



Coneygree Community Grant Fund for Ledbury and District 2011 – 2012

GUIDANCE NOTES

1. Introduction

The Coneygree Grant program in Ledbury and District is jointly administered by Community Voluntary Action Ledbury and District and Herefordshire Community Foundation. In the first year of this grant (2011/12) Community Voluntary Action will deal with administration, grants panels, awards and monitoring of grants and support. From the second year (April 2012) onwards Herefordshire Community Foundation will deal with administration, grant panels, awards and monitoring and CVALD will deal with outreach and support needs relating to this grant.

The purpose of the Coneygree grant is to support local community and voluntary groups to provide care and fellowship to individuals and rehabilitate those with mental or physical health problems through their activities. There is special focus given to groups working with older people.

For the purposes of this program 'smaller' is defined as a group that has a turnover of less than £30k per annum.

Grants can be of between £250 - £500 and no group can receive more than maximum allocation in total over the total period of the program e.g. a group could have a grant of £250 in 2011, a further £250 in 2012 but would not be eligible for any further funding in 2013.

2. Eligibility for Coneygree funding

Applicant groups should: -

- Be a voluntary or community group, locally managed and mainly volunteer led,
- although it is not essential to be a registered charity.
- Have a governing document and a management committee
- Have been established and active 12 months before application.
- Have an average annual turnover of less than £30k over the last 3 years (or over the life of the group if shorter)
- Be connected with and/or meeting the needs of the local community.
- Be working in Ledbury and District and the application should be relevant to the area.

We are not able to consider applications from: -

- Statutory organisations

- Regional or local offices of a national organisations
- Party political activity
- Commercial ventures
- Organisations that are for the sole benefit or relief of animals.

Examples of what can be funded are: -

- The purchase of equipment, like a computer, oven, furniture
- The costs of putting on a local event or workshop
- Staff costs to enable the employment of individuals
- Contribution to rent costs (related to activities/service delivery)
- The cost of attending a conference or event
- Training for volunteers
- Activities to support community activity
- Activities that meet an identified need in the local community

These are only examples and we expect that Coneygree Community Grants will be led by the needs of the local groups and local people.

3. The application process

There are is an application form. The form should be reasonably self-explanatory but applicant groups are encouraged to access the free outreach and support service offered by Elizabeth Pimblett elizabeth@voluntaryactionledbury.org.uk and Abbie Mason abbie@voluntaryactionledbury.org.uk of the REACH project.

This could include: -

- Discussion regarding eligibility
- Help in creating a constitution
- Commenting on draft application forms
- Advice regarding training or other funding opportunities
- Etc!

Applications will be assessed by a grants panel and the applicant informed of the decision within two weeks of the panel meeting.

4. Contact information

If you wish to discuss an idea for an application then please contact us.

- All completed Applications forms and associated documentation should be sent to: -

**Chief Executive Officer
The Coneygree Community Grant Fund
Community Voluntary Action Ledbury & District
The Old String Works
4B Hill House
Bye Street
Ledbury
HR8 2AA**