



Westfield Learning Community Trust Grants Scheme

Applicant Guidance Notes

Introduction

These guidance notes provide all the information you need to apply for funding from the Westfield Learning Community Trust (WLCT). They should be read in conjunction with the grants scheme application form.

What is the purpose of the WLCT grants scheme?

The WLCT vision is to help build a strong and vibrant Westfield community where people enjoy life, support each other and fulfill their potential. In pursuit of this vision our work involves:

- Connecting people - to each other, to the city of Sheffield and to the wider region
- Encouraging people to be positive, outward looking and forward thinking
- Supporting people to aspire to succeed in life in all its forms
- Helping people to enjoy positive health and well being
- Encouraging people and organisations to work together in the pursuit of common goals
- Empowering people to make a positive contribution to community life
- Building a community committed to providing a sustainable environment for future generations

The WLCT grants scheme provides financial support for organisations and individuals who share our vision and ambitions and want to work with us to make these a reality.

How does the grants scheme operate?

Grants of between **£50 - £250** are available to support projects that contribute to our ambitions. Funding applications will be assessed according to the following criteria:

- Does the project have a convincing rationale?
- Is there a clear need for funding?
- Is the applicant organization providing any funds of its own to support the project and/or in-kind support?
- Is there evidence of partnerships with other organisations, including partnership funding?

- Is there evidence of innovation and creativity in the approach?
- Is the project likely to deliver sustainable impact for individuals and for the local community?
- Is there a plan for sustainability beyond the initial funding period?

All projects need to be completed within a period of 1/2 years (12-24 months).

What will the grants scheme pay for?

A list of eligible and ineligible items is provided below.

Eligible items	Ineligible items
Event, activity or performance costs	Pre-project and project application costs
New equipment or materials	Major capital items, e.g. land, buildings, refurbishment, landscaping
Training costs	Legal fees
Pilot projects	Day to day running costs
Setting up a new group/club/teams	Existing activities or events
Volunteer expenses	Fundraising activities
Session leadership costs, e.g. sports coaches, activity leaders	Routine repairs and maintenance
Transport costs	Ongoing staff costs
Publicity and promotion	Political or religious activities
	Alcohol
	Costs that directly benefit individuals

Who is eligible to for funding?

The following organisations / individuals can apply for funding:

- Voluntary and community organisations using Westfield School or Sports Centre
- Schools in the Westfield Family of schools
- Individual Students attending on of the Westfield Family of Schools

Applicant bodies will need to demonstrate that they are fit for purpose by providing evidence of the following:

- A governance document, e.g. written constitution, confirmation of legal status etc.
- A bank or building society account
- Annual accounts

How do we apply for funding?

You need to complete the WLCT grants scheme application form and return it to:

Westfield Learning Community Trust Grants Scheme
Westfield School
Eckington Rd
Sothal
Sheffield
S20 1HQ

What are the reporting requirements?

All funded projects are required to provide an end of project report using the template provided. Additional evidence and information can be provided at the applicant's discretion. Successful applicants may also be asked to publicize their projects via local media and in so doing provide appropriate acknowledgements to WLCT.

Can we apply for funding more than once?

Yes - on completion of the project and following receipt of a satisfactory end of project report you can apply for additional funding for a new project or an extension to the existing project.

How are funding decisions made?

We aim to assess each application equally and fairly and in an open and transparent manner. The WLCT grants panel meets regularly to assess project applications and make funding decisions. Projects are assessed on the quality of the application in relation to the eligibility criteria. To

inform funding decisions the panel may occasionally invite a project representative to attend a panel meeting to discuss the project in more detail.

What do we do if we need further information?

Please contact the WLCT grants administrator Adam Anderson at Westfield school at the above address or on 0114 2485221