

## Coventry 4 Good Grant Application Round 3 Guidance Notes

### 1. INTRODUCTION

The Coventry 4 Good Grant Fund provides small grants to local good causes within Coventry. This is the third round of the Coventry 4 Good Grant which is funded entirely from donations raised by our fantastic volunteers and supporters at events, activities and through on-line giving.

The grant programme aims to support small voluntary and community organisations with an income of less than £30,000 p.a. to buy resources or to deliver activities that benefit communities in need in the city.

### 2. AIMS

The Coventry 4 Good Grant aims to:

- Support local good causes in Coventry to deliver community activities and services which help those most in need

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

The funding is open to voluntary and community groups, local charities, and other not for profit organisations with charitable objectives based in Coventry.

Grants can be used to enhance and enable your group's projects and activities. For example; to buy new toys for a parent and toddler group, pay for room hire or catering to continue the running of a luncheon club or towards hiring a minibus to take care-home residents on a daytrip.

In this round grants are available up to £200.

As fundraising support for Coventry 4 Good continues and we generate sufficient levels of funds we will open up further funding rounds.

### 4. WHO CAN APPLY?

You can apply for a Coventry 4 Good Grant if:

- a) You are a third sector organisation such as a voluntary or community group, charity or resident's association.
- b) You are a credible and well run organisation. As 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 benefits Coventry residents/environment.
- d) You have income of less than £30,000 p.a.

Delivery of activity will need to be completed within 3 months of receiving the funding and you will be asked to provide a short report on the impact of the funding to your organisation/beneficiaries.

## 5. HOW TO APPLY:

Complete the application form and return it before the deadline to [info@coventry4good.org](mailto:info@coventry4good.org) alternatively via post to:

Coventry 4 Good,  
Voluntary Action Coventry,  
29 Warwick Road,  
Coventry, CV1 2ES

An email will be sent to confirm receipt of applications received electronically, however receipt of postal applications will not be confirmed.

## 6. MONITORING AND EVALUATION

All funded projects will be required to provide a short report (one side of A4 max) on what the money was spent on and the impact of the funding.

Have a look at the Coventry 4 Good website [www.coventry4good.org](http://www.coventry4good.org) to see what activity was funded in the last round.

Grant recipients must consent to having information about their award publicised on the Coventry 4 Good website and in publicity material.

## 7. DATES AND DEADLINES

The Coventry 4 Good Grant will open to applications on 14<sup>th</sup> December 2017.

All applicants must submit their form by **10am Wednesday 31st January 2018**, applications received after this time will not be considered.

Successful applicants will be invited to attend a presentation event on 14<sup>th</sup> February 2018.

## 8. HOW TO GET HELP

The Funding Advice and Group Support Officer at Voluntary Action Coventry can provide support to organisations to develop applications that meet the criteria. Please note support to members will be prioritised, details of how to become a member of VAC can be found on the website [www.vac Coventry.org.uk](http://www.vac Coventry.org.uk)

## 9. HOW TO CONTACT US

If you have any questions then please contact the Coventry 4 Good team:

Tel: 024 7622 0381 or email: [info@coventry4good.org](mailto:info@coventry4good.org)