

# TORUS COMMUNITY FUND GUIDANCE NOTES 2018/19



A partnership between:



## Welcome

### **Please ensure you read this document carefully before completing your application form.**

The purpose of this document is to help you decide whether the aims of your project support our aims and to help you complete the application form.

Torus (GGHT/Helena) is committed to supporting and developing resilient communities and has designed its fund to do this. We will use our fund to help people create, plan, manage and organise their own projects. The purpose is to make a more lasting impact on people's lives and the places in which they live.

Torus would really like to see the changes that are being made so we will ask you to show us how you will achieve them and demonstrate what has been achieved after the project has taken place.

When completing your application form, please assess your aims to see if they match our residents priority for 2017/18, which is:

### **Working with residents to tackle local concerns**

If your project does not meet the above priority, your application will not be considered. There may be another fund that will support your ideas and we may be able to help you with your search or signpost you to a partner organisation.

Torus aims and objectives for the Community Fund are described further in this document.

The community fund has a limited amount of money and the money will be awarded on a first come, first serve basis. Once the fund is spent, it will be closed until the next financial year.

## **WHAT WILL TORUS COMMUNITY FUND SUPPORT?**

The community fund will support the following:

- Activities
- Projects that support resident priorities
- Projects that benefit GGHT/Helena residents
- Projects that enhance GGHT/Helena neighbourhoods and create resilient communities

## **OVERALL AIM OF THE FUND**

The overall aim of the fund is to enhance our neighbourhoods and create resilient communities.

## **PRIORITIES**

We consulted with residents at listening days to highlight the priorities which they felt were most appropriate. Your application will need to support the following priority: working with residents to tackle local concerns.

This priority is to help communities tackle issues which they are facing. For example a group of young families may be struggling to cook and afford healthy food. So an activity may be to organise a cooking healthy on a budget course.

Or you may have found a group of older people who are very isolated and want to organise a way for them to stay in touch with relatives using computers.

## **HOW THE FUND IS AWARDED**

- A sub group from the Community Consultative Forum will assess each application. They will assess the applications against set criteria based on the resident's priority.

- The panel will consist of at least 3 tenant members from the Community Consultative Panel and a Customer Involvement Officer
- The panel will meet at least twice a year. Applications will need to be received at least two weeks before the panel meets or the application will not be considered and will need to be re-submitted.

## WHO CAN APPLY?

Not for profit Community Groups (For example Environmental Groups, Tenants and Resident Associations, Allotment Associations, Friends of, Activity Groups, Youth Groups etc.)

## WHO CANNOT APPLY?

- Profit making organisations
- Statutory agencies (including schools)
- National charities
- Individuals

## HOW MUCH CAN I APPLY FOR?

Grants of up to £500 are available.

The fund does not necessarily have to meet the full cost of your project

In order to apply for a grant for up to £500, your project must

- Benefit people living in GGHT/Helena neighbourhoods
- Support resident priorities
- Be able to clearly demonstrate outcomes

Don't forget to include promotional costs (e.g. posters, flyers, advertisements etc.)

## THE FUND CANNOT SUPPORT:

- Groups with over £5,000 in their bank account or show a deficit to their account
- Retrospective applications after the closing date
- Any predominantly religious or political activity
- The same activity a group may have applied for previously unless outcomes proved worthwhile by panel
- Projects which do not benefit the wider community
- Activities for which funding has already been identified
- For academic research
- Running costs for a group or organisation with the exception of project/activity room hire
- Kit and equipment to existing and established groups
- Trips and Outings
- Parties
- Entrance fee or performance tickets

## WHAT INFORMATION WILL I BE EXPECTED TO PROVIDE?

Additional information to attach to your application:

- **Signed** Copy of your constitution
- Copy of your latest bank statement (**within the last 3 months**)
- Copy of your child protection policy (if applicable)
- Copy of your vulnerable persons policy (if applicable)
- Copy of your public liability insurance
- Copy of quotes and estimates
- Copies of leaflets/flyers

Information to be included in your application:

- Details of any match funding (match funding, although encouraged, is not a necessary condition)
- Equal opportunities of project (how you will ensure all residents get the opportunity to be involved in your project)

- Evidence of need
- Evidence of community involvement
- Evidence of community use
- What outcomes will be achieved
- Tell us how you will advertise that Torus have awarded you a grant (for example how you will display GGHT's / Helena's name and logo as relevant)

## NOTES:

- This is a discretionary fund and the panel's decision is final. We do not enter into correspondence over the panels decisions. However we will, if appropriate, signpost to other funders or advice
- Only electronic applications will be accepted
- You cannot reapply for the same project unless the outcomes have proved worthwhile
- We actively encourage applications for **sustainable**, rather than one off projects
- There will not be any commitment to fund organisations for future years
- Any incomplete application will be returned to the applicant. **We advise you to include your contact phone number or an email address to facilitate this more quickly**
- Volunteers working with children, young people or vulnerable adults on your project should have Criminal Records Bureau (CRB) clearance

## HOW WILL YOU MANAGE YOUR PROJECT?

We may need to know how you will manage your project, tell us about the experience you have and how you will plan your project. This will be an important part of how your application is assessed.

**If you have any more queries contact please email Joanne McMahon or Keith Farroll, at [getinvolved@wearetorus.co.uk](mailto:getinvolved@wearetorus.co.uk)**