

## Grant Application Form – Part A

### Section 1.0 – All about you

1.1 Name of your organisation Stroud Valleys Woodcraft Folk

1.2 Organisation Address details

Address Ln1			
Address Ln2			
Address Ln3			
Post Town	Stroud District	Post Code	
Main Phone		Email	
Web Address	<a href="http://www.stroudwoodcraft.org.uk/">http://www.stroudwoodcraft.org.uk/</a>		

Main Contact Person (these are the details that will be used for correspondence purposes)		Second Contact Person	
Title	xx	Title	xx
Forename	xx	Forename	xx
Surname	xx	Surname	xx
Role	Fundraiser and Woodchips Chair	Role	Chair
Daytime Tel No.	xx	Daytime Tel No.	
Evening Tel No.	xx	Evening Tel No.	xx
Fax No.	n/a	Fax No.	n/a
Mobile No.	xx	Mobile No.	xx
Email	xx	Email	xx
Address Details (if different from Org address)		Address Details (if different from Org address)	
Ln1	xx	Ln1	
Ln2	xx	Ln2	
Ln3		Ln3	
Town	xx	Town	
Post Code	xx	Post Code	

1.3 When did your organisation start? 13 years ago

1.4 What type of organisation are you? (Tick as appropriate)

A registered charity, if yes, please give your number \_\_\_\_\_

A limited company. If yes please give your number \_\_\_\_\_

Unincorporated club or association

Community Interest Company

Part of a larger regional or national organisation.

Other: Please specify: we are a local group affiliated to the National organisation Woodcraft Folk but this does not make us a "local organisation of a National Organisation" as your criteria excludes

1.5 Staffing and volunteers

How many of each of the following are involved in the organisation (Numbers) :

Full time Staff / Workers	0	Members	250
Part Time Staff / Workers	0	Volunteers and Helpers (all ages)	70
Management committee	5 + group reps	Volunteers and Helpers (under 25 years)	8

1.6 Please describe the overall aims and objectives of your organisation and the activities or services your organisation provides

Stroud Valley Woodcraft Folk (SVWCF) is part of the wider national Woodcraft Folk and shares their aims and values. Woodcraft Folk defines itself as “an educational movement for children and young people, which **aims** to develop self confidence and activity in society, with the **aim** of building a world based on equality, friendship, peace and co-operation”. Woodcraft Folk have existed for over eighty-five years (Charity number in England & Wales 1073665 & in Scotland SC039791, more information is on [main woodcraft folk website](#)).

SVWCF is a District organization for all the Woodcraft groups in the Stroud District. We are affiliated to the national organization and share the same principles and values. However we are independent in that we make our own decisions about how the group should run, manage our own finances, have our own local policies and procedures, etc (We share the same child protection policies as National WCF and all members are CRB checked). SVWCF’s **objective** is to coordinate Woodcraft activities across the Stroud District. (Woodcraft is not literal (!) we do not do woodwork, it refers to a connection to nature).

SVWCF provides **activities** and a sense of community for young people aged 0-20 across the Stroud District area.

Through regular activities, games and play, we encourage co-operation, democracy, peace and friendship and care for the environment. We discourage any form of discrimination whether it be on the grounds of race, gender, sexual orientation, beliefs or ability. We foster inclusivity and cooperation. We are run by parent volunteers who support each other and run the group together, under the coordination of the District.

The programme of activities includes regular meetings (based on age bandings), inside or out, plus a yearly youth camp, bonfire and community days and action days for the environment. Activities vary according to age range:

Age groups are as follows:

Under 6’s:	Woodchips (1 large group in SVWCF)
6-9’s	: Elfin (2 groups)
10-12’s	: Pioneers (2 groups)
13-16’s	: Venturers (1 group)
16-18’s	: DFs (District Fellows) 8

In total SVWCF have 250 children on their database.

To give more of a feel for **activities** for this wide age range of children, please see our accompanying annual report document.

1.7 Average income per year over last 3 years (or since the organisation started).

£ 7392 per annum

1.8 Have you previously received grant funding from us or any other funder? Yes / No  
(The Cooperative Group provide some ongoing funding to pay towards some Halls and activities, it does not cover all our expenditure)

1.9 Are you seeking other funding for this project Yes / No

1.10 Are you applying to more than one Local Funder for a Grassroots Grant? Yes / No

If yes, please provide details.



### **Capacity Building to improve delivery of current activities**

SVWCF was started 13 years ago and run happily by parent volunteers for many years. Over the years, though it has grown and really has become too big for the level of organisational structure and coordination that it requires. We would like to reach out to all families in the Stroud District area who may be interested in running groups, but we need to improve our organisational processes to cope with this. We believe we could become financially sustainable if we underwent a period of capacity building and had a few months of paid for coordination and support time (ongoing coordination could then be paid for through a variety of means as described below). Some short term payment for some of the activities we run, including starting a new Elfins group from those on our waiting list, would also help us to develop the capacity we needed for the future. A period of reflection and review would help us overcome feelings of burnout or negativity, inevitable with organisations that have been around for some time and give us a renewed sense of stability and purpose.

In particular we would like to achieve the following:

- Review current systems and processes, in consultation with all children, young people and families involved in SWVCF and WCF HQ to see what is working well and what isn't (managed by an expert in organisational change / capacity building)
- Develop our processes, policies and procedures, IT systems, budgeting and support materials (for running and starting groups, for expectations of district level roles, etc) based on the feedback from the consultation, with support from an expert in organisational change.
- Review budgeting and opportunities for both income and processes to realise that income and cost reduction (e.g. finding cheaper halls or persuading the council to supply some halls for free / reduced cost).
- Develop marketing materials and our channels of outreach to underrepresented members of our community, including disabled children, children from low income parts of our community and any ethnic minorities (although the demographics here are fairly "white British")
- Hire and train a paid, contracted coordinator and develop a system of support and accountability for that role
- Payment for the new Autumn term of activities where relevant

We feel this intense period of activity and capacity building cannot be generated from the current group of more committed volunteers, but the offer of payment will enable us to move forwards.

- 2.7 Explain how you know that people in your community want this project/activity and what evidence have you collected to demonstrate this

The need for capacity building and renewal are demonstrated in the many conversations to this effect which are recorded on our Google group mailing lists and the minutes of our district meetings (which are on our website under development: <http://www.stroudwoodcraft.org.uk/>) (Evidence: we can share these minutes and email trails (with names hidden))

The need for new groups are confirmed by the waiting lists generated by word of mouth alone: 30 for Elfins and 27 for Woodchips. (Evidence: we can share our waiting lists with names hidden)

The need to improve our outreach and diversity is also included in minutes of district meetings. The Allsorts Coordinator (for special needs across Stroud District) has indicated strong interest in finding ways to bring parents and families together, from the Allsorts grouping and SVWCF. (Evidence: we can share minutes and emails exchanged)

How we go about the change and what change people want to see – this requires a consultation period, for which we are applying for funding for.

2.8 Please explain how the people or community accessing your services are disadvantaged and tell us about the issues they face. (e.g. low income, lack of facilities, lack of opportunity)

The main disadvantaged group that we serve are the children and young people of Stroud, who lack facilities and opportunities to be involved in out of school activities (especially those that they have a strong say in running). There are also many low income families in our groups, as evidenced by payment at a reduced rate for certain activities. We also wish to increase our outreach to those from low income communities and disabled children, as well as reaching out to families in difficulties (for example we have started liaising with the women's shelter)

It is worth noting in Stroud district:

-25% of year 10 girls say they don't do any out of school activities

-41% of secondary school students do not feel they have any, or have very little influence over the way their schools are run (SVWCF is very much an opportunity to take part in something you feel you can influence)

-Young people involved in anti-social behaviour in Stroud commonly reported to the Neighbourhood wardens that Boredom was a key reason for their behaviour.

-SVWCF have had several items of press and public profile for their positive activities, which help overcome the common view that "young people are a nuisance" including:

-Planting 350 trees at Thistledown environmental centre

-Fundraising for a District Fellow to go to Copenhagen Climate summit

-Taking part in climate action day

-Building bee habitats

-Planting Bulbs with Stroud valleys Project

2.9 Please outline the benefits or outcomes that you expect to achieve as a result of the funding.

Outcomes / benefits:

- A comprehensive set of documents, uploaded to our website on our policies, procedures and processes along with a communications plan, leading to better informed and coordinated participants and management committee
- An increased understanding of what parents and children want from the groups and commitment to contribute to the running of groups, a sense of renewal and positivity
- A clear understanding of channels of outreach to underrepresented groups, development of relationships and plans for increasing our outreach
- A paid for coordinator (part time contractor)
- A new Elfin group
- Funding for Autumns' activities
- Sustainable funding model developed through budgeting and planning
- We will see a doubling or more of children in the SWVCF and a more diverse group, but not by Dec 2010- this will take of order 18 months following our organisational change.

2.10 Please explain how you will collate, measure and report the benefits you describe in Question 2.9

The person hired to oversee the organisational development will be asked to benchmark our current practice against other WCF groups and measure our improvements. They will also collate and report on the achievements made through the process:

- A comprehensive set of documents (there will be of order 12 documents available – provided in a final report by the hired capacity builder)
- An increased understanding ... of renewal and positivity (measured through the consultation and communication process, reported by hired capacity builder )
- A clear understanding of channels of outreach to underrepresented groups, development of relationships and plans for increasing our outreach (documented)
- A paid for coordinator in post (part time contractor)
- A new Elfin group (serving up to 30 children)
- Funding for Autumns' activities (reported through annual report process)
- Sustainable funding model developed through budgeting and planning (reported by capacity builder)

2.11 How do you see this project/activity progressing after this funding comes to an end or do you see this as a one off project/activity?

The project is needed to help us be more sustainable and is a one off activity. Our funding then should become more sustainable, as we would be able to:

- increase our income from subs paid and collected (£1.50 per session per child)
- raise ongoing monies from Coop group
- decrease some costs following review

Therefore the salary for a coordinator would carry on being paid for out of further income streams that are “guaranteed” (subs and Coop Group).

To clarify, there would be a period of operational review concurrent with coordination of activities (we can't just stop!), so the coordinator would focus on organising meetings, setting up a diversity training day, setting up a new Elfin group, etc.

### Section 3.0 - Who will benefit

**3.1 Approximately how many beneficiaries will there be** \_\_1000\_\_

**3.2 Primary beneficiaries**

Enter into the box below a single option from the list below. This should represent the primary beneficiary group who will benefit from this grant

It really is three groups- Early years, children and Young people (also 18-20 year olds) we have groups covering all of those and there isn't a focus on one age group over another.

Other Beneficiary groups who will benefit, (please tick all that apply)

<input checked="" type="checkbox"/> Early Years (0–4)	<input checked="" type="checkbox"/> People with general health issues	<input checked="" type="checkbox"/> Families
<input checked="" type="checkbox"/> Children (5 – 12 )	<input checked="" type="checkbox"/> People with learning difficulties	<input type="checkbox"/> Carers
<input checked="" type="checkbox"/> Young People (13 – 18)	<input checked="" type="checkbox"/> People with physical disabilities	<input checked="" type="checkbox"/> Local residents
<input checked="" type="checkbox"/> Young Adults (19 – 25)	<input checked="" type="checkbox"/> People with mental health difficulties	<input checked="" type="checkbox"/> People in Rural Areas
<input type="checkbox"/> Adults (26 – 65)	<input type="checkbox"/> People with weight / obesity issues	<input type="checkbox"/> People in Urban Areas
<input type="checkbox"/> Seniors (+ 65)	<input type="checkbox"/> Alcohol / Drug Addiction	<input type="checkbox"/> Refugees / Asylum Seekers
<input checked="" type="checkbox"/> NEET *	<input type="checkbox"/> Homeless people	<input type="checkbox"/> Migrant workers
<input type="checkbox"/> Long term unemployed	<input type="checkbox"/> Ex Offenders and Prisoners	<input checked="" type="checkbox"/> Men
<input checked="" type="checkbox"/> Disadvantaged / Low Income	<input type="checkbox"/> Lesbian, Gay, Bi-sexual & Transgender groups	<input checked="" type="checkbox"/> Women
<input checked="" type="checkbox"/> Lone parents	<input type="checkbox"/> BME groups **	

	Others (please state)
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\* Not in Education, Employment or Training      \*\* Black and Minority Ethnic

### 3.3 Primary ethnic group

Enter into the box below a single option from the list below. This should represent the primary ethnicity group that will be addressed by this grant

White British – because of the local demographics, however we are welcoming to all ethnic groups and will undertake outreach to those less represented groups
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Other ethnic groups who will benefit (please tick all that apply)

White		Mixed		Asian and Asian British		Black or Black British		Chinese or other group	
<input checked="" type="checkbox"/>	British	<input checked="" type="checkbox"/>	Black Caribbean and White	<input checked="" type="checkbox"/>	Indian	<input checked="" type="checkbox"/>	Caribbean	<input checked="" type="checkbox"/>	Chinese
<input checked="" type="checkbox"/>	Irish	<input checked="" type="checkbox"/>	Black African and White	<input checked="" type="checkbox"/>	Pakistani	<input checked="" type="checkbox"/>	African	<input checked="" type="checkbox"/>	Any Other
<input checked="" type="checkbox"/>	Eastern European	<input checked="" type="checkbox"/>	Asian and White	<input checked="" type="checkbox"/>	Bangladeshi	<input checked="" type="checkbox"/>	Other Black		
<input checked="" type="checkbox"/>	Gypsies & Travellers	<input checked="" type="checkbox"/>	Other Dual Ethnicity	<input checked="" type="checkbox"/>	Other Asian				
<input checked="" type="checkbox"/>	Other White								

### 3.4 Primary issues

Enter into the box below a single option from the list below. This should represent the primary issue that will be addressed by this grant

Supporting family life
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Other issues addressed, (please tick all that apply)

<input checked="" type="checkbox"/>	Arts and Culture		Health and Wellbeing	<input checked="" type="checkbox"/>	Social Inclusion
<input checked="" type="checkbox"/>	Community Support and Development.		Housing		Social Services and activities
	Counselling/Advice/Mentoring		IT / Technology	<input checked="" type="checkbox"/>	Sport and Recreation
	Crime	<input checked="" type="checkbox"/>	Poverty and disadvantage		Supporting family life
<input checked="" type="checkbox"/>	Disability and Access issues		Racial and Cultural Integration		Transport Issues
	Education and Training		Religion	<input checked="" type="checkbox"/>	Volunteering
	Employment and Labour		Rural issues		
<input checked="" type="checkbox"/>	Environment/Recycling/Renewable energies		Social Enterprises		
	Others (please state) social awareness, environmental and cooperative education for young people 0-20				

### 3.5 Primary Age group

Enter into the box below a single option from the list below. This should represent the primary age group that will benefit from this grant

As stated before, we do not have a primary age group, it is 0-20

Other age groups affected, (please tick all that apply)

<input type="checkbox"/>	Early Years (0-4)	<input type="checkbox"/>	Young People (13 – 18)	<input type="checkbox"/>	Adults (26 – 65)
<input type="checkbox"/>	Children (5 – 12)	<input type="checkbox"/>	Young Adults (19 – 25)	<input type="checkbox"/>	Seniors (65+)

**Section 4 - Project Budget**

4.1 What is the total project cost £  5100

4.2 How much has been raised so far £  100

4.3 How much money are you applying for: £  5000

4.4 Spend profile,  
**Please note:** 2010 - 2011 is the final year of the Grassroots funding programme – all grants awarded in this year must have been fully spent by 31 December 2010.

4.5 Budget breakdown summary (incl. VAT)

Please provide a breakdown of costs under the following headings:

Type of Cost	Total Project Cost	Requested Amount	Details
<b>Staff costs</b> e.g. salaries	£5040	£2016	For one year, 1.5 days per week, support for 1 <sup>st</sup> Sept – Dec 31 <sup>st</sup> period requested (rest to be raised as described in section 2.11) (@80pd x 1.5days x 42weeks)
<b>Volunteer Costs</b> e.g. travel, lunch expenses training			

<b>Operational/Activity costs</b> e.g. equipment or venue hire, food/refreshments, childcare	£100 £15	£100 £15	Register new Elfins group  First Aid kit for new group
<b>Office, overhead, premise costs</b> e.g. rent, postage,telephone/fax, heating / lighting	£160  £250 £600	£160  £250 £600	Equipment lock up storage  Hall hire new elfins  Hall hire current groups
<b>Capital cost</b> e.g. computer equipment, photocopier	£100 £150	£100 £150	Craft materials  Replacement camping equipment (Tressle tables, pans, serving spoons etc, chopping boards)
<b>Publicity cost</b> e.g. designing and printing publicity material			
<b>Other costs</b> Capacity building support Coordination review support	£750 £960	£750 £859	<b>@£250 pd for 3 days</b> <b>@£80 pd for 12 days</b>
<b>Total</b>		5000	

# Grant Application Form – Part B

## Section 5 – Bank details

Do you have a bank account in the organisation's name Y/N

If so please enter the details below

Account Name: \_\_\_\_\_ Stroud Valleys Woodcraft Folk \_\_\_\_\_

Bank / Building Society

Bank \_\_\_\_\_

Bank / Building Society Address \_\_\_\_\_

Sort Code

	x	x	x		
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Account number

x	x	x	x	x	x	x	x
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## Section 6 - Accompanying Documentation Checklist

- A bank statement from the last 3 months.
- Copies of cost estimates, as appropriate.
- Policies (as applicable – eg Child Protection, Vulnerable Adult, Health & Safety, Equal Opportunities policies)
- Annual Report (if applicable)
- Proof of income and expenditure for the last 3 years ( a copy of your accounts for the past 3 years is best).
- Your organisation's set of rules / terms of reference / constitution
- Signed and completed application form
- Names and addresses of all management committee members, with cheque signatories identified.

## **Section 7 - Declarations and Referees**

### **Declaration<sup>1</sup>**

*It is essential that you understand and agree to sign up to the following statements. Please note that if you leave the organisation or can no longer fulfil your responsibilities, or someone else takes over responsibility for the grant on behalf of the organisation, you must inform us immediately.*

Our signatures confirm our acceptance of the conditions below.

- We agree to abide by the terms and conditions of the grant as they are set out in the application form and the accompanying guidance.
- We certify that the information contained in this application is correct and that we are authorised by the organisation to accept these conditions on their behalf.
- If successful we will not use the grant for any other purposes, other than those specified, without first receiving authorisation from the Community Foundation.
- We agree to participate in monitoring, auditing and evaluation relating to this fund as detailed in the guidance.
- We will keep the receipts for any payments made with this grant and will send copies of the receipts along with an End of Grant Report to the Community Foundation at the end of the project.
- We will account for the grant separately in our organisation's annual accounts. We will send a signed copy of these to the Community Foundation once they are ready.

### **Organisation Chair or Secretary**

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_

### **Committee member**

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Independent Referee**

You must provide us with details of an independent referee.

Your referee must be a person with a professional or public position whose status we can check. They must be completely independent of your organisation but know its work well and know about the project for which you are requesting funds. Please do not give the details of a relative, friend, partner another member of the group, or anyone who would benefit from a grant being awarded to your project.

All information provided will be kept in accordance with our data protection policies.

Title: \_\_\_\_\_ Full name: \_\_\_\_\_

Profession/Job title: \_\_\_\_\_

Organisation name/Employer: \_\_\_\_\_

Business address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Mobile Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

How long have you known the organisation?      Years      Months

Please describe the nature of your relationship with the applicant.

I know this organisation and I have read and support this request for funding. I am willing to be contacted to discuss this application and also comment on any grant awarded.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_