of a funding package procured by the applicant. The value of the grant to an individual project will normally be up to 25% of eligible project costs subject to a maximum of £50,000. CoMAS can be matched with other sources of Comhairle or external funding subject to the circumstances of each individual project. Eligible projects must be community owned marine infrastructure suitable for small craft - including slips, jetties, pontoons etc. Facilities must be publicly accessible and principally aimed at benefiting community, leisure or recreation users. Capital costs, related fees such as land acquisition and professional fees and non-recoverable VAT will be payable under the scheme. The applicants will commit themselves to the maintenance of any facility or infrastructure provided by grant assistance from CoMAS.

*Contact Peter Middleton, Economic Development Officer
for further information*

12. MEMBER'S WARD PRIORITY FUNDING

Every year each Comhairle member is allocated £10,000 to be used for either revenue or capital projects considered appropriate in light of community needs. This funding is intended to assist communities with the early stages of project works, feasibility work, statutory consents and approvals or other one-off expenditure required to assist the community in delivering the objectives of their project.

Before members Ward Priority Funding can be released the relevant Community Council must submit approval of the intended use of the funds in writing.

*Contact Lesley Macdonald, Legal Services Manager
for further information*

13. COMMUNITY COUNCILS

The general role of Community Councils is to provide a community-wide view to the Comhairle and other public bodies in order to help with the planning and delivery of services. The Corporate Services Department administrates three main funding sources to Community Councils:

ADMINISTRATION

There is a £500 Administration grant available annually to Community Councils to cover their administration costs. The grant is payable following an audit of the accounts for the Community Council for the previous year. This payment can be used to meet any payment for a Community Council clerk as well as other incidental expenses such as photocopying etc..

SOCIAL GRANT

A further £500 Social Grant is payable at the same time as the administration grant. The Comhairle encourages Community Councils to utilise this money for excursions for the elderly or children, Christmas Dinners and other social events within the Community.

CHALLENGE FUND (Corporate Services)

Every Community Council can apply each year for a grant of up to 50% of the total cost of a project, up to a maximum value of £2,000. This funding can be allocated to either revenue or capital projects considered appropriate in light of community needs. The Challenge Fund administered by Corporate Services can be complimented with other sources of Comhairle Funding.

*Contact Christina Smith, Members Services Officer
for further information*

14. BUSINESS ADVANTAGE

Business Advantage is the Comhairle's business support service which aims to:

- Encourage and enable new businesses and community development in the Western Isles and;
- Assist existing businesses and income generating community enterprises to develop projects which enhance their opportunities for long-term sustainability and/or stimulate the local economy.

Projects located in Iomairt aig an Oir areas and/or applicants in socially excluded groups, may attract enhanced levels of assistance. Assistance is available to business and community projects located in the Western isles which can demonstrate: commercial viability, employment creation and/or generate additional demand for products and services. Applications can be made by sole-traders, partnerships, limited companies, co-operative groups, community enterprises or other legitimate trading entities.

MICRO BUSINESS LOAN

This 'Interest-Free' loan of up to £2,000 aims to encourage the creation and growth of small businesses and income-generating community enterprises to develop projects which enhance their opportunities for long-term sustainability and whose activities will increase economic activity and employment. The loans are available for general start-up costs, marketing (including trade fair attendance) e-commerce enablement and to encourage tourist accommodation providers to 'gain a star'.

BUSINESS LOAN

This loan of up to £8,000, at a 4% interest rate, is to encourage business start-up and enable business and community developments by assisting with long-term sustainability in the Outer Hebrides. They can also assist new and growing businesses & income-generating community enterprises. The loan can be used towards general start-up costs, new/used plant and equipment, working capital, marketing, e-commerce enablement and for upgrading tourist accommodation.

INTER ISLAND BUSINESS DEVELOPMENT SCHEME

Grant assistance for businesses that trade or propose to trade across the sounds of Harris or Barra. The main aim of the scheme is to support economic and business development by stimulating and increasing business between the three main island groupings.

FISH FARM RELOCATION SCHEME

Grant aid to assist with relocating to fish farm sites, resulting in benefits to the environment and therefore assisting to protect wild fisheries and to encourage the sustainable development of the industry.

FISHERIES LOAN SCHEME

In partnership with the Royal Bank of Scotland, HIE and the Western Isles Fishermen's Association this loan funding is available for the purchase of fishing vessels - with priority given to vessels over 12 metres in length. Vessels less than 10 years old with multi-purpose fishing capability and first time skipper/owners are also a priority.

Lead Contact:

Lewis & Harris

Comhairle Nan Eilean Siar,
James Square,
9 James Street, Stornoway,
Isle of Lewis HS1 2QN
Tel: 01851 707317, Fax: 01851 707319
Email: business.advantage@cne-siar.gov.uk

North Uist

John Huson,
Business Support Officer,
Comhairle Nan Eilean Siar,
Balivanich, Isle of Benbecula
Tel: 01870 602425, Fax: 01870 602332
Email: jhuson@cne-siar.gov.uk

South Uist & Barra

Lynne Macmillan
Business Support Officer
Comhairle Nan Eilean Siar,
Gleus House, Daliburgh
Isle of South Uist
Tel: 01878 700863 Fax: 01878 700533
Email: l.macmillan@cne-siar.gov.uk

<p>For Grant Application Forms or for further information on any of the grants in Section A contact: -</p>

Head of Leisure & Learning	01851 709548
Secretary, Leisure & Learning	01851 709439
Community Education Service—Youth Services 22-24 Point Street, Stornoway, Isle of Lewis HS1 2XF	01851 707808
Community Education Service Council Offices, Tarbert, Isle of Harris HS3 3DH	01859 502367
Community Education Service Lionaclete Education Centre, Lionaclete, Isle of Benbecula	01870 603670
Community Education Service Castlebay Hall, Castlebay, Isle of Barra	01871 810259
Community Sports Development Officer (Lewis & Harris) Lewis Sports Centre, Stornoway, Isle of Lewis	01851 709194
Community Sports Development Officer (Uist & Barra) Lionaclete Education Centre, Lionaclete, Isle of Benbecula	01870 603585
Museum Curator, Stornoway	01851 709305
Arts Development Officer (Western Isles) CNES, Balivanich, Isle of Benbecula HS7 5LA	01870 602841
Community Support Officer CNES, Sandwick Road, Stornoway, Isle of Lewis	01851 709490
Economic Development Officer—Marine Resources CNES, Sandwick Road, Stornoway, Isle of Lewis	01851 709421
Head of Development Services CNES, Sandwick Road, Stornoway, Isle of Lewis	01851 709544
Members Services Officer CNES, Sandwick Road, Stornoway, Isle of Lewis	01851 709531
Legal Services Manager CNES, Sandwick Road, Stornoway, Isle of Lewis	01851 709263
Business Advantage Office, Stornoway	01851 707317
Business Advantage Office, Balivanich	01870 602425
Business Advantage Office, Daliburgh	01878 700863

Community Development Personnel
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Community Co-ordinator Ness (Borve—Port of Ness) CNES, Spors Nis, Lionel, Ness, Isle of Lewis	01851 810033
Community Co-ordinator Westside CNES, Barvas & Brue Community Centre, Barvas Isle of Lewis	01851 840743
Community Co-ordinator Harris & Scalpay CNES, Old Hostel, Tarbert, Isle of Harris	01859 503150
Community Co-ordinator Greater Broadbay (Stornoway, Back & Point) CNES, Town Hall, Stornoway, Isle of Lewis	01851 707452
Community Co-ordinator Lochs CNES, Ravenspoint, Kershader, Lochs, Isle of Lewis	01851 880296
Community Co-ordinator (Uig & Bernera, Breasclete) CNES, Uig Community Centre, Uig, Isle of Lewis	01851 672748
Community Co-ordinator (North Uist & Berneray) Urachadh Uibhist, Isle of North Uist	01876 580735
Community Co-ordinator (Benbecula & South Uist, Eriskay) Gleus House, Daliburgh, South Uist	01878 700505
Community Co-ordinator (Barra & Vatersay) Castlebay Community Centre, Isle of Barra	01871 810302

B. ROSS & CROMARTY EDUCATIONAL TRUST

Since 1975, this Authority has operated the Sections of the Ross and Cromarty Educational Trust Scheme 1961, which relate specifically to the Isle of Lewis. These sections are operated in agreement with Highland Council, which is responsible for the Capital of the Trust Fund.

The Trust Scheme regulates endowments for the provision of school prizes, various specified bursaries and a variable amount of free income, which can be allocated for prescribed uses within a number of Sections in the trust Scheme.

Trust Sections to which application can be made are:

Section 13—Post Graduate Scholarships
Section 15—Special Grants
Section 16—Assistance in obtaining practical experience of Trades etc
Section 19—Travel Grants
Section 20—Educational Excursions
Section 21—Educational Travel
Section 22—Special Equipment
Section 23—Sports Facilities
Section 24—Support of Clubs, etc
Section 26—Adult Education
Section 27—Promoting Education in Visual Arts
Section 28—Promoting Education in Music
Section 29—Promoting Education in Drama

Comhairle nan Eilean Siar has powers to operate the Trust Scheme under Section 112 (4) of the Education (Scotland) Act 1980 and to make grants from the Trust's free income under Section 24 of that Act. Each application for grant must be supported by cost estimates as all awards will be based on the cost of activities, projects or intended purchases. In view of the very small sums available for disbursement (average sums awarded vary between £30-£200), intending applicants must determine their own priorities very carefully. Applications must be restricted to one trust section at a time.

Residential Requirements

To be eligible for financial assistance from the Ross & Cromarty Educational Trust, applicants must be ordinarily resident in the Isle of Lewis. This is the area quantified by postal codes HS1 and HS2 (Sector 0 and Sector 9).

Organisations must normally be Lewis-based although mainland organisations may apply for funding for Lewis-based branches. Application forms and further information can be obtained from:

**Catriona Maciver, Department of Education, Comhairle nan Eilean Siar,
Sandwick Road, Stornoway, Isle of Lewis HS1 2BW Phone: (01851) 709546**

C. LOCAL SPORTS COUNCILS

Two local sports councils operate in the Western Isles. They are the Lewis & Harris Sports Council and the Uist & Barra Sports Council. The Executive Committee disburses grant aid on behalf of Comhairle Nan Eilean Siar and Highland & Islands Enterprise. The grants policy is geared towards providing support to local sports clubs and organisations, and individual members of affiliated clubs to encourage participation, improve performance and promote the importance of sport. The Local Sports Council will consider applications for financial assistance from any clubs or organisations affiliated to it, or for individual members who normally reside in the Western Isles.

Start-Up Grants

Start-up grants may be available for recently formed clubs that have a Constitution. Applicants must demonstrate a commitment towards the success of the club, provide a detailed outline of the club's aims and objectives and submit properly costed information on how they propose to use the grant.

Clubs in receipt of a start-up grant must maintain their membership of the local Sports Council. If they do not, reimbursement of the start-up grant may be sought.

Coach Education (Courses)

The aim of Coach Education grants is to supplement rather than replace voluntary effort. Applicants will be expected therefore to show evidence of their regular commitment to their chosen sport. Successful applicants may also be required to undertake a minimum number of coaching sessions as a condition of the grant being awarded.

Coach Education Courses (Western Isles)

Grant aid up to a maximum of £700 or 66% (whichever is the lesser amount) may be available for the payment of coaching fees for sports clubs or associations staging a Coach Education course in the Western Isles leading to a recognised National Governing Body coaching or refereeing/officiating award. The grant will include travel, course fees, tutor fees and accommodation costs.

Coach Education Courses (Mainland)

Grant aid up to a maximum of £350 or 66% (whichever is the lesser amount) may be available for attending coaching courses on the mainland. Grants will be awarded to individuals resident and belonging to an affiliated club based in the Sports Councils area who are seeking to obtain a recognised National Governing Body coaching or refereeing/officiating award. The grant will include travel, course fees and accommodation costs.

Sports Equipment Grants

Grants up to a maximum of £800 or 66% (whichever is the lesser amount) may be available to member clubs/organisations for the purchase of equipment which becomes the property of the club.

Clubs/organisations will be expected to insure items of equipment purchased with grant aid. Grants will not be available for personal items such as team clothing, tracksuits, strips etc. Applicants will be expected to explore all other alternative sources of funding so that no duplication of facility is awarded. Grants will only be made on presentation of the appropriate quotation (s) or invoices.

Sports Coaching Development Grant

The purpose of sports coaching development grants is to assist club/organisations in the organisation of coaching courses which will improve the performance of participants.

Grant aid up to a maximum of £500 or 66% (whichever is the lesser amount) may be available for coaching courses which are organised under the auspices of the National Governing Body and which are under the direction of a recognised NGB Coach. The grant will include travel, accommodation and tutor's fees.

Sports Events

Grant aid up to a maximum of £200 or 66% (whichever is the lesser amount) may be available for the promotion of events which support and encourage increased participation in sport e.g. Youth development, disabled, come and try, mini-festivals, local or district events etc.

Excellence

The purpose of excellence grants is to support individual/team participants living within the Western Isles who have received regional, sub-national or national recognition. Other levels of participation will be considered at the discretion of the Executive Committee. Applications may be considered for individuals attending training or competitions in events associated with teams or squads. Individuals from affiliated clubs who have achieved any of the above may apply for an excellence grant through their club/organisation

Each application must be supported by a letter from the National Governing Body or equivalent information accepted by the office bearers for the sport concerned.

The maximum cumulative grant available to an individual in one financial year will not exceed £500 or 66% (whichever is the lesser amount) for national level or £300 or 66% (whichever is the lesser amount) for sub-national or regional level.

Where more than one individual from an affiliated club/organisation is involved, the maximum grant assistance to that club shall not exceed £1000 in any one year.

Discretionary Assistance

Applications for grant aid up to a maximum of £500 or 66% (whichever is the lesser amount) of total costs may be considered at the Executive Committee's discretion for sports development activities or initiatives not covered by the above categories.

Application Deadlines

Applications for grant-aid are considered by the Grant-Aid and Finance Sub-Committee of the Sports Council and approved by the Executive Committee. Applications for grant will be considered at meetings of the Executive Committee held in November 08, January, March, June and August 2009 and must be submitted to the Secretary of the Sports Council at least 14 days prior to the Executive Committee meeting.

Note: An application for grant aid which is submitted after the grant aid deadline will only be considered by the Executive Committee in extenuating circumstances.

In order to allow time for grants to be processed applicants should endeavour to submit applications for grant aid at least six weeks prior to the event/course taking place.

Grant Aid Application Forms should be completed and returned to:

The Secretary, Lewis & Harris Sports Council, Lewis Sports Centre,
Stornoway, Isle of Lewis, HS1 2PZ Tel 01851 709194
Fax 01851 709199 E-mail: smunro@cne-siar.gov.uk
Web Address—www.cne-siar.gov.uk/lhsc

The Secretary, Uist & Barra Sports Council, Lionacleit Education
Centre, Lionacleit, Isle of Benbecula HS7 5PJ Tel 01870 603585
Fax: 01870 602053 E-mail: ubsc@cne-siar.gov.uk

D. PRINCE'S TRUST

PRINCE'S TRUST DEVELOPMENT AWARDS

Cash Awards to help young people to access education, training and work.

If you are:-

- * Aged 14-25
- * Looking for the chance to improve your skills or get into work
- * Facing unemployment, homelessness, lone parenthood, or other barriers

The Prince's Trust could give you £50 to £500 to help pay for:

- * Tools to take up a job offer
- * A course to help you get a job
- * Childcare so you can go on a training course
- * Anything else that will help you learn new skills or get into work

PRINCE'S TRUST GROUP MILLENNIUM AWARDS

Cash Awards for groups of young people working within the community

In order to be eligible for a Prince's Trust Group Millennium Award, applicants must:

- * Be in a group of between 3 and 12 young people
- * Be aged between 14 and 25
- * Lack opportunity themselves in some way, e.g. be a single parent, be living in a remote rural area, or have been unemployed for a long time
- * Intend to run their projects as volunteers
- * The project must benefit the community.

For an information pack please contact:
Jane Campbell, Business Advantage, James Square
9 James Street, Stornoway, Isle of Lewis HS1 2QN
Tel: 01851 707318 Fax: 01851 707319
E-mail: jane.campbell@cne-siar.gov.uk

E. TOP 10 TIPS FOR SECURING GRANTS

1. **Match the Criteria**—Most grants are made available for specific types of groups or projects. Before you apply, make sure that your project (and/or your group (s)!) fits the bill.
2. **Use Your Imagination**—A project that is interesting and creative is more likely to win funds.
3. **Meet the Deadlines**—Send your application in good time. If you get the grant, make sure you can do the work in the time expected by the funder, or they might ask for their money back!
4. **Keep the Funder Happy**—Many grants come with conditions. Take them seriously. Most funders will want some acknowledgement of their support, and future grants may depend on it.
5. **Watch your cash flow**—Some grants are only paid after you've done the work.
6. **Match the funds**—You may have to match the funds provided from other sources. Remember to include a valuation of gifts-in-kind and volunteer time.
7. **Fill in the Form Carefully**—Read the form carefully and answer the questions accurately and legibly. A well presented application shows you care about what you are doing. Enclose copies of all documentation requested on the application form. And remember to keep a copy!
8. **Include Relevant Further Information**—If you have further information ask yourself whether the funder needs to know this.
9. **Keep in touch**—Funders need to know how your project is getting on. Some will want a formal report. In any case, send a letter of thanks updating them on progress.
10. **Before you Do Anything Else: DO YOUR RESEARCH**—An ill-thought out application to the wrong funders, at the wrong times, for the sorts of funding they cannot give, wastes time!

NOTES