



Foundation Grant Scheme

About the Grant

W0061



delivering promises, improving lives

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0345 8 507 507 (Text Relay calls welcome)

(calls to OneCALL may be recorded for training purposes)



communications@wdh.co.uk

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1. Introduction



The aim of the scheme is to provide small grants for WDH tenants to help them enhance their individual development.

This guide is intended to provide information and guidance to applicants on how to apply for a grant.

The guidance outlines the:

- aims of the scheme;
- who can apply;
- what we will fund and what cannot be funded; and
- how to apply.

It is important that you read all the sections of the guide to ensure you meet the eligibility criteria before submitting your application.

2. Aims of the WDH Foundation Grant Scheme

The aim of the WDH Foundation Grant Scheme is to make a real difference to individuals in our communities by helping with educational support or to further their career or employment opportunities. Funding can be used to fund a college or training course or to pay for childcare to enable further individual development.

Each application is considered on its own merits; however the application form needs to demonstrate how the grant would help to:

- improve your work opportunities;
- increase your learning potential;
- take part in training courses to enhance your knowledge and skills;
- increase involvement in the community; and
- show innovation and creativity.

3. What can a grant pay for?

The **maximum** grant awarded to any individual is **£500**; this is to ensure that a number of individuals can benefit from funding. You can submit more than one application a year providing the maximum amount awarded does not exceed £500 in any one year.

The Foundation Grant can be used in a variety of ways to enhance personal development; some examples of how the funding could be used are detailed below:

- to cover the cost of a training or college course to enhance career prospects or personal development;
- to fund the cost of childcare to enable continuation of education or attendance on a training course; and
- pay for equipment needed to support learning and development

Please be aware that WDH **cannot guarantee** to fund the maximum amount requested, therefore applicants must make sure that they have other arrangements in place to cover the balance of funding needed as it is necessary to provide receipts for the full amount of the project.

4. What cannot be funded?

The aim of the scheme is to award grants to individuals living in a WDH home and to benefit individual needs, therefore the following are **ineligible** to apply for grants:

- applicants not residing in a WDH property;
- groups;
- commercial businesses and sole traders;
- registered companies, partnerships or mutual (with the exception of those that can demonstrate they are not for profit); and
- individuals directly involved with a WDH employee.

Foundation Grants will not be considered for:

- electrical equipment such as laptops, mobile phones or printers;
- running costs (which do not relate to the personal development of an individual) such as rent, rates, utilities, printing, stationery, salaries, insurance, postage, phone, broadband, routine repairs and maintenance, loan or interest payments;
- events or activities that happen or start before the grant is confirmed – **no projects will be awarded funding retrospectively**;
- costs incurred by the individual when putting together the application;
- fundraising activities, including events, for your organisation or others, general appeals or sponsorship;
- projects or activities that the state has a legal obligation to provide;
- purchase of alcohol;
- VAT that you can recover;
- travel, subsistence or accommodation expenses, except in relation to educational activities;
- any individual deemed to be in breach of WDH's Diversity and Inclusion Policy; and
- previous unsuccessful applicants, where the grant has been considered by the panel, within the same financial year, unless the panel make a specific recommendation that they are eligible to reapply.

5. Criteria for application

To be eligible for consideration for a Foundation Grant, applicants must be able to fulfil the following requirements:

- provide proof of your current address;
- explain what the grant will be used to fund and why it will benefit your learning and personal development;
- demonstrate how the grant will **help you achieve** your career or education goals and how this is likely to benefit you in the future;
- provide details of the proposed timeframe for completion of the project and detail how this will be achieved;
- take responsibility for being involved in the application form and set out an explanation of the actions you are taking to be **successful in your proposal**;
- provide full details of the course or project such as costs, duration and prospectus;
- provide evidence in support of your application including three quotes (where applicable) or research on the specific project; and
- commit to working with a WDH Community Employment Advisor (where appropriate) if you are successful in obtaining a grant.

Where any monies are owed to WDH or there are conduct or behaviour issues reported against the applicant then the application will be rejected. Each application will be taken on its merits and assessed on an individual basis.

WDH and the Foundation Grant Panel reserves the right to refuse any application at it's own discretion.

Financial requirements

- Where the overall cost of the project exceeds £500 the applicant must be able to demonstrate where the additional funding will be obtained from and that obtaining it will not delay their proposal.
- Where other funding has been received or applied for this must be specified on the application form. Grants will not be made where an application has been made to any other organisation for the same items.
- A grant will not be considered where there is evidence that a previous grant has not been used satisfactorily.
- The grant funding **will not** be paid directly into the applicants bank account, any monies awarded will be paid directly to the third party provider or supplier.

WDH cannot guarantee an application will be successful or that the full amount applied for will be awarded.

Value for money

WDH is committed to providing value for money in all its services, ensuring that the maximum benefit is achieved from the resources available. It is essential that applicants demonstrate that their proposal provides good value for money.

When validating any grant application, consideration will be given to the following.

- Does the application represent value for money in comparison to the benefits and outcomes described?
- Is there an appropriate balance of quality, cost, resources, and fitness for purpose, timeliness and convenience which together would constitute good value for money?
- Are costs realistic and clearly itemised to identify where the monies would be spent?
- Has the value of any goods or services been compared against alternative organisations or suppliers?
- Is there evidence of good planning and a well-managed application?
- Will the proposal meet the needs of the individual and will it deliver what it is being funded to do?
- Can the applicant demonstrate that monitoring systems are in place to demonstrate their achievements, such as attendance registers or award certificates?

It is important to provide as much information as possible to allow the Foundation Panel to make an informed decision. If the panel believe further information is needed to support the application, they may delay their decision or they may reject the application.

Diversity and Inclusion

WDH is committed to ensuring diversity and inclusion and therefore, the application should have these aims.

6. Monitoring and evaluation

- Monitoring and evaluation forms **will** be requested and should be completed and returned upon request.
- Grants awarded **must be** used as specified in the Grant Application Form. If there are any changes to the application once the award has been issued, WDH **must be** informed immediately. In the event of a change, the grant award will be reviewed by WDH and funding may be repayable.
- Should the course of the individual dissolve, WDH should be notified and any unused grant should be repaid or equipment still remaining returned to be redistributed in the community.

7. How to apply

- Please read all supporting information and the funding criteria carefully before completing an application form to make sure you and the project is eligible.
- Complete an application form using the guidance notes provided, ensuring that all requested information is included.
- Send the application to us within the stated time frame as the table on the next page shows, taking into account the deadlines for applications, to either:



by post

WDH, Corporate Services,
Merefield House, Whistler Drive, Castleford,
WF10 5HX



by email

foundation@wdh.co.uk

- Receipt of the application will be confirmed within seven working days and it will then be validated against the scheme criteria.
- If the application form or supporting evidence are incomplete the application will be returned for the missing information to be provided. If we do not hear from the applicant within 30 days we will assume that the application has been withdrawn and close our records.
- If the application fails to meet the validation criteria the applicant will be notified in writing of the reasons why.
- If an application is validated against the scheme criteria, it will be presented at the next Foundation Panel meeting.
- If the Foundation Panel award a grant it will be conditional on the applicant signing and returning an offer form and accepting the terms and conditions of the grant. On receipt of signed offer form funds will be made available to the third party supplier.
- As part of the funding the applicant must (where appropriate) agree to work with a WDH Community Employment Advisor who will assist in their search for employment.
- Payment of funding can only be made to a third party supplier or provider; successful applicants are required to provide accurate payment information to ensure funding is not delayed.
- The WDH Communication Team may contact successful applicants to arrange appropriate publicity. Any publicity regarding the grant awarded must acknowledge WDH.
- If the application is not successful we will write to you telling you of the reasons why. The reasons given should be considered carefully before applicants decide whether to apply again.

Data Protection

The information supplied is required in order to assess the grant application. The information will be shared with appropriate WDH employees and Foundation Panel members. If the application is successful, details of the grant may be provided to members of the public as part of the publicity.

Deadline for application

Deadlines for the receipt of completed Foundation Grant applications to be submitted to the Foundation Panel meetings in 2017/2018 are as follows.

Deadline date
13 January 2017
14 April 2017
14 July 2017
13 October 2017
12 January 2018

Please note that if your application is incomplete at the deadline it may not be considered until the following Panel unless it is an exceptional case.

You will be notified of the outcome within six weeks of the deadline date.