



## COMMUNITY GRANTS GUIDANCE NOTES

The Rotary Club of Bolsover welcome applications from community groups or charities working in the communities of Bolsover, Barlborough, Shuttlewood, Staveley, Stanfree, Scarcliffe, Elmtun, Brimington, Clowne, Calow, Scarsdale, Glapwell, Doe Lea, Bramley Vale for a grant of up to £500 from our social grants fund. The notes below will guide you in preparing your application form.

- 1) This should be the name of your Organisation or Group, not the name of the project
- 2) Here you should include the name of your Project, idea, or initiative.
- 3) Please tell us the address of the building where your project will take place. If your project is not based in a building please name the area or estate that your project will take place in, for instance: 'Bolsover Castle Estate, Clowne Village'. If your project has a building and street base please indicate both.
- 4) In less than 200 words please describe what your project is, include the activities/events you will undertake.
- 5) Please describe the equipment, events, etc. that you would like the Bolsover Rotary Community Grant to pay for, also complete the table outlining the spending you intend to do for your project and be sure to include funds obtained from elsewhere. We would strongly suggest trying to match fund your Social Fund Grant with Cash or In Kind. In kind match funding can be the amount of time that you are putting into the project as volunteers. The maximum grant we will award is £500 and we may choose to part fund your project.
- 6) Bolsover Rotary Community Grant will NOT provide funding for equipment/costs that have already been paid for.
- 7) Please indicate here why the project is needed in your community. Our organisation is willing to fund projects that are of Social Benefit to any section of your community. You must be able to demonstrate why this project or action is needed in your area, what gap is your project filling?
- 8) Please indicate here how you have identified this need; this can be through statements from potential beneficiaries, through LOCAL statistics, through consultation in the community, or through information gathered during Community Organising projects.

9) Please indicate how many people you expect will benefit from your project, be realistic. Also indicate which area you expect your beneficiaries will come from, for instance: 'I expect my project will benefit around 100 people, I expect that around 80% of those beneficiaries will be from Carr Vale, with another 20% being made up of other Bolsover residents'

10) Please indicate here how you expect your beneficiaries, your organisation, and the wider community will benefit from your project. How will this project make a difference?

11) Bolsover Rotary grant will award grants by cheque or BACS and, therefore, will only pay grants out to organisations that have a bank account in the name of their organisation. **We will NOT consider paying community grants into personal accounts.** If your organisation does not have a bank account please contact us to discuss this.

12) You must provide TWO contacts from within your organisation whom we may contact to discuss the project idea. Preferably these contacts will NOT be related.

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#### Grants Panels Processes and Dates

Completed application forms should be sent to the following email address [communitygrants@bolsover-rotary.org.uk](mailto:communitygrants@bolsover-rotary.org.uk) or posted to the Secretary, Rotary Club of Bolsover, 37 Barton Street, Clowne, Derbyshire, S43 6RS

A Committee of the Bolsover Rotary Club will review your application and then seek Club approval for those they recommend. We will aim to let you know if you have been successful with 4-8 weeks of receiving your application.

If you have been successful you will:

1. be required to complete a short monitoring form after your project with proof of your expenditure including receipts.
2. Be required to meet members of the club to talk to them about you project.

If you have any further enquiries about your application please contact [communitygrants@bolsover-rotary.org.uk](mailto:communitygrants@bolsover-rotary.org.uk) or ring 07974 173732.