

Winter Grants Guidance notes

Background

Sargent Electrical is a leader in electrical innovation. Based in East Yorkshire, they employ local people and invest in the local community through its work with the HEY Smile Foundation.

In addition to the wide range of community initiatives Sargent is involved with, twice a year they distribute small grants. The aim of these small grants is to enable small charities or community groups / not for profit organisations to initiate or deliver activities, which benefit the health and wellbeing of people living within Hull and East Yorkshire.

This round of winter grants will provide funding of up to £250 to benefit the elderly and / or children and young people.

Who can apply for a small grant / donation?

In order to apply for this current round of funding the eligibility criteria is:

- > Be a charity / voluntary group or not for profit organisation
- > Have a written set of rules, governing document or constitution (copies should be available on request)
- > Have been in operation for at least one year
- > Have an annual income of less than £50,000
- > Work for the benefit of the local community in Beverley and Surrounding Areas
- > The activity / event needs to be in relation to events or programmes that are taking place Jan – March 2017.
- > Funding request should not be for more than £250 per activity
- > Funding to be used before 31st March 2017

Applications will close at midnight on Wednesday 7th December.

What do we require from you?

- > A complete application form (supporting documents available upon request)
- > Publicise Sargent's support to your activity; via local media, social media and your beneficiaries
- > After the event / activity return a monitoring form detailing the difference the small grant has made to your group or community

Send all completed application forms to:

Sarah Shepherdson, HEY Smile Foundation, 61 Queens Gardens, Dock Street, Hull, HU1 3AE

Or email them to: ss@heysmilefoundation.org

If you have any queries regarding the Sargent Electrical small grants please call Sarah Shepherdson on 01482 590270, no communication will be accepted or responded to by Sargent Electrical directly.

**Winter Grants
Application form**

In order to apply for a Sargent small grant or sponsorship donation you must meet the following eligibility criteria:

Section One - About your Organisation

1.1 Organisation details	
Organisation Name	
Main contact	
Address	
Postcode	
Telephone Number	
Email address	
Website address	

1.2 When did your organisation start? (Month and Year)

1.3 What type of organisation are you? (Tick as appropriate)	Tick box
Charity (please state charity number):	
Non for profit organisation, voluntary or community group	
Other, if yes please specify:	

1.4 Bank account confirmation	Tick box
Please tick to confirm that you have a bank account in the name of the organisation above. (If a small grant is awarded cheques cannot be paid to individuals)	

1.5 Please describe the overall aims and objectives of your organisation and the activities or services your organisation provides.

Section Two - About your grant application

2.1 What is this grant for? (Please tick one)	Tick box
A new activity	
Existing activities	
One off event	

2.2 Is this grant for beneficiaries in: (Please tick all that apply)	Tick box
Hull	
East Riding	
Both	

2.3 If your project has start and finish dates, enter them below. If not, please provide details about the period the funding will cover.

Project start date / funding details:

Project finish date / funding details:

2.4 Please provide details of what activities will be delivered by the grant and an indication of how many people will benefit from your project.

2.5 Please provide a brief overview of who the beneficiaries of your activity will be.

2.6 Please provide a brief explanation as to the need for your proposed activities / project & the impact you feel it will have.

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Section Three - Funding required (Maximum £500 elderly, £250 children and young people)

3.1 What is the total project?

£

3.2 How much money are you applying for?

£

3.3 What other monies have been secured?

£

3.4 Please confirm if you have secured other funding to date for this activity and whom this is from. (For example core funds, other grants, corporate support, local council etc.)

I have secured other funding to date (please tick box if you have)

If yes, who is this funding from:

3.5 Budget breakdown summary		
Budget heading	Detail of expenditure	Cost
	Total:	

Section Four - Health and Safety

4.1 Please confirm that you have a health and safety policy. (Copies must be provided upon request)

Yes		No	
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4.2 If appropriate to the planned activity, please confirm that you have a child protection policy and / or vulnerable adult policy. (Copies must be provided upon request)

Yes		No	
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4.3 If applicable, please confirm that all people who will be working with children are CRB checked.

Yes		No	
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4.4 Can you confirm you have in place suitable and sufficient insurance in respect to beneficiaries and as legally required? (Copies must be provided upon request)

Employers Liability Insurance:			
Yes		No	
Public Liability Insurance:			
Yes		No	

4.6 Please advise how this project will ensure equality and diversity are considered when recruiting beneficiaries to your proposed project.

Section Five - Declaration

The person completing this form and a member of the organisations management committee must sign the declaration below.

Please check that all sections of the form have been completed, read the following statement and sign below. We confirm that the information in this form is correct. If a Sargent grant is awarded, it will only be used for the purpose given and according to any conditions specified.

We understand that we will be liable to repay the grant in full if it is found that any of the information supplied is incorrect or if any grant monies that may be awarded are not used as indicated in this application form.

We understand that if a grant is awarded, we may be expected to work with Sargent Electrical and the HEY Smile Foundation to publicise the project, activity, or event, as well as providing information on the progress of the project, including case studies to demonstrate the impact of the award.

Signature	Print name	Position	Date signed