**Livv Housing Group**

**Christmas Small Grants Scheme Guidance**

**What will the Christmas Small Grants Scheme fund?**

The Christmas Small Grants Scheme offers funding to support local organisations whose projects and activities will help people in Knowsley over the Christmas period.

The Scheme will fund the **‘food element’** of projects and activities. This could include costs associated with providing food hampers, lunch clubs or Christmas dinners for isolated individuals. Funding can also support the **‘food element’** of low cost or free community activities or celebrations.

We **CAN NOT** fund:

* Fundraising activity
* Promotion of religious or political causes
* Food purchases for activities that would have happened anyway (e.g. a buffet for a weekly bingo session)

Priority will be given to projects and activities that operate in neighbourhoods where Livv has most homes.

**Application Guidance**

Please read the application guidance before you apply and ensure all sections are completed in full.

**Alternative and Accessible Formats**

Sometimes there may be reasons why people find it difficult to apply for a grant. If you experience or anticipate any barriers with our application process, require help to make an application, or access the guidance information provided, please contact us to discuss the type of support we can provide.

**Application Deadlines**

The deadline for applications is **11th November 2022** with all grants awarded by the **21st November 2022**. Livv Housing Group will inform the main contact on your application form via email to inform them of the award decision.

Applications should be sent by email to [enquiries2@livvhousinggroup.com](mailto:enquiries2@livvhousinggroup.com)

**Christmas Grant Scheme Guidance**

**Section 1 – About Your Organisation**

**------------------------------------------------------------------------------------------------------**

In this section we want to know some basic information about your organisation.

1. **What is the name of your organisation?**

*This should be the name of the organisation that is applying for funding and should match your governance documents and your bank statements.*

1. **What is the address of your organisation?**

*Please provide the full address, including the postcode, of your organisation.*

1. **What type is your organisation?**

*Please tell us what type of organisation you are? The Christmas Small Grants Scheme is open to all voluntary, community, faith and social enterprise organisations operating in Knowsley.*

*We will* ***NOT*** *fund:*

* + CICs limited by shares
  + Individuals
  + ‘For profit’ organisations

1. **Charity Registration Number**

*If you are a charity, please provide the charity registration number.*

1. **Company Registration Number**

*If you are a company, please provide the company registration number.*

1. **Main Contact**

*This should be the key person in charge of the project or activity. This person should be able to talk to us about the project and provide us with further details if required.*

1. **Main Contact Home Address**

*This should be the main contact’s home address if the organisation is not a registered charity or company.*

1. **Main Contact Telephone Number**

*This should be the main contact’s telephone number. It can be a landline or mobile number.*

1. **Main Contact Email Address**

*This should be your main contact’s email address where we can send important information.*

1. **Proof of Identification**

*If your organisation is not a registered charity or company, and you are successful in your application we will require further proof of identification.*

*We will require:*

* *A form of ID of the main contact.*
* *The home address and a form of ID for a second contact.*

*(The second contact should be a named person on your governing documents e.g. your constitution and should be a signatory for your organisation’s bank account.*

1. **What does your organisation do?**

*Please provide a brief description about your organisation. What is its purpose? What does it do? Where does it operate?*

**Section 2 – About Your Project**

**------------------------------------------------------------------------------------------------------**

In this section we want to know information about your project.

1. **What is the name of your project?**

*Please use a short name with no acronyms.*

1. **Tell us about your project.**

*Please tell us about your project using no more than 300 words. Tell us what you want to do, and how you will do it.*

1. **Where will your project be delivered?**

*Priority will be given to projects that operate in areas where Livv Housing Group has most homes.*

*If your project will be delivered from a venue, please tell us the name of the venue and its address including postcode. Please tell us where the beneficiaries who will access will come from?*

*If beneficiaries do not need to access a venue, (for example support it provided to beneficiaries at their homes), please detail the area that your project will cover.*

1. **When will your project be delivered?**

*Your project should take place between 1st December 2022 and 13th January 2023. Tell us when your project will take place. This could either be on one day, (for activities or events), or over a longer period for other projects.*

1. **Is this a new or existing project?**

*We can fund new or existing projects. Please tell us if your project is new or whether it is something you already do.*

1. **How will your project engage with people who need support?**

*Please tell us how you will reach the beneficiaries for this project.*

1. **Why is your project needed and what difference will your project make?**

*Please tell us why your project is needed and what difference it will make to the people it will help.*

**Section 3 – About the Grant**

**------------------------------------------------------------------------------------------------------**

1. **How much will your project cost?**

*Please tell us how much your whole project will cost. Match funding is not required for this grant. However, match funding should only be included in your application where it is already secured. There is no limit on how much your whole project should cost.*

1. **How much grant funding are you requesting from Livv?**

*Please tell us how much grant funding you are requesting from Livv. The maximum amount of funding you can apply for is £3000. The minimum amount of funding you can apply for is £200.*

1. **How will you spend your project budget?**

*Please provide a budget breakdown for your project including how you intend to spend the grant from Livv should you be successful. For example:*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Cost Item*** | ***Livv Funding***  ***(£)*** | ***Match Funding (£)*** | ***Total Cost***  ***(£)*** |
| *Food for 40 Christmas Dinners* | *1000* | *0* | *1000* |
| *Tableware (table-cloths, napkins and crackers)* | *20* | *0* | *20* |
| *Venue costs* | *400* | *0* | *400* |
| *Volunteer expenses* | *0* | *50* | *50* |
| ***Total*** | ***1420*** | ***50*** | ***1470*** |

**Section 4 – About the Beneficiaries**

**------------------------------------------------------------------------------------------------------**

1. **How many people will benefit from the project?**

*Please give a realistic estimate of the number of people who will benefit from the project?*

1. **Who will benefit from the project?**

*Please tell us more about who will benefit from the project. For example, will they be children, families, older people, or people with disabilities?*

1. **How will you ensure that Livv Housing Group customers are engaged in the project?**

*Please tell us how you will go about making sure Livv Housing Group customers are engaged in the project? This could include, asking us to share your activities on our social media, or providing us with details of your project so we can refer in the customers we are working with. It could also mean that you work is targeted around an area where Livv has homes.*

**Section 5 – Outcomes**

**------------------------------------------------------------------------------------------------------**

1. **What will be the main outcomes of your project?**

*Outcomes are the results or changes that you want your project or activity to make.*

*At Livv, we use outcomes to measure the impact we have within the communities where we work.*

*Please detail the* ***main outcome theme*** *for your project and the number of beneficiaries.*

***Example 1 – Food Hamper Project***

|  |  |
| --- | --- |
| ***Outcome*** | ***Number of beneficiaries*** |
| People are supported to improve the financial wellbeing | 40 |
| People are supported to be more connected or less socially isolated | 0 |
| People have improved health and wellbeing | 0 |
| Young people have improved wellbeing | 0 |

***Example 2 – Christmas Dinner for those living alone***

|  |  |
| --- | --- |
| ***Outcome*** | ***Number of beneficiaries*** |
| People are supported to improve the financial wellbeing | 0 |
| People are supported to be more connected or less socially isolated | 30 |
| People have improved health and wellbeing | 0 |
| Young people have improved wellbeing | 0 |

***Example 3 – Children’s Christmas Crafts activity***

|  |  |
| --- | --- |
| ***Outcome*** | ***Number of beneficiaries*** |
| People are supported to improve the financial wellbeing | 0 |
| People are supported to be more connected or less socially isolated | 0 |
| People have improved health and wellbeing | 0 |
| Young people have improved wellbeing | 20 |

**Section 6 – Grant Monitoring and Promotion**

**------------------------------------------------------------------------------------------------------**

1. **How will you record and report on the numbers and types of people who have benefited from your project?**

*This could be a register of attendance or a survey.*

1. **How will you record and report on the numbers of beneficiaries who are Livv Housing Group customers?**

*If possible, we will ask you to record the number of Livv Housing customers that have benefited from the project. We understand that for some projects this may be easy but for others this may be more challenging e.g. an event in a public space.*

1. **Do you agree to take part in a review meeting with Livv Housing Group?**

*Please answer yes or no.*

1. **Do you agree to take part in promotional marketing and communications?**

*Please answer yes or no.*

*We will talk to you about the type of marketing and communications that you would like to take place. For example, some may be before your activity, to encourage people to attend. Some may be after your activity to share the good news about what you have done.*

**Section 1 – About Your Organisation**

|  |  |  |
| --- | --- | --- |
| 1 | Organisation Name |  |
| 2 | Address |  |
| 3 | Type of Organisation |  |
| 4 | Charity Registration Number (if applicable) |  |
| 5 | Company Registration Number (if applicable) |  |
| 6 | Main Contact (Name) |  |
| 7 | Main Contact (Address) |  |
| 8 | Main Contact (Telephone Number) |  |
| 9 | Main Contact (Email Address) |  |
| 10 | Can you provide proof of identification for the main contact and another contact named on your governing documents?  (*Only applicable to organisations that are not registered charity or company).* |  |
| 11 | What does your Organisation do? |  |

**Section 2 – About the Project**

|  |  |  |
| --- | --- | --- |
| 12 | Project Name |  |
| 13 | Tell us about your project |  |
| 14 | Where will your project be delivered? |  |
| 15 | When will your project be delivered? |  |
| 16 | Is this an existing or new project? |  |
| 17 | How will you project engage with people who need support? |  |
| 18 | Why is your project needed and what difference will your project make? |  |

**Section 3 – About the Grant**

|  |  |  |
| --- | --- | --- |
| 19 | How much will your project cost? |  |
| 20 | How much funding are you requesting from Livv? |  |
| 22 | How will you spend your project budget? Please complete the cost breakdown below. | |
| |  |  |  |  | | --- | --- | --- | --- | | **Cost Item** | **Livv Funding (£)** | **Other Funding (£)** | **Total Cost (£)** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total** |  |  |  | | | |

**Section 4 - Beneficiaries**

|  |  |  |
| --- | --- | --- |
| 22 | How many people will benefit from the project? |  |
| 23 | Who will benefit from the project? |  |
| 24 | How will you ensure that Livv Housing Group customers are engaged in the project? |  |

**Section 5 – Outcomes**

|  |  |
| --- | --- |
| 25 | What will be the main outcome themes of your project? |
| |  |  | | --- | --- | | **Outcome** | **Target Numbers** | | People are supported to improve the financial wellbeing |  | | People are supported to be more connected or less socially isolated |  | | People have improved health and wellbeing |  | | Young people have improved wellbeing |  | | |

**Section 6 – Grant Monitoring and Promotion**

|  |  |  |
| --- | --- | --- |
| 26 | How will you record and report on the numbers and types of people who have benefited from your project? |  |
| 27 | 1. How will you record and report on the numbers of beneficiaries who are Livv Housing Group customers? |  |
| 28 | Do you agree to take part in a review meeting with Livv Housing Group? |  |
| 29 | Do you agree to take part in promotional marketing and communications? |  |

**Section 7 - Confirmation and Review**

Thank you for completing the above application form for our consideration. Please ensure that you have reviewed you answers before submission.

By ticking this box, you are indicating that the information you have provided is correct