

Eric Wright Charitable Trust Small Groups' Funding 2025 in Wyre & Fylde

With match funding from Wyre Council for that part which is to be distributed in Wyre



ERIC WRIGHT
CHARITABLE TRUST

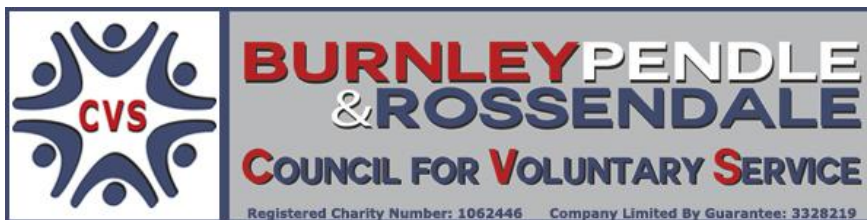
Small Grants Programme

Application Guidance 2025

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Introduction

This Support Pack has been compiled by Burnley, Pendle and Rossendale Council for Voluntary Service (CVS) on behalf of LACVS who have been appointed by Eric Wright Charitable Trust to deliver a community small grants programme. The programme is aimed at local organisations (with an annual turnover of less than £30,000 – within the VCF sector providing activity to address locality community cohesion, reduce social isolation and make a positive difference to the lives and wellbeing of people of all ages.

Aims

Projects should strongly support specific local needs in the following key areas:

- Increasing opportunities to participate in local community action and activity.
- Keeping people well and feeling part of their community.
- Increasing resilience and improving mental wellbeing, enabling individuals and families to cope well, overcome barriers to achieving their potential and increase their skills.
- Support people who are more vulnerable, such as those with long term conditions, who are frail and/or have complex needs.
- Promoting greater partnership working between the community and services, and other VCF organisations
- Reduce social isolation, with a positive impact on health and wellbeing.

Who can apply to the Grant Programme?

The grants are being made available to community projects in Wyre or Fylde. There is a strong focus for small grassroots groups that are providing effective community cohesion programmes.

How much money can groups apply for?

- **There are three tiers to the funding:**
 - **Grassroots grants** – up to £250.00: for un-constituted community groups that are working with Volunteer Centre Blackpool Wyre & Fylde (VCBWF) and the LACVS LOCAL project to help achieve their community engagement activities / events.
 - **Community grants** – up to £500.00: for constituted community groups.
 - **Longer-term community grants** – up to £1000: for constituted community groups who are proposing to deliver a project of 12 weeks or longer.
- **Turnover for your organisation should be less than £30,000** – organisations that have a turnover above £30,000 per annum will not be considered.
- **There will be no appeals or deferred applications** – applications will be either successful or unsuccessful. Unsuccessful applications will receive limited feedback. If unsuccessful you may apply again in further rounds (subject to available funds).
- **New groups** This funding proactively encourages small groups or new start up groups to pilot their ideas. As long as you are working with VCBWF to develop your group, you will be eligible to apply.

VCBWF will help support groups through the application process if required.
All funds awarded must be spent by 30th September 2025.

What can't be funded?

- Activities that promote political and religious messages.
- Activities that commence or equipment purchased prior to confirmation of grant funding approval.
- There is a maximum of 15% spend on capital equipment. Any capital equipment must be 100% related to the delivery of the project. This grant is for delivery community activities / events / services.
- Contribution to core costs / management costs. This small grant programme is for direct community delivery.

For further advice and guidance in completing an application contact:
enquiries@volunteercentre bwf.org.uk tel: 01253 301004

Submitting your application

You can submit your application via email though you will need to post the signed original of the form to Lynn Saggerson, **Volunteer Centre Blackpool Wyre & Fylde**, 95 Abingdon Street, Blackpool, FY1 1PP

Deadlines

There are no deadlines for this funding – awards are made on a first, come, first served basis – when it's gone, it's gone.

For application forms and guidance please visit: www.volunteercentrebwf.org.uk

Procedure for successful applications:

- Written notification of approval is posted.
- Applicant to read and sign the acceptance of the terms and conditions.
- Applicant to return the original signed acceptance to Lynn Saggerson, **Volunteer Centre Blackpool Wyre & Fylde**, 95 Abingdon Street, Blackpool, FY1 1PP.
- On receipt of original signed acceptance, the cheque is processed and posted to the applicant.

Unsuccessful applicants can contact Lynn Saggerson for feedback and support



Small Grants Programme 2025

Application Form

Please read guidance notes

Applicant - Organisation					
Project Name					
Application number				Date Received	
				Amount Req'd (£)	
				Amount offered	
Unsuccessful		Successful			
WYRE			FYLDE		

Please refer to the guidance to help you to complete this form

Section One – Group and Project Details

Name of Group				
Name of Project/Activity				
Where is your group based? (address)				
When was your group established?				
How many people are involved in the group?	Committee		Volunteers	
	Paid Staff		Members	

Grassroots Grant 1

Community Grant 1

Longer-term project Grant 1

Please note: You must have a proven track record of delivering this kind of project before your application for longer-term funding will be considered.

For a Community Grant your group should have a set of rules or a constitution - please supply a signed copy.

New Group? 1

(If you don't have the above, please contact enquiries@volunteercentrebwf.org.uk for support and guidance)

Your group must have procedures to cover equal opportunities and child and vulnerable adult safeguarding

Please enclose a signed copy

(If you don't have the above, please contact enquiries@volunteercentrebwf.org.uk for support and guidance)

1) Annual Turnover

£

Please send a recent copy of your accounts

Signature

Name in Block Capitals

Position in Group

Signature	Name in Block Capitals	Position in Group

Section Two – Contact Details

(Section Two is confidential and will be used for administrative purposes only – please see disclaimer below)

Contact Name <i>Details of the person who is able to discuss this application.</i>		
Contact's position within the group		
Address of contact (if different from group address)		
Postcode		
Preferred contact Please enter your preferred method(s) of contact	Email	
	Home	
	Work	
	Mobile	
Group Bank/Building Society Name		
Address		
Postcode		
Cheques payable to:		

In accordance with GDPR the data you have provided will be stored safely and securely in VCBWF file storage. The purpose of this data is for VCBWF to access group/organisation details, including contact details, to determine the award of funding and inform of the decision. Your records are completely confidential and only VCBWF staff and relevant volunteers will have access to them. We are required to share this data with the named funder for monitoring and evaluation purposes. No information will be shared with other third parties without prior agreement. VCBWF will store this data no longer than our funder's requirements. To view your rights as the Data Subject please visit VCBWF privacy policy at www.volunteercentrebwf.org.uk Printed copies available on request.

Section Three – Project Details

1) Name of project / activity.

2) What is your project / activities / event going to do?

3) How long will your project run for? E.g. how many sessions/weeks

4) Who & how many individuals will benefit from the project/activity?

5) How many volunteers will support your project?

6) What problems in your community will your project help to address?

7) Where and when will the project/activity take place?

8) How will you know the grant has made a difference to the people your project will be supporting?

9) If you are applying for a Grassroot Grant, how are you working with Volunteer Centre Blackpool Wyre & Fylde?

10) Additional Information

11) Which district will your project be delivered in?

WYRE

FYLDE

Both

Section Four – Financial Details

Please provide a detailed breakdown of how the grant will be spent and enclose any evidence of money needed, e.g. estimates, quotations.

Please note only 15% of the overall costs are permitted to be capital spend and only 5% of the total costs are permitted for management costs

ITEM	COST	
	£	P
How much money do you require in total to provide your project/activity? (A)		
How much money are you requesting from Eric Wright Charitable Trust Fund? (B)		
If A is greater than B, where will the additional funding come from?		

Section Five – Signposting Consent

The nature of your project will, from time to time, require referrals and partnership working. Please sign here to give VCBWF permission to share your given details with relevant third parties, only in connection with your project/group activities.

Signature

Date:

Section Six – Equal Opportunities Monitoring Form

Name of Organisation

Location of Activities

The above-named organisation is set up to develop and promote voluntary/community/faith sector activities. We recognise that, in our society, both groups and individuals have been, and continue to be, discriminated against. Therefore, we aim to secure genuine equality of opportunity in ALL aspects of its activities. The following statement aims to ensure that no group or individual receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

The above-named organisation opposes discrimination on the grounds of age, race, gender, status, sexual orientation, religion, disability, marital status, income or circumstances, language, HIV or other health related issues, and ALL forms of direct or indirect discrimination that restricts or hinders the promotion of equal opportunities. The organisation is committed to achieving equal opportunities in all aspects of its existence, by compliance with, and in the spirit and ethos of equal opportunities legislation.

Signature

Date

Eric Wright Charitable Trust Grant

DECLARATION, please ensure **two non-related people authorised to sign on behalf of your group sign the application form.**

I confirm that the information contained in this form is accurate.

Name in block capitals		
Signature		
Position in group		
Date		

Application Checklist

Have you included the following with your application?	Yes	No
A fully completed application form		
Your group's rules or constitution (Community Grant Only)		
Your group's annual accounts/financial breakdown/forecast		
Your bank account has at least two unrelated signatories		
A copy of your group's Safeguarding policy		
All other relevant documents		

Please return your completed application form to:

Lynn Saggerson

Eric Wright Charitable Grants.

Volunteer Centre Blackpool Wyre & Fylde

95 Abingdon Street, Blackpool, FY1 1PP

E-Mail: Lynn.Saggerson@blackpoolvolunteers.org.uk

Tel: 01253 301004

Eric Wright Charitable Trust

Acceptance & Grant Conditions

This document outlines the terms and conditions that apply to all grants awarded from the Eric Wright Charitable Trust Fund. By signing the declaration on this form, you are agreeing to adhere to these terms and conditions.

Your grant application has been approved but cannot be released until you have signed and returned the form to us. The form must be completed by the Grant Contact, the person named on your application form.

Eric Wright Charitable Trust Fund Conditions

1. We (the group to which the grant was awarded) will use the grant exactly for the purpose for which it is awarded against our application.
2. We will maintain appropriate records.
3. We will obtain any necessary insurances and permissions for our activities and conform to all relevant requirements in English law, for example those relating to health and safety, data protection, equal opportunities, and anti-discrimination legislation.
4. If our activities involve working with children, young people or vulnerable adults we will carry out appropriate level of Disclosure and Barring Service (DBS) checks on all paid staff and volunteers (including directors/trustees/management committee members) who are in direct contact with our children, young people or vulnerable adult service users. We will only allow such people to take part in our activities if the results of these checks give no reason to believe that the subject of these checks might pose a risk to members of our client group. We accept that if our activities involve children, young people or vulnerable adults we will ensure that we have appropriate safeguarding policies and procedures in place before carrying out any such activities and that these are followed.
5. **We will spend the grant by 30th September 2025.** If we are or suspect, we will be unable to do this we will notify Volunteer Centre Blackpool, Wyre and Fylde as soon as possible.
6. If we receive an over-payment of the grant, we will notify the VCBWF as soon as it is discovered and repay the over-payment promptly.
7. **We will comply with all monitoring and evaluation requirements.** An Interim update report will be submitted by 31st March 2025. The end of grant evaluation form will be accompanied by copies of **all** receipts.
8. We will record the grant separately in our annual accounts and keep all financial records, including receipts and make these available to VCBWF.
9. We will co-operate with VCBWF and Eric Wright Charitable Trust as our funders and always comply with its grant procedures and guidance.
10. We will acknowledge LACVS LOCAL Project, BPRCVS, VCBWF and Eric Wright Charitable Trust as funders in any publicity.
11. We will contact VCBWF in writing immediately if:
 - (a) We become aware of anything that might affect our ability to meet any of the conditions outlined in the application.

- (b) We become aware of anything that might affect our ability to carry out the purpose of our grant.
 - (c) We discover that any of the information we have provided to VCBWF in connection with this grant is untrue, incomplete, or misleading in any way.
12. We recognise that VCBWF has the right to terminate, suspend, withhold, or reduce this grant or ask for some or all of it to be repaid, in the following circumstances:
- (a) If we do not keep to the conditions outlined in this document and any other conditions relating to the award and all monitoring and evaluation requirements.
 - (b) If we do not complete the activities in the time stated.
 - (c) If the application forms are completed dishonestly or any supporting documents are false or contain misleading information.
 - (d) If any member of our governing body, staff or volunteers acts dishonestly or maliciously in their work for us at any time during the period of the grant.
13. These terms and conditions will apply until we have spent all the grant and our Monitoring Form in respect of this grant has been approved by VCBWF, apart from paragraphs 3, 7, 9, 12(a), 12(c) and 13 which will continue in force.
14. All monitoring and evaluation evidence will be submitted to VCBWF within 30 days of the end of the grant.

Declaration of intent

- I confirm the group (we) named on this form has authorised me to confirm the acceptance of this grant and that we are able to comply with the grant conditions outlined above.
- I confirm that there are at least two signatories for our bank account(s), that these signatories are not related and that at least two signatures are required to make payments or withdrawals from our bank account(s)
- The answers to the questions on this form and on the application form to which this form relates, together with any other information submitted by us in connection with this application, are true.

I have read and agree to the terms and conditions of the grant fund as set out on this form and in the offer letter.

Accepted on behalf of:

Organisation Name

Signed:

Please also print name:

Position in organisation:

Date: