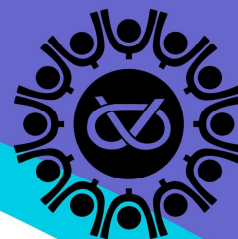


STAFFORD DISTRICT VOLUNTARY SERVICES

Stafford's Group Development Fund



Stafford District Voluntary Services (SDVS) is able to give out small start-up and expansion grants to newly-developing voluntary and community groups.

The limited fund is given out in small one-off grants (max £500) to groups in the Stafford Borough area, to be used by those groups to start-up their activities and/or initially develop their services.

SDVS hold and administer the fund thanks to Stafford's Local Delivery Board, and decisions on applications are taken by a Steering Group made up of representatives from Public and Voluntary organisations in Stafford Borough.

SDVS have a 'key' role in assisting applicants to this fund. If you need help, please ask!

Please read the entire form before you start completing it.

After signing, please return the application form to: The SDVS Development Coordinator, Stafford District Voluntary Services, 131-141 North Walls, Stafford, ST16 3AD

For more about possible funding opportunities, register for our online Funding Forum at www.sdvs.org.uk/funding_forum

General information about making applications:

Your group should be a newly-formed Voluntary or Community group, or a similar "not-for-profit" organisation. Your group does not have to be a Registered Charity, but charitable and/or community aims should be its main emphasis.

If you are not sure if your group is eligible, please ask us.

The broad purpose of the fund is to help enable new voluntary and community groups in the Stafford Borough area to become established or better established. We may consider applications where your established group needs to grow from its existing size or purpose; again, if you are not sure please ask us.

Here are some examples of what we might fund:

- a) Letting fees for rooms, for your first meetings or activities.
- b) Leaflets or first publicity about your group and your ideas.
- c) Initial training for new committee members and/or volunteers.
- d) First set of equipment to help set up the group or for your activities.

However, these are our ideas – be creative! Anything that helps your group get established or better established can be considered by the Steering Group.

Once your application is received, the SDVS Development Coordinator will make contact with you to discuss your group's development needs. This assistance is available to you even if you are unsuccessful or decide not to continue with this application.

Our Development Coordinator will complete a brief report for the Steering Group that will be submitted along with your application form and you will receive a copy of this report.

There may be other areas of support or funding that are also available to your group and our Development Coordinator can assist you with those as well, if you want.

The total fund available at the present is £5,000. The Steering Group meets regularly to assess applications, but if you are unsuccessful, it may be that the total sum has already been allocated. If any further funding is made available by Stafford's Local Delivery Board and you have not yet received a grant, you are welcome to ask to be reconsidered in the future.

General conditions of the grant:

Your group would normally have no other sources of funding currently available.

The maximum amount you can apply for is £500.

In most circumstances, the grants are awarded for immediate need and cannot be paid unless the money will be spent within the following 6 months. If that presents you with difficulties, then please contact us and make that clear in your application.

Once your group has been successful in apply to the Development Fund, you cannot apply again. Unsuccessful applicants are welcome to re-apply, but ask us for details why you were unsuccessful; we can assist your re-application.

SDVS is accountable to the Local Delivery Board for expenditure of this public money. All grants are made on the understanding that your group will keep simple accounts and retain all receipts and documentation relating to spending the grant. Your group will permit an authorised representative of SDVS to inspect these receipts and other records for audit purposes, given reasonable notice in advance.

Your group will adopt and maintain equal opportunity and anti-discriminatory practices.

Your group will keep to the requirements of Health & Safety legislation, as applicable.

Any grant made is not transferable to any other group or person.

Any grant made can only be used for the purpose stated in your application.

If it is established that your group's costs for the purpose stated are less than the grant awarded, your group will immediately refund the difference to SDVS.

Your group cannot use any part of the grant for the publication or promotion of any material designed to affect public support for any political party or group, or for any illegal or proscribed activities.

Within reason, your group will bring the "Stafford Group Development Fund" to the attention of your group's users and that information you give out to the public acknowledges the assistance given by the Fund.

It is expected that your group will assist the SDVS Development Coordinator in our production of a final report on expenditure of the grant, provide any appropriate comments on the success (or otherwise) of your group and the benefits derived from this grant.

The Steering Group's decision about all applications is final.

Closing date for applications for this quarter:

24th November 2008

Closing date for applications for NEXT quarter

12th January 2009

STAFFORD DISTRICT VOLUNTARY SERVICES

Group Development Fund - Application Form - PLEASE USE BLOCK CAPITALS

The group applying for a grant.

If the name of your group is not the same as for the Bank Account show below, you must give us a clear explanation why they are different:

Name of your group:

Aims of your group: *Why does your group exist? Who are you trying to help?*

Is your group affiliated to, or part of any national body?

If YES please tell us here:

Y

N

What do you want to use the grant for?

Please be as detailed as you can, with specific information on costs.

Total grant requested: £

Is there a specific date when you want the grant paid? Date:

Information & details of the contact person who will be dealing with correspondence on behalf of the group/organisation.

Name:

Address:

Postcode:				Daytime phone:			
Email:							
Bank details: <i>If approved, payment will be made to the Bank Account specified here. If you have any difficulties with this, please contact SDVS.</i>							
Name of Bank							
Branch Address							
Name of Account							
Account number (8 digits):							
Bank Sort Code (6 digits):			-----			-----	
Names and addresses of signatories to the account (up to 3):							
1.							
2.							
3.							
Your group's agreement							
We certify that the group's development needs and the bank details given above are correct and that the proposed grant will be spent for the requested purposes only.							
We undertake that if a grant is made, the group named above will fully comply with all conditions set out above and agrees to be bound by them							
Signature of applicant:				PRINT name of applicant:			
Date of signing:				Position in group (Secretary, Chairman, etc.):			
We certify that the signatory shown here is authorised by the group named above to sign this application on the group's behalf.							

Please send the completed form to:

The Development Coordinator, Stafford District Voluntary Services,
SDVS Centre, 131-141 North Walls, Stafford, ST16 3AD.

If you have any queries, or need any help or guidance on completing this form, please call SDVS on 01785 606670 Fax: 01785 606669 Email: development@sdvs.org.uk.

For more information about SDVS, see our website at www.sdvs.org.uk

For more about our online Funding Forum, see www.sdvs.org.uk/funding_forum