

Coventry University Community Grant Application Guidance Notes

1. INTRODUCTION

Coventry University is keen to work with voluntary and community organisations to develop new and innovative activities that build positive relationships between the University and communities in Coventry. The City-University Initiative, based at the Centre for Trust, Peace and Social Relations, aims to raise aspirations, improve social mobility and promote good social relations.

The Fund aims to support voluntary and community organisations to develop projects and activities that encourage and improve social relations, involve volunteers and take place in areas near to Coventry University where there is a high student population. The Fund offers the opportunity for organisations to test out new and innovative ideas whilst being supported by Coventry University staff and/or students.

2. AIMS

The Coventry University Community Grant aims to:

- Support voluntary and community organisations so they are better able to test out new ideas
- Build relationships between the University and the communities near to where the University is based
- Share learning and good practice between sectors
- Increase the number of Coventry University students and staff engaged in activities that help support communities

3. CRITERIA: What activities and projects are eligible for funding?

- a) Activities that promote a sense of wellbeing within communities and that enhance existing relationships and/or create new opportunities to respond to needs in a collaborative way.
- b) Activities that are based near to Coventry University in areas with a high student population.
- c) Activities that promote and encourage volunteer involvement.
- d) Activities that are able to demonstrate a significant and measurable impact.
- e) Activities that tackle social inequalities.

4. WHO CAN APPLY?

You can apply for a Coventry University Community Grant if:

- a) You are a third sector organisation such as a voluntary or community group, charity or residents association.
- b) You are a credible and well run organisation. At a minimum you will need a written governing document (for example, a constitution, set of rules or trust deed), at least three unrelated people on a management committee or governing body.

- c) You are running a project or activity that will benefit Coventry residents.
- d) Organisations of any size can apply and we are keen to receive applications from a range of different organisations.

Projects will need to be completed within 12 months of receiving the funding and will be asked to provide quarterly progress reports.

If the amount requested is only part of the full cost of the project or activity, you should be able to prove the remaining funding should already be in place.

5. HOW TO APPLY

Complete the application form and return it to Voluntary Action Coventry before the deadline. Applications should be submitted by email to s.ogle@vacoventry.org.uk or by post to Sue Ogle, Voluntary Action Coventry, 29 Warwick Road, Coventry, CV1 2ES. An email will be sent to confirm receipt of electronic applications but not postal application.

6. MONITORING AND EVALUATION

The Coventry University Community Grant is a new approach to collaborating with communities that has not been piloted before. All funded projects will be required to provide information about how their funding was spent and what happened as a result of the project.

Projects will also need to complete short quarterly reports and a final end of project report, plus all receipts/invoices/evidence of all expenditure.

We will write to all successful projects to let them know exactly what information is required and will also provide support to help you with this.

7. DATES AND DEADLINES

The deadline for applications is 10am Monday 22nd June 2015.

8. HOW TO GET HELP

Both Coventry University and Voluntary Action Coventry are committed to providing support to organisations to develop projects and applications that meet the criteria. We are keen to work with you if you need this.

9. HOW TO CONTACT US

If you have any questions or need help then please contact Sue Ogle at Voluntary Action Coventry, Tel: 024 7622 0381 or email: s.ogle@vacoventry.org.uk