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AMCT Seed Grants

Priority: grants for BAME groups based in Newham who support communities with Health and Wellbeing.

Guidance Notes:

Who can apply?

Grants are open to small BAME community groups and charities that have an annual income of £10,000 or less based.

Groups have to be in Newham and the organisations work benefits Newham residents with a focus on supporting and promoting health and well-being within the community.

Our expectation is that all groups receiving a Seed Grant will make use of the support available from the Aston-Mansfield Fitter Finance team to help their organisation to grow and become more sustainable.

What kind of activities can Seed Grants support?

Seed Grants can support any activity that helps a group of people to gain improved health and well-being and assist unfunded groups to take an important step forward in its development.

For example, a Seed Grant could be used cover expenditure such as

* purchase equipment to help with the activity of your group such as IT equipment to provide virtual services to be more connected and support vulnerable people.
* volunteer costs
* printing your group’s first publicity material
* paying for office rental
* carrying out a survey or meeting on local health and well-being needs or capturing the impact on BAME communities.

These are only suggestions – if you can explain why you need a Seed Grant; your group can request anything that helps you to start up or strengthen their activities.

How much can we apply for and how many Seed Grants are available?

Groups can apply for up to a maximum of £1000

We expect to be able to offer 12 Seed Grants in 2021

How to apply?

Organisations must complete a Seed Grant application form and submit it with

* A copy of the group’s constitution if you have one
* A list of contact details, including telephone numbers, of all management committee members.

Applications can be downloaded from our website --------------------------and then forward by e-mail: Send to: [**FFP@aston-mansfield.org.uk**](mailto:FFP@aston-mansfield.org.uk)

How will the successful grantees be monitored?

The monitoring of Seed Grants is very straightforward – all we will ask is that funded groups provide us with an End of Grant Report. This should include a description of how the grant was spent, confirmation that the grant has been spent in full and copies of receipts for all expenditure.

Understanding the Application Form

SECTION 1 – About Your Organisation

Your organisation’s contact details

We need to know how to contact the person in your organisation who will be able to answer questions about your application form. Please give contact details including the full name and address of your organisation, the name of the person filling in the form, their position in the organisation and their contact details.

Do you have a set of rules or constitution?

If you have a set of rules or constitution, you need to include a copy with your application.

If you are newly formed and have not yet finalised this important document, please speak to the Fitter Finance Team who can help you to adopt a set of rules that is relevant to your group.

Do you have a bank account in the name of your group?

If you have a bank account in the name of your organisation, please complete section 4 of the application

If your organisation has not yet set up a bank account in its own name, please speak to the Fitter Finance team who can give you guidance on how you to apply for an account.

Have you received any funds before, such as grants, contracts or company sponsorship?

What does your group do?

Please give a description of what your organisation does and what activities it currently provides.

If you are a newly formed group, please explain why your organisation was set up and what needs or issues your activities hope to address.

When did your organisation start?

Please put down when your organisation was formed, even if this was initially as an informal group.

Your management committee

The management committee are the people responsible for taking decisions for your group. Please let us know how many people are on your management committee.

SECTION 2 – Your project or activity

This is your opportunity to tell us why you need a Seed Grant and what difference it would make to strengthening your group and helping it to grow

You should also explain exactly how you would use a grant to support the work of your organisation.

SECTION 3 – Your project or activity’s budget

How much money are you applying for?

We need to know how much money you want, up to a maximum of £1000. Please do not include any other expenditure above this amount.

Details of how you plan to spend your Seed Grant

You need to explain how you will spend a grant from us if your application is successful.

Please set out the different things you plan to spend the grant on and explain how the costs for each have been calculated (there is an example on the form).

Remember to make sure that your total budget adds up.

SECTION 4 – Your bank account details

Your bank account details

Please provide details including the account name, your bank or building society’s name and address and the account number and sort code.

Your bank account must be set up so that at least two designated signatories (usually management committee members) – who are not related to each other – must sign all cheques. Please provide details of all signatories.

If your application is successful, we would expect all payments from your Seed Grant, other than basic petty cash, to be made either by cheque or BACS payments from your account.

SECTION 5 – if another group is accepting a grant on your behalf

Section 5 should ONLY be completed if another organisation has agreed to accept funding for you.

Details of another group that has agreed to accept the grant

Groups that have not yet managed to set up an account can get another voluntary organisation to accept approved funding on their behalf.

The organisation should be experienced in managing finances and they will be contacted to discuss their experience in handling money. They will be expected to have a minimum of two people to sign cheques and to report the Seed Grant in their annual accounts, a signed copy of which must be submitted to the Fitter Finance team

SECTION 6 – Declaration

Please read the Declaration and make sure that you understand the terms and conditions of the grant. This section needs to be signed by the person completing the application form and by a member of the management committee (preferably the Chair, Secretary or Treasurer)

SECTION 7 – Checklist

The Checklist is designed to help you ensure that you have included all the information necessary for us to make an informed decision on your application.

This includes the extra information to send with the application form: your group’s rules or constitution, if you have one, and a full list of all the names and addresses of members of your management committee or steering group.

Where to get help with completing your application

If you need assistance with completing the Seed Grant application contact the Fitter Finance team Email: **FFP@aston-mansfield.org.uk**