



Prosper

Prosper Small Grants

GUIDELINES FOR COMPLETING THE APPLICATION FORM

Please answer all questions as clearly as possible. As part of our appraisal, we may ask for further documentation or request a visit to your project. If you have any queries, please contact us on 01924 373 500.

The deadline for all completed applications is 12.00 noon on Wednesday 31st July 2024 and the grants committee will meet in August. Please don't wait until the deadline to apply! If you are successful, we will contact you requesting further information. If you are not successful, we will let you know but, as a small organisation, we are unfortunately not able to provide detailed feedback to each applicant.

Organisation Details

Please provide us with full contact details of someone who is available during the day to answer any queries, by phone or email.

Under Type of Organisation, please provide relevant details i.e. charity/company number, type of community organisation. In some cases, you may be asked to send us a copy of your constitution as part of our assessment.

1. Main aims/activities

Use this space to tell us what your organisation does. Please include details such as: when you were established; which part of the Wakefield District you are based in; if you own or rent your premises; how many trustees, staff and volunteers you have; what kind of services/activities you offer and how frequently (daily, weekly etc).

2. Finance

Organisations should prepare annual accounts/financial statements every year. Please provide the date for your most recent set of accounts. From this information, please provide your total annual income and total annual expenditure for the year in question.

3. How much are you requesting from WDHCS?

The minimum grant is £500.00

4. Purpose of the grant (500 words max)

Please tell us what you would like to do with the grant, and how it matches the criteria for the fund. If you are asking for general running costs, please link them to a specific area of your work. If you are asking for project/activity/service costs tell us – where the activity will take place, what type of activity is it (event, training etc), what key elements are involved i.e. use of premises, any transport requirements, is it a pilot/new activity or have you run it before?

- a. If this a continuation of services or a repeat project, please provide some evidence and/or evaluations as to its success and its impact on the service users
- b. If this is a new initiative, please provide evidence of its need. Are there similar projects? Is there a gap in provision either in entirety or just for a specific group?

5. Breakdown of costs

Please provide a breakdown of the costs of the project/activity/requirements. If your application to Prosper Wakefield district is part of a bigger project or piece of work, please tell us more about the project and how this portion fits in.

6. Beneficiaries

Please describe which target groups/people the project is aimed at. Under target groups please provide further details such as their age, if they are men/women/children or all age groups, if they come from a specific community or social group. In the second column, please state which area they are based in. this can be by postcode or ward etc. In the third column, please advise approximately how many might benefit directly from this grant. And in the final column please tell us about any specific support they have that your project might provide.

7. How will the funding be managed?

Please advise who will oversee the management and expenditure of the funds and how you will monitor progress.

- a. Please also tell us how you will assess the success of your project and evaluate its impact. This might be through: Data collection (qualitative, quantitative); quotes

and questionnaires from beneficiaries; interviews with beneficiary's/family members/carers; through photos or film.

8. Timescales

Please tell us when you would like to start the activity covered by this fund and how long it will last for. Please note, the panel may take up to 6 weeks from the deadline for each grant scheme before a decision is confirmed so your project start date should not be before then. If you have any key milestones, please provide a brief description here.

9. Sustainability

Please advise as to how this project or service will be sustained once the grant is used. How do you intend for it to become self-sufficient? Please share what you hope will be the legacy of this project or service.

10. Terms and Conditions of the Grant

Please read the terms and conditions of the grant

11. Declaration

The details in this section need to be of someone who is duly authorised by the organisation to submit the application. This may be a paid member of staff, trustee, committee member etc. It does not need to be the same as the person named under Organisation Details above as they need to be someone who knows/understands the details of the project you are seeking funding for.

For queries in relation to this grant funding opportunity, please contact:
info@prosperwakefielddistrict.org or call Kath Lindley on 07576 952527 or Helen Fahey on 01924 373500