

FUNDING

**a handbook for ethnic minority groups
in North-West England**



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Greater Manchester CVS

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Preface

Another book on fundraising!

One of the tasks of working in an information department of a voluntary organisation is to read through all the books and leaflets on fund raising. One book even called itself 'the complete guide' and mainly consisted of ideas for competitions, including races with people pushing caravans through muddy fields. There is no complete guide, but there are different and useful books (pages 71-72) and there are similar experienced people probably nearby.

This book was originally a training course file for ethnic minority groups on funding, and would not be possible without the valuable work and contributions of all the following: Moiram Ali, Donna Denheim, Ravi Dhami, Ibrahim Jama, Hugh McWilliams and Shanti Waas.

Thanks are also due to the many people listed inside who assisted in replying to letters and telephone calls with details of their work. Even so, the mistakes are mine and will be gladly acknowledged.

I think a comment that can be usefully made here is, we do so much training on how to apply for funds but very little on how to *give* funds. Good practices for grant givers are just as important, especially when we are working towards equal opportunities. Perhaps one of the difficulties is finding the appropriate agency to provide the training, and agreeing how detached they need to be from the fray.

Within a council for voluntary service, many of our enquiries are connected with funding. One such enquirer observed the similarity between grant application forms and college examination papers - 'describe the constitutional structure of your group (100 words)'. As she said after a lengthy discussion, "now I can see what the correct answer is".

Of course, there are also examples of good application forms and procedures locally. Perhaps the first stage is to acknowledge that good practices are not just 'common sense' or general administrative skills, but are something more defined and transferable.

Tony Baldwinson

Introduction

This book contains some background detail to the course run in 1988 and 1989 by the CRE and GMCVS on funding for ethnic minority groups. It is not a complete guide to all sources of funds, but this book does include details of organisations and publications which can supply further details.

Types of funding

1. Self-generated
2. From trusts and similar non-statutory bodies
3. From local authorities (councils) and health authorities
4. From central government departments and agencies

Many groups start with only one source of money - from their own members. Examples of this self-generated income would be membership fees and newsletter subscriptions. Sometimes members may give an interest free loan, join in a competition, or donate by a standing order from their bank account. This method works when members have the time and resources to offer on a regular basis and it is valued by many groups because it is seen as being free from outside interference or constraints.

Some larger voluntary organisations keep this approach for their local groups or branches, sometimes deducting some money to pay for running the national organisation, such as the office and staff costs.

As a local group develops it might want to start providing services of its own, either for its members or for other people within a community. The group may still rely on volunteers and gifts, but a stage is soon reached when a regular source of funds is needed, and the group starts to ask for funding from other organisations.

On other occasions, a group may find that it can run well with volunteers, but needs funds for running costs or for an item of equipment. For example, a sports club which is applying for a grant to pay for travelling to a competition.

For any group there is a limit to the amount of work the

members can take on, and if a group wants to work beyond that limit it needs to employ staff. This can involve a big change for group members. Although they might have become involved to do something about child care, for example, now their time is being spent dealing with many other items such as funding, employment, office space, insurance.

Seeking funding also raises a number of questions about how the group works. The key question is usually about the constitution, a document which often only sees the light of day when stapled to the back of an application form for funds. Another query is often about the accounts - who keeps the books and who does the audit? Although the pressure of other work usually keeps these matters from being resolved, when you start to seek funding they have to be dealt with.

Some groups have a very clear and direct idea of why they need funds now, such as to continue to employ staff when a previous source of funding has been removed. For some other groups it is necessary to add to the discussion about funding a wider debate about what future the members want for themselves and the group. One difficulty is that as the range of possible sources of funding gets narrower, groups are forced towards finding the least-worst, rather than the best funding source which meets their objectives.

Yet for many ethnic minority community groups (and other disadvantaged groups) the range of possible sources has always been narrow, resulting in some having what might be described as a “no illusions” view of which source of funds might be called better or worse, taking whatever is required to do the job.

Such a survival instinct is understandable, which is probably why so many ethnic minority community groups got by using Community Programme funding before it recently ended. But other funders need to be kept in the picture, and many are willing to work closer with ethnic minority community groups. The aim of this book is to help bring that into practice.

Contents

Your budget	7
Guidelines on writing to trusts	9
Grants from local authorities	13
Powers to make grants	23
Urban aid	28
Section 11	30
Joint finance	31
Grants from government	32
Regional arts associations	38
Commission for Racial Equality	41
Equal Opportunities Commission	42
Sports Council	43
Task forces	46
Urban development corporations	47
European Social Fund	48
Youth visits to other countries	49
The Urban Trust	50
Barclays Youth Action Scheme	51
Prince's Trust	52
Prince's Youth Business Trust	53
Community Projects Fund	54
Company giving	55
Raffles and competitions	58
Covenants	60
Standard forms	62
Collections for charities	64
A basic constitution	66
Books	71

Your budget

The key question is, how much do you want?

It is important that the budget is thought about when the proposed project is being designed, and not left until later when the application forms are being filled in. The danger of leaving the budget until last is that you might be choosing the wrong funding bodies to approach - you might need staff and the funders you have approached might prefer to pay for equipment or visits.

It is also important to ask for the right amount. If you ask for too little, the funder (1) might refuse a grant because they think you are not being realistic, or (2) they will refuse to give an increase later on.

In your budget, look to include:

costs of premises

- rent and rates
- fuel - heating and light
- repairs and renewals
- cleaning
- security

running costs

- telephone
- postage
- stationery, printing
- training
- subscriptions, books
- travel
- insurance
- accountants fees for audits

setting up costs

- furniture
- advertising
- decorating
- building access adaptations

If you are planning to employ staff you will also need:

- wages
- employer's national insurance
- employer's liability insurance

- pensions
- maternity pay
- sickness pay
- increases to cover overheads (travel...)
- pay increases if more than one year

and for staff you will also need:

- job descriptions
- person specifications (what skills they should have)
- conditions of service
- contracts of employment
- an equal opportunities policy covering employment
- a disciplinary and grievances procedure

Examples of these documents, and other useful items, are given in the book, *Voluntary But Not Amateur* (a guide to the law for voluntary organisations and community groups), from LVSC, 68 Chalton Street, London NW1 1JR price £6.00 including postage. (ISBN 0 901171 66 2)

Guidelines on writing to trusts

Most applications to trusts start with a general letter. Some trusts have an application form for you to complete, and a list of documents which they want copies of before they decide whether to give your group a grant. The following are lists of things to check when you are writing a general letter or completing an application form.

Avoiding a refusal

The main point is not to force the trust to make an early decision on your application, because this is when most are rejected. Try to give them some initial details with more to follow later, and say you are happy to discuss your application with them.

Many groups send a standard letter to a large number of trusts, perhaps individualising each letter with a name and address. This is not a good idea. Some trusts do not reply, and others send back *their* standard letter saying no. On average, eleven out of twelve replies are refusals.

Before letters are written, you should research each likely trust. The two main reference books which are useful are:

Guide to the Major Trusts, by Luke Fitzherbert
1988 from the Directory of Social Change, £12.50

The Directory of Grant-Making Trusts 1987
from the Charities Aid Foundation, £45

If there is a telephone number, ring them up and ask (1) whether they have any leaflets or an annual report giving more details, (2) any application forms, and (3) their closing dates. Ask for these to be sent to you. Ask what kind of grants their trust has recently made, and to which other groups. Check that the name and address is still correct. Ask what their deadlines are. Some people will be willing to chat when you ring them, others may be very abrupt, but try and get as much detail as you can. *Take full notes* while you talk, you can often use the details later when you write to them.

Writing letters

Only now should you start to write your letters. People who work for trusts get letters every day, and can almost ‘smell’ a standard letter, just by the way it reads, so do not send them any (unless you are simply asking for an application form). They also know what a word-processed standard letter looks like!

There are tips later on on how to write applications, but much more important than the detail are the following general points:

- type the letter
- describe your project in plain language
- describe your project in ways that they can picture
- explain what you plan to do next, and how they can help.

For example, it is better to write:

“Our centre is an old house, from a private landlord at a low rent. The youth club used to use the back yard for football, but the surface is only rubble and we had to stop games being played there because of too many injuries. This has made the queues for the one pool table indoors even longer ...”

instead of writing like this:

“The youth centre is in residential premises with less than ideal facilities, which we want to improve ...”

Always invite them to visit your project or telephone you to talk about your plans in more detail.

Have your background material ready

In your first letter you should say that you have the background documents ready for when they want to see them. These will usually be:

- your constitution
- your latest audited accounts
- your most recent annual report
- a detailed budget for what you plan to do
- copies of any favourable press coverage
- maybe a few, ordinary photographs

You might also want to mention, with their agreement

beforehand, some public figures who know about your project. Be careful not to boast or drop names, but include as examples a council youth worker, religious leader, I architect, social worker, etc, if they are appropriate.

A more difficult method to get right is the use of general letters of support which you copy and pass on with every application. Sometimes it can help, but often the trust will want to make its own approach to a few people or organisations who know about your work. There is not much they can do with a pile of general letters. Where this method is sometimes useful is when you are applying for a grant from a local authority (council) and you need to win the support of councillors who do not yet support you. But if they do already support you, they might think the method is a bit 'heavy handed', so use it carefully.

Checking your letter

Before you post your letter to a trust, show it to some people you know and who are not too closely involved in your project. How does it seem to them? Does it contain details or initials (such as MEC) which might mean something locally but need to be spelled out for everyone else?

Now look at this checklist - have you missed out any important points? Use the checklist after you have drafted your letter, then it will read more naturally.

- who is involved in your group
- how and when did you start
- what are your aims, and what do you do now
- what are you hoping to do next

- which social needs do you meet
- what evidence is there about these needs
- are similar needs being met elsewhere, or is this new
- if it is new, what will happen to the results

- how will new work fit in with your current work
- who or which group will be running the new work
- how will it be measured
- how much will it cost
- what will you do when the grant is finished

Not every question will apply every time. If you are asking for a grant to buy equipment it is better to get (say) three

quoted prices, and to explain why it is better to buy the equipment rather than renting or leasing it.

Getting their answer

The leaflets or the application form from a trust may tell you what their timetable is, or you may have asked them on the telephone. Always follow their timetable strictly - missing the deadline is the easiest reason for saying no.

For some trusts you might have to wait many months before you get an answer. If their timetable is not clear and if you have not had any response from them after six weeks, a polite telephone call is useful to check that everything is going smoothly.

If they say yes, write back thanking them and accepting their offer. There may be agreements that need to be signed by committee members, and make a note to send them next year or later, the audited accounts which show their grant and how it was spent.

If they say no, consider a telephone call to discuss the decision. This is not an appeal, but it helps you to know why other projects did receive grants and yours did not. Some groups apply to a trust three times before giving up. They say this is because it helps when a trust knows your name, and sometimes the trust wants to help your group but does not have enough money at the time, or wants to fund a different piece of work.

Grants from local authorities - contact people

COUNTIES

Cheshire

The two main contacts for Cheshire County Council are:
Chief Executive's Office - Michael Day, tel: 0244 602057. Social Services - John Townsend, Social Services Department, Cheshire County Council, Commerce House, Hunter Street, Chester CHI 2JN. Tel: 0244 603207.

Cumbria

General enquiries and requests for information should be addressed to the County Secretary's Department, Cumbria County Council, The Courts, Carlisle, Cumbria CA3 8LZ. Tel: 0228 23456.

There are also contact people working in the following departments:

General enquiries - Colin Hudson, tel: 0228 23456 ext. 2209. Education - Andy Drysdale, tel: 0228 23456 ext. 2518. Community Education Advisors: North East Cumbria - Paul Davis, tel: 0228 23456 ext. 2514.

South Cumbria - Derek Owen, tel: 0229 26782 ext. 211.

West Cumbria - Joyce Crooks, tel: 0946 5561 ext. 217.

Arts - County Arts Officer, tel: 0228 23456 ext. 2614.

Sport - Ian Meldrum, tel: 0228 23456 ext. 2614. Social

Services - David Gwynne, tel: 0228 23456 ext. 2435.

Greater Manchester

Grants to organisations which cover the county are administered by the AGMA Grants Unit, based in the Chief Executive's Department, Manchester Town Hall, Manchester M60 2LA. Tel: 061 234 3365.

Although there remains a county called Greater Manchester, it no longer has one local authority to run the county services. Instead, these services are managed by joint boards and similar committees, with representatives from each of the ten district local authorities within the county. Many of these committees meet under the umbrella of AGMA - the Association of Greater Manchester Authorities.

One of the committees within AGMA is the Greater Manchester Grants Committee, which administers grants to arts, sports and voluntary organisations using the powers in Section 48 of the Local Government Act which abolished the GLC and the metropolitan county councils.

Lancashire

General enquiries should be directed to Chief Executive/Clerks Department, Lancashire County Council, County Hall, Preston, Lancashire PR1 8XJ. The contact person is Mrs A. Cookson, Policy and Resources Section, tel: 0772 263394.

Enquiries concerning the Youth and Community Service should be directed to Mr P.A. Bryett, Youth and Community Section, Lancashire County Council, County Hall, Preston, Lancashire PR1 8XJ. Tel: 0772 263608.

Enquiries can also be directed to a District Youth Officer (see below).

Enquiries concerning Social Services should be directed to

Marilyn Howcroft, Social Services Headquarters, East Cliff, Preston, Lancashire. Tel: 0772 264309. Enquiries can also be directed to a Divisional Development Officer (see below).

For information on the relevant County Councillor to be contacted depending on the nature of the grant, the contact person is Mr F. Waring, tel: 0772 263383.

Further details are also available from Clive Giddings Principal Equal Opportunities Officer, tel: 0772 54868 ext. 3480

Social Services' Divisional Development Officers;

Lancaster - Mr E.B. Gresty, tel: 0524 66246.

Blackpool - Mrs D. Underdown, tel: 0253 27575.

Preston, South Ribble - Mr D. Cunstance, tel: 0772 54868 ext. 4355.

Chorley, West Lanes - Mr I. Turnbull, tel: 0772 54868 ext.4330.

Blackburn, Ribble Valley, Hyndburn - Mr J.J. Slater, tel: 0254 583328.

Burnley, Pendle, Rossendale - Mr B. Lonsdale, tel: 0282 25961.

District Youth Officers:

Lancaster - Mr D.F. Thomas, tel: 0524 35099.

Wyre - Miss G. Ingram, tel: 0253 893102.

Blackpool & Fylde - Mr G.S. Holden, tel: 0253 696841.

Preston - Mr P.S. Johnstone, tel: 0772 263805.

South Ribble - Mrs K. Bettley, tel: 0772 421491 ext. 481.

West Lanes - Mr J. Bamber, tel: 0695 73971 ext. 261.
Chorley - Mr A.J. Draine, tel: 025 72 68251. Blackburn -
Mr K. Eccles, tel: 0254 55201 ext. 437. Hyndburn &
South Ribble - Mr J Humphreys, tel 0254 301431.
Burnley - Mr S. Roman, tel: 0282 831040. Pendle - Mr
J.D. Ingham, tel: 0282 694410. Rossendale - Mr M.R.
Goldsborough, tel: 0706 225180.

Merseyside

Following the abolition of the Merseyside County Council, there has been no collective funding arrangement established by the five districts to fund organisations which cover the county.

DISTRICTS IN CHESHIRE

Chester

General enquiries should be directed to The Director of Finance, Council of the City of Chester, Town Hall, Chester CHI 2HS. Tel: 0244 324324 ext. 2152. The City Council has a Lottery Fund as well as general grants criteria.

Congleton

General enquiries should be directed to The Borough Treasurer, Congleton Borough Council, Council Offices, Market Square, Congleton, Cheshire CW12 1EX. Tel: 0260 274821 ext. 217.

Crewe and Nantwich

Information on general grants is available from Lynda Walker, Senior Administrative Officer, Community Services Department, Crewe and Nantwich Borough Council, Delemere House, Delemere Street, Crewe, CW1 2JZ. Tel: 0270 583191 ext. 528. Information on publicity grants for events is available from Richard Stretton, Tourism Officer, Chief Executive's Department, Crewe and Nantwich Borough Council, Municipal Buildings, Earle Street, Crewe CW1 2BJ.

Ellesmere Port and Neston

General enquiries should be addressed to Christine Lawley, Borough Solicitor and Deputy Town Clerk's Department, Ellesmere Port & Neston Borough Council, Council Offices, 4 Civic Way, Ellesmere Port, South Wirral, L65 OBE. Tel: 051 355 3665 ext. 257.

Halton

Details on starter grants for new groups or initiatives are available from Richard Stevens, Principal Research Officer, Chief Executive's Department, Halton Borough Council, Municipal Building, Kingsway, Widnes WA8 7QF. Tel: 051424 2061 ext. 4175. For groups that are located in Halton's Inner Area there are also the following two grants: Community Chest, details from Jean Philcock Tel: 051 424 2061 ext. 4545; and Recreation Response Budget, details from John Hatton, tel: 051 424 2061 ext. 4554.

Macclesfield

General enquiries should be directed to Tony Fogarty, Chief Legal and Administrative Department, Macclesfield Borough Council, Stuart House, King Edward Street, Macclesfield SK10 1DX. Tel: 0625 21955.

Vale Royal

Enquiries should be addressed to the Chief Executive, Vale Royal District Council, Whitehall, Hartford, Northwich, Cheshire CW8 1PJ.

Warrington

General (and Community Chest) enquiries should be directed to Tom Glover, Chief Executive's Department, Warrington Borough Council, Town Hall, Warrington WA1 1UH. Tel: 0925 444400 ext. 2103. Lottery details are available from Jill Stevens, tel: 0925 444400 ext. 2762.

DISTRICTS IN CUMBRIA

Allerdale

Enquiries should be directed to the Chief Executive, Allerdale District Council, Holmewood, Cockermouth. Cumbria CA13 0DW.

Barrow-in-Furness

The contact person for the Grants Panel is Mr D. Constant, Finance Division, Borough of Barrow-in-Furness, Town Hall, Barrow-in-Furness, Cumbria LA 14 2LD. Tel: 0229 25500.

Carlisle

General enquiries should be directed to Mr R. Wilson, Town Clerk and Chief Executive, Carlisle City Council, Civic Centre, Carlisle CA3 8QG. A contact person is Mr Dixon, tel: 0228 23411 ext. 335.

Copeland

General enquiries should be directed to Geraldine Dawson, Community Development Officer, Copeland Borough Council, P.O. Box 19, Council Offices, Catherine Street, Whitehaven, Cumbria CA28 7NY. Tel: 0946 3111 ext. 260. The following are departmental contacts:

Leisure and Amenities - Barry Taylor, ext. 247.

Housing Services - Mr E. Thompson, ext. 337.

Environmental Services - Mr F.C. Evans, ext. 296.

Eden

General enquiries should be addressed to Janice Smith, Treasurer's Department, Eden District Council, Town Hall, Penrith, Cumbria CA11 7QF. Tel: 0768 64671 ext. 276.

South Lakeland

General enquiries should be addressed to Mr RA Matthews, Clerk and Chief Executive's Department, South Lakeland District Council, Stricklandgate House, Kendal, Cumbria LA9 4QQ. Tel: 0539 33333 ext. 442. Organisations involved with sport, recreation and the arts should contact Mr JF Dyer at the same address, tel: ext. 443.

DISTRICTS IN GREATER MANCHESTER

Bolton

General enquiries should be directed to Evan Boucher
Chief Executive's Support Unit, Bolton Metropolitan
Borough Council, Town Hall, Bolton BL1 1RU. Tel: 0204
22311 ext 1050. Particular enquiries are as follows:
Education and Arts - Chris Swift ext. 2133.
Environmental services - Mike Hardwick ext. 4088 and
Brendan King ext. 4089.
Social Services - John Haffenden ext. 7202.

Bury

General enquiries should be addressed to Mr G Little,
Chief Executive's Department, Town Hall, Bury BL9
0SW. Tel 061 705 5127.

Manchester

Enquiries should be addressed to the following contact
people, including the department they work for,
Manchester City Council, Town Hall, Manchester M60
2LA. Tel: 061 234 5000.

Inner Cities - Peter Kane, Chris McDonnell, Tom Russell
061 234 3016.

Cultural Services - Peter Spofforth, Andrew Jackson 061
236 9422 ext. 204.

Recreational Services - Judi Benson 061 226 0131 ext 220

Equal Opportunities - Lynda Carroll 061 234 3258

Race Unit including Section 11 - Ravi Dhami 061 234
3170

Planning Dept. including disabled access grants – Adrian
Pearce, Nick Clifford 061 234 4598.

Economic Development - Vince Davenport 061 234 1297

Education Department - Frances Taylor 061 234 7068

Housing Department - Malcolme Clarke 061 234 4703

Tenants Participation Unit - Julia Blocke, Kevin O'Neill
061 234 4783.

Social Services – Philip Baldwin 061 234 3879

European Social Fund - Ian McFarlane.

Oldham

General enquiries should be addressed to Brian Astin,
Social Development Officer, PO Box 33, Civic Centre,
West Street, Oldham OL1 1UL. Tel: 061 678 4919.

Rochdale

Enquiries should be directed to the Chief Executive and Town Clerk, Rochdale Metropolitan Borough Council, Town Hall, Rochdale OL16 1AB. Tel: 0706 47474.

Salford

General enquiries should be addressed to Mrs S Garside, Chief Executive's Department, Civic Centre, Chorley Road, Swinton, Salford M27 2AD. Tel: 061 793 3405. Particular enquiries concerning youth services should be addressed to Mr D Dunkley, tel: 061 793 2206; and for social services the contact person is Mr B Senior, tel: 061 832 9751.

Stockport

The contact officers for particular departments (divisions) are:

Administration - Peter Walker, tel: 061 474 3206.

Social Services - Maggie Redfern, tel: 061 474 4626.

Education - Alec Thurston, tel: 061 474 3824.

Leisure Services - Graham Nicholson, tel: 061 474 4441.

The address for general enquiries is Metropolitan Borough of Stockport, Town Hall, Stockport, SK1 3XE.

Tameside

General enquiries should be addressed to the Policy Services Department, Tameside Metropolitan Borough, Council Offices, Wellington Road, Ashton-under-Lyne, OL6 6DL. Tel: 061 330 8355. Contacts for particular departments are:

Education - Guy Heppner, tel: 061 330 8355 ext. 3250; and The Manager, Community Language and Arts Centre, Greenfield Street Primary School, Hyde. Tel: 061 368 1354.

Libraries and Arts - Sandy Parkinson, tel: 061 330 8355 ext. 3428.

Equal Opportunities - Geoff Phillpotts, tel: 061 330 8355 ext. 3553; and Helena Kettleborough, tel: 061 330 8355 ext. 3542.

Recreation - Mr E. Neighbour, tel: 061 330 8355 ext. 3301.

Social Services - Ian Ogden, tel: 061 330 8355 ext. 3358.

Trafford

General enquiries should be directed to Peter Taylor, Corporate Development Unit, Chief Executive's Department,

Trafford Town Hall, Talbot Road, Stretford, Greater Manchester, M32 0YT. Tel: 061 872 2101 ext. 4159.
Particular contacts are as follows:
Social Services - Julia White, tel: 061 872 2101 ext. 2442
Leisure Services - Mr J. Watters, tel: 061 872 2101 ext. 2704.
Planning - Mr G. Morton, tel: 061 872 2101 ext. 4816.
Housing - Mrs A. Baxter, tel: 061 872 2101 ext. 4603.
Community Relations - Shanti Waas, tel: 061 226 3206.

Wigan

Enquiries should be directed to the Chief Executive and Treasurer, Civic Centre, Millgate, Wigan WN1 1YD. Tel: 0942 44991.

DISTRICTS IN LANCASHIRE

Blackburn

General enquiries should be addressed to the Chief Executive's Department, Policy and Co-ordination Unit, Floor D, Blackburn, Town Hall, Blackburn, Lancashire BB1 7DY. Tel: 0254 55201. Particular contacts are:
Urban Programme - Gordon Greenwood, tel: 0254 55201 ext. 2295
Community Relations - John Donnellon, tel: 0254 55201 ext. 2374.

Blackpool

General enquiries should be addressed to the Chief Financial Officer, Blackpool Borough Council, PO Box 4, Town Hall, Blackpool FY1 1NA. Tel: 0253 25212 ext. 2102.

Burnley

Enquiries should be directed to the Chief Executive Officer, Burnley Borough Council, Town Hall, Burnley, Lancashire BB11 1JA. Tel: 0282 25011 (Contact Mr Jardine, ext. 2121).

Chorley

General enquiries should be directed to Chris Keely, Chief Executive's Department, Chorley Borough Council, Town Hall, Chorley, Lancashire PR7 1DP. Tel: 02572 65611 ext 210.

Fylde

Enquiries should be addressed to the Chief Executive, Fylde District Council, Town Hall, Lytham St Annes, Lancashire FY8 1LW.

Hyndburn

All enquiries should be directed to The Borough Treasurer, Borough of Hyndburn, Municipal Offices, St James Street, Accrington, Lancashire BB5 1PQ, and marked for the attention of Mr R. Shuker, tel: 0254 33521.

Lancaster

General enquiries should be directed to Mr P. Forrester, Town Clerks Department, Lancaster Borough Council, Town Hall, Lancaster LA1 1PJ. Tel: 0524 65272.

Pendle

The Director of Finance deals with all matters relating to grants and the appropriate contact person is Stephen Hocking, Finance Department, Borough of Pendle, Town Hall, Nelson, Lancashire BB9 7LG. Tel: 0282 67731 ext. 239. The Council also has an equal opportunities officer, Rebecca Nestor, tel: 0282 67731 ext. 273, who is happy to discuss, on an informal basis, any particular needs faced by ethnic minority groups.

Preston

General enquiries should be directed to Town Clerk's Department, Preston Borough Council, P.O. Box 10, Town Hall, Preston PR1 2RL. Contacts are as follows:
Inner Area Programme Grants - Stephen Pearce, tel: 0772 266834.

Improvement Grants - Rose Martin, tel: 0772 266115.

General Grants - Mark McDonough, tel: 0772 266852.

Ribble Valley

Enquiries should be directed to the Chief Executive, Ribble Valley District Council, Council Offices, Church Walk, Clitheroe, Lancashire BB7 2RA.

Rossendale

Administrative Officer, Borough of Rossendale, Town Hall, Rawtenstall, Rossendale, Lancashire BB4 7LZ. Tel: 0706 217777. (Contact Mr P.N. Heath).

Grants for voluntary organisations are considered by the Finance and Personnel Sub-Committee (usually in October of each year), and grants for arts and sporting organisations are considered by the Leisure and Recreation Officer (closing date is 31 July). Arts and Sports grants are up to 50% of the full cost of the building improvement or new equipment.

South Ribble

General enquiries should be addressed to the Chief Executive, Civic Centre, West Paddock, Leyland, Lancashire PR5 1DH. A contact person is Mr R Lee, tel: 0772 421491 ext. 429.

West Lancashire

General enquiries should be directed to Mr P.G. Pennington, Head of Administrative and Committee Services, West Lancashire District Council, Council Offices, 52 Derby Street, Ormskirk L39 2DF. Tel: 0695 77177 ext. 312.

Other contacts are:

Leisure - Mr H. Paterson, tel: 0695 77177 ext. 500.

Community Arts - Miss U. Curwen, tel: 0695 23147.

Wyre

General enquiries should be directed to Mr R.J. Freeman, Treasurer's Department, Wyre Borough Council, Wyre Civic Centre, Breck Road, Poulton-le-Fylde, Lancashire FY6 7PU. Tel: 0253 891000 ext. 305.

DISTRICTS IN MERSEYSIDE**Knowsley**

General enquiries should be addressed to Martin Newton or Liz Carvin, The Office of the Chief Executive, Municipal Buildings, Kirkby, Merseyside L32 1TX. Tel: 051 443 4126. There are also two booklets available, "Does Your Voluntary Group Need A Grant" on the community chest; and "Knowsley Urban Renewal Programme".

Liverpool

General Enquiries should be addressed to Nigel Mellor, Community Liaison Officer, Room 230, City of Liverpool, PO Box 88, Municipal Buildings, Dale Street, Liverpool L69 2DH.

Tel: 051 227 3911 ext. 34.

Other contacts are as follows:

Social Services - Jim Renilson, Co-ordinator, Voluntary Organisations, Social Services Department, 26 Hatton Garden, Liverpool L3 2AW. Tel: 051 227 3911 ext. 92.

Education - Lynne Jenkinson, Assistant Director, Community Education, 14 Sir Thomas Street, Liverpool. Tel: 051 236 5480 ext. 234.

Housing - Mr D. Farley, Housing Department, Foster House, Canning Place, Liverpool. Tel: 051 227 3911 ext. 685.

Sport and Recreation - Mr N. Wilkinson, Recreation and Open Spaces Department, The Mansion House, Calderstones Park, Liverpool L18. Tel: 051 724 2305/2371 ext. 263.

Arts - Dee Hennessy, Arts Development Officer, City Libraries, William Brown Street, Liverpool L3. Tel: 051 207 2147 ext. 25.

Others - projects covering employment, information and advice, and other work which applies to more than one department, should contact Nigel Mellor as above.

St Helens

General enquiries should be addressed to The Grants Coordinator, Chief Executive's Department, St Helens Borough Council, Town Hall, St Helens WA10 1HP. Tel: 0744 24061 ext. 2038. There is a general grants budget and a community chest fund.

Sefton

Director of Finance, Metropolitan Borough of Sefton, P.O. Box 19, Balliol House, Bootle, L20 3NQ. General - Chris Hodgkinson, tel: 051 922 4040 ext. 4102.

Libraries and Arts - Pat Byrne, tel: 0704 33133 ext. 2063. Social Services - Jim Conalty, tel: 051 922 4040 ext. 3764.

Wirral

General enquiries should be addressed to Gerald Moran, Department of Employment and Community Services, Town Hall, Brighton Street, Wallasey, Wirral L44 8ED. Tel: 051 638 7070 ext. 341.

Particular contact people are Rob Smith for arts, tel: 051 647 2366 ext. 4215; and Tom Curran for social services, tel: 051 647 7000 ext. 459.

Powers to make grants

This is a summary of the powers that local authorities have to make grants to voluntary organisations. Some powers will only apply to some of the three types of authority - shire county, shire district, and metropolitan district.

When the General Rates Act is replaced by the Community Charge in England, some of the powers including 'section 137' and rates relief will also change. Some Acts have also been consolidated into later pieces of legislation, such as the Housing (Homeless Persons) Act 1977 is now within the Housing Act 1985.

EDUCATION ACT 1944

Section 53 allows local authorities to co-operate with voluntary bodies in providing play and other facilities for school-age children.

NATIONAL ASSISTANCE ACT 1948 Sections 29 and 30 allow local authorities to assist voluntary organisations concerned with the welfare of disabled people.

HOME SAFETY ACT 1961

Section 1 allows local authorities to assist voluntary organisations which promote safety in the home.

PUBLIC LIBRARIES AND MUSEUMS ACT 1964

Section 14 allows local authorities to contribute to the costs of a museum or art gallery.

GENERAL RATES ACT 1967

Section 40 states that rates for premises used by charities must be reduced by 50%, and can be reduced up to 100% at the choice of the authority.

HEALTH SERVICES AND PUBLIC HEALTH ACT 1968

Section 44 allows local authorities to assist voluntary organisations providing residential care.

Section 45 allows local authorities to assist voluntary organisations promoting the welfare of elderly people.

Section 64 applies the same powers as section 65 to health authorities.

Section 65 (1) allows local authorities to assist voluntary organisations which provide similar social services or advice to its own functions.

Section 65 (2) extends 65 (1) to include the use of its premises, furniture, vehicles, equipment and the services of its staff.

LOCAL GOVERNMENT GRANTS (SOCIAL NEEDS) ACT 1969

This established the various Urban Aid programmes - see the separate article on these.

LOCAL GOVERNMENT ACT 1972

Section 111 allows local authorities to do anything which will help them carry out their statutory functions.

Section 137 allows local authorities to spend up to a 2p rate each year on any matters not covered by powers elsewhere. Many community groups are funded this way.

Section 142 gives local authorities powers to provide for public information (amended by the Local Government Act 1986), which can be done through voluntary organisations.

Section 145 allows local authorities to help in the provision of arts, crafts and entertainment.

Section 201 allows local authorities to help in the provision of consumer advice and services.

LOCAL GOVERNMENT ACT 1976

Section 19 allows local authorities to provide premises for sports and recreational clubs, and to make grants and loans to voluntary organisations for these purposes. This is an extension of the Physical Training and Recreation Acts of 1937 and 1958.

Section 38 allows local authorities to make available to voluntary organisations any spare computer time or facilities.

HOUSING (HOMELESS PERSONS) ACT 1977

Section 13 allows local authorities to make grants, loans or

help in kind to voluntary organisations concerned with homelessness.

NATIONAL HEALTH SERVICE ACT 1977

Section 21 (3) allows local authorities to help voluntary organisations in residential provision for mothers and young children, home helps and laundry services in connection with illness.

Section 23 gives health authorities delegated powers from the Secretary of State to assist voluntary organisations which provide similar services to those of health authorities.

TRANSPORT ACT 1978

Rural local authorities can assist voluntary organisations in the operation of community transport schemes.

CHILD CARE ACT 1980

Section 1 allows local authorities to make grants to voluntary organisations which assist in promoting the welfare of children and reduce the need to use formal care powers. This power was previously in the Children's Acts of 1948 and 1963.

LOCAL AUTHORITY

(GOODS AND SERVICES) ACT 1980

Voluntary organisations may benefit from the bulk purchasing arrangements and discounts available to local authorities, plus technical and professional advice from officers and the use of vehicles.

RESIDENTIAL HOMES ACT 1980

Section 8 allows local authorities to employ voluntary organisations in providing the food or entertainment for elderly people in residential care. This power was previously in section 31 of the National Assistance Act

WILDLIFE AND COUNTRYSIDE ACT 1981

Section 44 allows local authorities to make grants or loans to enhance the enjoyment of National Parks.

TRANSPORT ACT 1985

This gives Passenger Transport Authorities the power to fund voluntary organisations in order to assist the authority in meeting its objectives.

LOCAL GOVERNMENT ACT 1985

Section 48 allows local authorities in metropolitan districts to set up a joint scheme to make grants to voluntary organisations which work across single district boundaries.

Further details

Getting In On The Act, by Clive Grace and Richard Gutch from Bedford Square Press, 1988 £3.00 (voluntary organisations) £6.00 (public bodies) ISBN 0 7199 1218 0

This 123 page book is a full guide to the legal powers of local authorities to fund voluntary organisations, produced by the Local Voluntary Action Department of NCVO in conjunction with Brent Community Law Centre. Copies are available by post from Nazma Hallim, LVA Dept, NCVO, 26 Bedford Square, London WC1B 3HU.

In 1989 the government is planning to legislate to add a further power to local authorities to allow them to fund local economic development projects, such as co-operatives and employment projects.

When the rates are replaced with the community charge, the upper limit for 'section 137' will change from a 2p rate, to become £2.50 (shire counties and districts) and £5.00 (metropolitan districts) per resident adult in the area.

Urban aid

The terms 'urban aid' and the 'urban programme' covers two types of funding whose full names are the Inner Areas Programme (IAP) and the Inner Cities Partnership (ICP), and they are to meet the needs of severe urban deprivation in certain areas only.

There used to be a third type which is now called the traditional Urban Programme (TUP), which stopped making new grants from August 1986 onwards.

ICP districts in the North-West

Liverpool Manchester
& Salford

IAP districts in the North-West

Blackburn
Bolton
Burnley
Halton
Knowsley
Oldham
Preston
Rochdale
St Helens
Sefton
Wigan
Wirral

The local contact people mentioned in this book will be able to give you up-to-date details of the urban programme in these districts. Applications for large amounts, especially for salaries for up to four years, can take over a year to be fully processed, so an early enquiry is strongly advised.

Funding through these schemes is a mixture of 75% from central government and 25% from local authorities (councils). Projects can be run by local authorities, voluntary organisations, health authorities, or commercial organisations.

Funding is divided into four categories - economic environmental, social, and a small amount on particular

forms of housing estate improvements. Projects run by or for black people received £33 million in the year 1984-5, a rising amount.

Each year the local authorities in the scheme prepare a programme document listing needs, priorities and policies, consultation with local voluntary organisations, and submit this as their bid to the Department of the Environment. The ICP authorities have a committee which is chaired by a government minister which considers and approves spending plans.

Manchester uses its urban programme allocation in a number ways, including the following:

A general grants pool for one-off grants usually for premises giving up to £100,000 with an emphasis on creating employment and improving the environment.

A small grants pool mainly for items of equipment up to £3,000, with faster consideration of applications under £1,000.

Access grants for disabled people of up to £25,000 to community groups, and up to £3,000 for commercial organisations. Small firms and shops can have a 100% grant, with 50% for larger firms and shops.

The Community Initiatives Fund is used for grants of up to £25,000 for local community groups which want to improve the external appearance of a building or area.

Other ICP and IAP authorities will have similar examples.

Section 11

The title 'section 11' covers a power in an Act of Parliament which the government can use to give money to local authorities (councils) to "address the special need of commonwealth immigrants".

In 1986-87 a total of £88 million was given in this way mainly for educational work, but also some was for housing social services and race equality advice. It can be used for black and ethnic minority groups in general, not just "immigrants".

The grant is from the Home Office of the government to local authorities (councils), and is not given directly to community groups. But it is possible for local authorities to use the money to place a member of their staff to help within an ethnic minority community group. The phrase for this is 'detached duty'.

Local authorities are also required to consult with local ethnic minority communities before they make an application for section 11 funding from the government.

Book

A book containing guidance notes has been written by the

National Council of Voluntary Organisations in conjunction with the National Association for Community Relations Councils, called *Section 11 - Funding for Black and Ethnic Minorities* priced £2.00 to voluntary organisations (£4.00 to others), from Nazma Hallim, NCVO Local Voluntary Action Dept, 26 Bedford Square, London WC1B 3HU.
ISBN 0 7199 1242 3. Tel. 01 636 4066 ext 2149.

Joint finance

This is funding for community care. The funds are allocated to district health authorities, and must be used to support personal social services provided either by the local authority or a voluntary organisation.

voluntary organisations can receive this joint finance either directly from the health authority, or indirectly through the local authority.

All funded schemes must be agreed by the local Joint Consultative Committee (JCC) and there should be three people elected locally to represent voluntary organisations on this committee.

Grants are normally for capital costs (such as buildings) or up to 66% of the total cost. For running costs, grants can be 100% for the first three years, but then usually this is to reduce in stages, with no further funds after seven years.

For the part of 'care in the community' which aims to provide community based care for people who have been kept in hospital for a long time, the timescales for joint finance can be extended to 100% for ten years, and no funds after thirteen years.

Enquiries should be addressed to the local district health authority or the local authority in your area. Background information is available from CS4 Division, Room B 1206, Department of Health, Alexander Fleming House, London SE1 6BY, tel: 01 407 5522 ext. 7874.

Grants from government

In the year 1985-86 the government gave £268 million to voluntary organisations, plus a further £506 million through the Manpower Services Commission.

A large proportion of the first figure went to national voluntary organisations, while a large proportion of the second figure went to local organisations and local projects of national organisations.

Employment Training (MSC Community Programme)

Until quite recently many ethnic minority voluntary organisations were funded by the Manpower Services Commission through the Community Programme. It started in October 1982.

In September 1988 this programme was replaced by a new scheme called Employment Training, and the MSC changed its name to become the Training Commission.

One of the major changes was that Employment Training no longer requires that the work it pays for must be 'of benefit to the community'. When the trade unions withdrew from the Training Commission, it was announced that the Commission will soon be abolished, and its functions taken on by an agency of the Department of Employment.

ET is expected to be relaunched sometime in 1989 with local 'training and enterprise councils' to manage ET projects, with a majority of places to local businesses.

ET is now aimed mainly for people who have been unemployed for a long time, and giving them (with about £4 to £10 a week more in benefit) some training and some work to do, which is expected to help them get back into paid work.

An unemployed person could be involved in a scheme for only a few weeks, or up to a year. A typical week would be three days a week normal work, and two days a week off-the-job training. The people who provide the training are paid for each person interviewed and trained.

In the past, voluntary organisations were able to employ people who had been unemployed and pay them (around £65 a week on average) for a year to help in the work of the

organisation. An example would be in running a building as a community centre for different groups to use.

It will be difficult in future for voluntary organisations to use these types of schemes to help directly in the work, partly because of the high turnover of trainees and partly because of the lower payments. Some people are also concerned that it will become compulsory for unemployed people to go through the scheme, and would prefer to have the assistance of 'willing volunteers' to 'reluctant trainees'.

There is also some concern that not all volunteers will be 'willing' in the future. One reason is that unemployed people who finish an ET scheme or attend a Restart interview may be told to become a volunteer. The other reason is that the rules for getting unemployment benefit may also be changed to say that you must be a volunteer or doing something similar while you are unemployed if you want to continue receiving your benefit.

Your local CVS may be able to help your group with up to date details on the Employment Training scheme.

The Training Commission also continues to administer the Youth Training Scheme, employment assistance for disabled workers, and other programmes. Their address is Moorfoot, Sheffield S1 4PQ, tel: 0742 704476.

Department of Education and Science

Capital grants for up to 50% of the total cost of a project are available to voluntary organisations to help provide social and recreational facilities for young people on a regional basis. The facility must attract users from at least four counties. The young people should be aged between 14 and 20.

Experimental grants are available for innovative projects which are relevant to the youth service nationally. Difficult or unexplored areas of work are a priority. Grants are for a maximum of three years. If the experiments 'are in management or training, then the maximum is two years and no more than £10,000 a year.

Grants can be made for education development projects, for research or services on new methods. The services can be

either direct, or advisory and organising other providers.

Enquiries should be addressed to either the Youth Service Unit, or Educational Services and Research, at the Department of Education and Science, Elizabeth House, York Road, London SE1 7PH, tel: 01 934 9000.

Replan is a programme to develop and improve the quality and variety of adult education for unemployed adults. £3.5 million is given annually, including £500,000 for small experimental local development projects. Enquiries should be addressed to The National Institute for Adult Continuing Education, 19b De Montfort Street, Leicester LE1 7GE, tel: 0533 551451.

Department of Energy

Grants can be given to voluntary organisations to help in setting up a home insulation and energy advice project which will benefit people claiming a range of benefits. Grants can also be made for energy surveys of non-domestic premises.

Enquiries should be addressed to the Energy Efficiency Office, Department of Energy, Thames House South, Millbank, London SW1P 4QJ, tel: 01 211 3347. Information can also be provided by Neighbourhood Energy Action, 2-4 Bigg Market, Newcastle upon Tyne NE1 1UW, tel: 091 261 5677.

Department of the Environment

For details of the Urban Aid programme, see the separate section on page 28.

Special Grants Programme funding can be given to regional organisations towards their administrative costs in order to improve the effectiveness of voluntary organisations in one or more of the following areas:

- conservation and environmental improvement
- environmental education and information
- advisory services on planning or environment issues
- urban regeneration and local residents
- co-ordinating, assisting, training voluntary groups

Grants are normally for up to 50% of the costs, and for up

to three years.

Experimental projects which have a national relevance and match a concern of the Department of the Environment (not only conservation) can also be funded, up to 50% of the total cost and for up to three years.

Enquiries on the Special Grants Programme should be addressed to ICD3 Division, Room P2/102, Department of the Environment, 2 Marsham Street, London SW1P 3EB, tel: 01 212 8306 / 3515.

Grants can also be made in the area of homelessness to regional organisations for the administrative costs of housing advice projects which have a wide scope or are innovative. Grants are not available for projects involved in the provision of accommodation. Grants can range from one-third to two-thirds of the total cost.

Enquiries should be addressed to Room N8/10A, Department of the Environment, 2 Marsham Street, London SW1P 3EB, tel: 01 212 5195.

Voluntary organisations can also apply for grants for historic buildings. Enquiries should be addressed to The Historic Buildings and Monuments Commission (English Heritage), 25 Savile Row, London W1X 2BT, tel: 01 734 6010.

Loans for preservation work on historic buildings can also be obtained from The Architectural Heritage Fund, 17 Carlton House Terrace, London SW1Y 5AW, tel: 01 930 0914.

For ancient buildings and archaeological sites, grants are available from the Ancient Monuments Administration, Fortress House, 23 Savile Row, London W1X 2HE, tel: 01 734 6010 ext. 434.

Departments of Health and Social Security

These were recently formed as two separate departments, now known as the DSS and the Department of Health, formed from the DHSS.

Grants are available for the central costs of national organisations concerned with health, disability, and child

care.

Grants are also made through a scheme called Opportunities for Volunteering, which aims to increase the scope for unemployed people to volunteer in the health and personal social services fields. The deadline for 1989 applications has now passed, but general enquiries can be addressed to Caroline Smith, Consortium Co-ordinator, c/o NCVO, 26 Bedford Square, London WC1B 3HU, tel: 01 580 6387.

Grants for Intermediate Treatment are given to voluntary organisations which help those young people who are also offenders by trying to keep them out of prison or residential care.

Enquiries can be addressed to Branch CMP1C, DSS Alexander Fleming House, London SE1 6BY, tel: 01 407 5522 ext 7465; and also addressed to The Intermediate Treatment Fund, 33 King Street, London WC2E 8JD, tel: 01 379 6171.

‘Helping the community to care’ is the title of a programme of funding to help volunteers, families and other people care for people who need support. Projects are already underway in a number of pilot districts. General enquiries should be addressed to Branch CS4C, DSS, Alexander Fleming House, London SE1 6BY, tel: 01 407 5522 ext. 6557.

Home Office

The Voluntary Services Unit within the Home Office is the main link between voluntary organisations and central government, and can advise on which departments might fund particular projects. The unit can fund organisations whose work relates to more than one government department, such as national umbrella organisations. Enquiries should be addressed to the Voluntary Services Unit, Home Office 50 Queen Anne’s Gate, London SW1H 9AT, tel: 01 213

The Home Office also makes grants to organisations involved in marriage guidance, the rehabilitation of criminal offenders, probation and bail hostels.

The Home Office can make funds available to local authorities (councils) under section 11 of the Local

Government Act 1966 for staff costs to help meet the needs of ethnic minority communities. For more details see page 30.

**Foreign and Commonwealth Office,
Overseas Development Administration**

The Joint Funding Scheme is used to give grants to UK based charities which are working on poverty in developing countries, by directly supporting projects with a grant of up to 50% of the costs involved. Enquiries should be addressed to Mr P Little, Room AH 169, Overseas Development Administration, Abercrombie House, Eaglesham Road, East Kilbride, Glasgow G75 8EA, tel: 03552 41199 ext. 3199.

For responding to disasters in developing countries, the government has established a Disaster Unit within the Home Office at Eland House, Stag Place, London SW1E 5DH, tel: 01 213 5873.

Department of Trade and Industry

The Consumer Affairs Division of the DTI can provide funds to organisations which provide consumer advice and information. Enquiries should be addressed to the division at Millbank Tower, London SW1P 4QU, tel: 01 215 3298.

Department of Transport

This department makes grants to a few organisations, mainly in the interest of road safety. Enquiries should be addressed to the Department of Transport, 2 Marsham Street, London SW1P 3EB, tel: 01 212 4431.

Regional arts associations

The five counties are covered by three regional arts associations: Merseyside Arts, Northern Arts, and North West Arts.

Merseyside Arts

Based at Bluecoat Chambers, School Lane, Liverpool LI 3BX: the contact people are Roger Goddard and Karen Evans in Financial and Management Services, tel: 051 709 0671 ext 214 and 200 respectively.

Merseyside Arts covers the five districts of Merseyside as well as the two districts of Halton, and Ellesmere Port & Neston in Cheshire, and the district of West Lancashire in Lancashire.

Northern Arts

Based at: 9-10 Osborne Terrace, Jesmond, Newcastle upon Tyne, NE2 1NZ; and the key contact is the Assistant Director (Local Development), tel: 091 281 6334. The Head of Information Services is Dinah Clark.

Northern Arts covers the five counties of Cleveland, Cumbria, Durham, Northumberland, and Tyne & Wear.

North West Arts

Based at 12 Harter Street, Manchester M1 6HY, tel: 061 228 3062. Contact people are Clíodhna Mulhearn, Community Arts Officer, and Tanveer Ahmed, Multicultural Arts Officer.

North West Arts covers the ten districts of Greater Manchester county, plus all of Cheshire and Lancashire except for the three districts covered by Merseyside Arts and the High Peak district of Derbyshire.

What can they offer?

Arts associations have an image of only supporting 'high art' such as orchestras and Shakespeare, but this is not accurate. For example, North West Arts has a community arts panel which can give grants so that community groups can afford to use art in their work - a video, photographs, a

magazine, a banner, a poster, and other forms. The groups that can apply include youth groups, parents and toddlers groups, women's groups, disabled people's groups, elderly people's groups, and other community groups. The leaflet has flying pigs on the cover!

Northern Arts is currently adopting a comprehensive policy on Black Arts which will probably include monitoring its grants to Black groups, training in arts and arts administration, keeping records of community contacts, and using their Travel and Training Scheme to strengthen links with Third World arts. North West Arts also has adopted a similar policy statement and action plan.

These associations do not always use an application form, and often ask for a letter addressed to The Director giving an outline of the application for funds. A staff member of the association may then wish to arrange a visit to gather further details.

The initial letter should include:

- a description of your organisation
- a copy of your constitution
- a description of the event or activity to be funded
- dates for this event or activity
- who in the general public is it for
- how much will it cost, and how much will tickets raise
- how will it be publicised
- a copy of your audited accounts for last year
- a copy of your budget or accounts for this year
- a list of other bodies which might give some funds
- the amount of money you want from the arts association

Timing is important, and often an application needs to be submitted at least two months before the planned event will take place. Telephone the relevant association to check details. If there are urgent reasons why the deadline cannot be met (for example, someone visiting this country at short notice) then contact the relevant association with the outline details straight away, and gather the remaining details to send later. Generally, they will not fund events after they have taken place, even if the event makes an unexpected loss.

For North West Arts currently, applications for less than £1,000 can be considered at any time; and applications for more than £1,000 are considered by panel meetings which meet roughly four times a year with a deadline of three or four weeks before the panel meeting.

Arts associations also run some services of their own, notably publicity by distributing leaflets of a magazine. Their staff can also offer useful advice and information to groups as well as being able to administer grants

Commission for Racial Equality

The Commission for Racial Equality (CRE) was set up by law to promote equality of opportunity between all people, regardless of colour, race nationality, ethnic or national origins, and to prevent discrimination.

One of its powers is to make grants to organisations which are concerned with the promotion of opportunity and good relations between people of different racial groups.

The CRE is currently changing its funding policies. In previous years it identified each year a number of areas of work where it was interested in receiving applications -such as ethnic minority women and employment, tackling harassment, and so on.

This year the CRE is moving towards an approach where grants are made if a project fits in closely with the work of the Commission, and assists the CRE in concentrating on meeting its primary objectives.

The CRE does *not* normally fund the following:

- public bodies, universities
- debts from previous activities
- loans
- general appeals
- money to individuals
- research (but contact the Principal Research Officer)
- party political, religious or sectional interests

North-West Regional Office

This office covers the five counties of Cheshire, Cumbria, Greater Manchester, Lancashire and Merseyside.

Further details are available from Ibrahim Jama, Field Services Section, Commission for Racial Equality, Maybrook House, 40 Blackfriars Street, Manchester M3 2EG, tel: 061 831 7782.

Equal Opportunities Commission

The Equal Opportunities Commission (EOC) was set up by law with two main functions - to eliminate discrimination and to promote equality of opportunity between men and women.

To get a grant, the project must not just benefit women, it must also help to eliminate sex discrimination and promote equality of opportunity between men and women.

There are two types of grants:

Research and educational projects

Grants are for £200 upwards, and there are a large number of applicants. Grants are usually limited to one year, and for no more than one salary. The EOC prefer projects which incorporate new ideas, or look at problems in new ways.

Conferences and seminars

Grants are usually for less than £500, and applications must be received at least eight weeks before the date of the conference or seminar.

The EOC does *not* normally fund the following:

- from academic institutions
- general appeals
- buildings or equipment
- grants to individuals for travel or education
- public authorities doing their normal duties
- local projects without a national impact
- grants for inflation or pay awards
- grants for debts after an event
- re-applications within twelve months
- party political projects

Grants are made if a project either closely fits in with the work of the EOC, or it will produce useful results in an area where the EOC does not have the resources to become closely involved.

For further information contact the national office-Voluntary Liaison Unit, EOC, Overseas House, Quay Street, Manchester M3 3HN, tel: 061 833 9244 ext 107.

Sports Council

Grants and loans can be made by the Sports Council towards the cost of buying equipment for people taking part in sports. These grants and loans are not available for repairing or replacing existing equipment.

Grants can be given in the following cases:

- indoor sports facilities
- outdoor sports facilities including floodlights
- changing rooms
- specialist items such as slipways, gymnastic halls
- purchase of land and sporting rights
- purchase of sports equipment where -
 - the equipment is an integral part of the development of a new facility, or the equipment is new major items with a total capital cost of more than £1,500
- facilities for disabled people where -
 - the facilities are in a public facility rather than in a hospital or special school, for recreational rather than therapeutic purposes, and where there is no equivalent general community provision which can be used by disabled people
- social accommodation next to a sports facility (loans only)

Priority is given to applications which will increase participation in sport, or help remove social or recreational deprivation in areas of special need.

The Sports Council operates within the following limits:

- a minimum grant of £750
- a minimum capital cost of a project of £1,500
- a minimum loan of £1,000
- a maximum loan of £10,000
- the purchase of property or rights subject to the District Valuer's report

Applicant organisations are usually expected either to raise some of the required funds from their members, or from other funding bodies, and especially from local authorities (councils). There is no upper limit for grants, and each

case is decided on its merits.

Organisations wishing to apply for funds need to meet the following conditions:

- profits must not be distributed amongst the members
- the organisation cannot afford the proposal on its own
- membership must be open to everyone within reason
- users must form the majority of the managing body
- the organisation has long-term use of the facilities
- the work or spending on the project has not yet started
- the organisation can afford to run the project
- the project or facility will be fully insured
- the Sports Council will be able to inspect the project
- the Sports Council can examine the accounts
- the organisation acknowledges the Sports Council's help

The Sports Council also gives grants towards running costs of projects which are aimed at improving the participation in sport, up to a limit of £3,000. Allowable costs include publicity, coaching fees, hire charges and administration. This can be in conjunction with an equipment grant.

North West Region

This office covers the four counties of Cheshire, Greater Manchester, Lancashire and Merseyside. The full address is The Sports Council North West Region, Astley House Quay Street, Manchester M3 4AE, tel: 061 834 0338. The contact person is Jim Clarke.

Recently this office has started a research project in conjunction with Manchester University on the sports needs of ethnic minority community groups. The regional office has researched a wide range of related literature, and the contact person is the information officer, Rachael Evans. Some of their material is listed on the next page.

Northern Region

This office covers Cumbria and other northern counties, and their full address is The Sports Council Northern Region Aykley Heads, Durham DH1 5UU, tel: 091 384 9595. The contact person is Len Alderson.

Further reading: Sport and Ethnic Minority Groups

The following are available in the Information Section of the Sports Council North West Regional Office, and can be consulted by making an appointment.

Leisure services for disadvantaged people.
Association of Metropolitan Authorities, 1985, pp 22, 42.

Women in sport seminar report, by Bridget Calvert (ed).
Sports Council - North West Region, 1988, pp 17-19.

Fairfax project report, by Rachael Dixey.
Sports Council - Yorkshire and Humberside Region,
1981.
Looks at sporting opportunities for young Asian women
in Bradford.

Black and other ethnic minority sports issues,
by Brian Pote-Hunt.
London Strategic Policy Unit recreation and arts group
1987

Swimming provision for women: report of a special
project in Birmingham, February 1983 onwards. Sports
Council - West Midland.

Pride or prejudice, by John Mason, in Youth in Society.
June 1987, pages 22-23.
This looks at a young women's project in Blackburn.

Physical education in a multi-cultural society, guidelines
and general information leaflet.
Rotherham Metropolitan Borough Council, 1986.

Other sources

An extensive list of books and reports is also available
from the Sports Documentation Centre, Main Library,
University of Birmingham. For a review of the main
literature with a short summary of each item the London
Research Centre has produced a report called, Desk
Study: Ethnic Groups and Leisure, and for a copy the
contact person is Louise Durkam, The Sports Council
Greater London and South East Regional Office, PO
Box 480, London SE19 2BQ. Tel: 01 778 8600.

Task Forces

There are now sixteen Task Forces set up by the Government, along with Urban Development Corporations which have greater powers.

Task Forces aim to provide more jobs for local people, encourage enterprise, improve local training, support the improvement of the local environment, assist in the reduction of crime, and support initiatives designed to improve the provision of community services in inner city areas.

Their main methods are to encourage private sector investment in inner cities, to improve co-ordination between different government programmes, local authorities, voluntary organisations and private industry; to help local organisations undertake long-term economic and enterprise development work; to help disadvantaged groups in employment, especially ethnic minority groups; and also to look for approaches that will also work in other inner city areas.

Merseyside Task Force

Mr Madders, Acting Task Force Director, Graeme House, Derby Square, Liverpool L2 7SU. Tel: 051 227 4111.

Moss Side and Hulme Task Force

Mr M Moore, Task Force Leader, 23-25 Parisian Way, Moss Side District Centre, Manchester M15 5NQ. Tel: 061 226 8899/3375.

This Task Forces manages a fund of £100,000 which is used to make loans of up to £5,000 to cover up to 50% of the finance required by local businesses and co-operatives, at an interest rate below the current bank rate to be repaid over 36 months.

Grants of up to £1,000 are also available to cover up to 75% of the finance required for a business start-up, market research and strategy review, or other support. The grants and loans are run under the title, Enterprise Scheme.

The Moss Side and Hulme Task Force are planning to set up a Community Development Trust to continue some of their work

after they finish. Although they are not an advice agency they are keen to respond to enquiries from groups, which can include suggesting other contacts for advice and training. Some of their schemes select the groups they will work with at the start, such as a marketing scheme with IS groups involved, so it is important to ask what new schemes may be starting soon. There are no forms or deadlines, and a contact person is Liz Sharpley. All offers of assistance are also considered by a support group of people from the local area.

Preston Task Force

Howard Eastwood, Task Force Leader, Burlington House, 10-11 Ribblesdale Place, Preston PR1 3NA. Tel: 0772 201770.

Grants are available from the Preston Enterprise Development Fund, run by the Task Force. Loans are available at 1% below the usual interest rate for up to £5,000 over 36 months by arrangement with Barclays Bank and Midland Bank. Grants can be towards preparing a business plan, market research, feasibility studies, business start-ups or expansion, shared administrative services, and new technology.

Rochdale Task Force

Mr AP Wilson, Task Force Leader, 68 Drake Street, Rochdale OL16 1PA. Tel: 0706 523623.

The Rochdale Task Force is very keen to help the voluntary sector develop self-sufficiency and support projects which contribute to inner area regeneration. Other contact people are Glyn Jones and Jill Walker.

Urban development corporations

Central Manchester

Mr J Glester, Chief Executive, Churchgate House, Oxford Road, Manchester M1 6EU. Tel: 061 236 1166.

Trafford Park

Mr M Shields, Waterside, Trafford Wharf Road, Trafford Park, Manchester M17 1 EX. Tel: 061 848 8000.

European Social Fund

This is a very difficult fund to get funds from. This year around 150 voluntary organisations in the UK are getting a total of more than £15 million from this fund, an average of £100,000 each.

The fund is currently being fully reviewed which means that projects which start on 1st January 1990 may be different in type to projects already receiving ESF funds.

The ESF is not for general social projects, but only for projects which provide training for work with particular jobs in mind, such as training electricians. Grants are made to match £ for £ with other grants from public sources within the UK. Grants are only for revenue (running costs) and not for equipment or other capital items. Money has often been paid to organisations many months after a project has started, and there have been some sudden changes recently which have caused great difficulties to groups.

Together with another fund called the Regional Development Fund of the EEC, this and the ESF are expected to be increased in size, but concentrated more on places of exceptional hardship and need within Europe. Another possible change could be that 'programmes' will be decided in advance, and voluntary organisations might have to fit their applications to meet these given priorities.

NCVO, the National Council for Voluntary Organisations, produces an information sheet on this review which is updated from time to time. For copies, the contact person is Bill Seary, Head of International Affairs, NCVO, 26 Bedford Square, London WC1B

Other useful addresses are:

Department of Employment, European Social Fund section, St Vincent's House, Orange Street, London WC2H 7HT, tel: 01930

European Social Fund, Commission of the European Communities, Directorate-General V, Rue de la Loi 200, 1049 Brussels, Belgium.

Youth visits to other countries

The European Commission has been organising youth exchanges for fourteen years, and 1990 will be the start of another five-year programme of exchanges.

In the three years 1985-87 nearly 8,000 young people took part in exchanges, and approximately half were girls and young women.

The formal title of the scheme is, the Programme for Exchange of Young Workers, but this includes young unemployed people ('job seekers') as well. The programme is divided into sectors, with the services sector having over 50% of the places. The demand for places is quite high - four to one.

Visits to countries outside the twelve European Community states can be made with grants from the Youth Exchange Centre, based in London. The YEC was set up in 1985 by the Government to encourage exchange visits with other countries. As well as providing grants, the YEC can also provide information, advice and training.

Grants are available both for British youth groups travelling abroad, and for hosting visiting youth groups from other countries. The ages must be between 14 and 25, with priority for those young people aged 16 to 20. Special funds are reserved for disadvantaged groups.

Grants for visits with Commonwealth countries are available through the Commonwealth Youth Exchange Council.

For further details contact, Youth Exchange Centre, Seymour Mews House, Seymour Mews, London WIN 9PE, tel: 01 486 5101.

They can send you two information sheets: Guidelines to applicants for youth exchange grants, and Training and support for youth workers in international youth exchange.

The Urban Trust - Liverpool

The urban Trust is a relatively new national charity supported by the government. One of its major aims is to encourage large charitable trusts, and the private sector to do more in inner city areas, and especially to do more for ethnic minority communities.

In its initial stages it is concentrating its work on four cities - Liverpool in the North-West, as well as Birmingham, Bristol and Leicester.

The focus of the Trust is to encourage the economic viability of local communities. It is working closely with the Task Forces of the DTI (Department of Trade and Industry) to ensure that their contribution to inner city regeneration remains effective after they finish.

Currently some of the funders involved with the trust are: The Baring Foundation, JP Getty Jnr Trust, Tudor Trust, Allied Dunbar Barclays Bank, British Telecom, Glaxo, Lloyds Bank, Merrill Lynch, National Westminster Bank, J Rothschild.

As well as offering grants, the Trust is willing to offer advice and information to funders and to community groups in need of funds. The Trust is politically non-aligned and is committed to working closely with other organisations in the inner cities who share its objectives.

The Trust has produced the first edition of a short newsletter this summer, called Frontline. It will be produced four times a year, and community groups can write to the Trust to be added to the mailing list to receive a copy.

For more details on grants from the Trust for groups in the four cities mentioned above, contact Bob Ramdhanie (director) at The Urban Trust, 9th floor, The Rotunda, 150 New Street, Birmingham B2 4PA, tel: 021 631 2811.

Barclays Youth Action Scheme

Grants are available from Barclays Bank plc, particularly for young people in inner city areas.

Grants of up to £15,000 can be made from this scheme to registered charities to promote community service and enterprise by young people aged under 24.

The four elements of the scheme are:

1. Young people providing community services for elderly people, disabled people, or other people who are disadvantaged.
2. Stimulating a sense of enterprise and assisting in creating purposeful employment opportunities for young people.
3. J. Nurturing leadership and organisational skills which are relevant to work and community life today.
4. Renewing the environment of run-down areas.

Applicants must be able to demonstrate the capacity to achieve results within twelve months of receiving a grant.

Priority will be given to new and imaginative ideas which are cost effective, stimulate community involvement and directly benefit young people in specific inner city areas. Applications forms should be returned to the address below, and there are three closing dates each year 1st March, 1st June, and 1st September.

Application forms are available from Barclay's Youth Action, Social Responsibility Unit, Barclays Bank plc, Juxon House, St Pauls Churchyard, London EC4. Tel: 01 248 9155.

Prince's Trust

The Prince's Trust was set up by HRH The Prince of Wales to offer young people the challenge to achieve their own goals and to further their own or other people's welfare by using their latent initiatives and resources.

Applications are made simply by a handwritten letter from the young person or people concerned, addressed to the local committee as listed below.

You need to fit the following conditions:

- you are aged under 25 years
- the project is your own idea
- you will be personally responsible for the project
- funds are not available from elsewhere
- the project is not part of a bigger organisation

Cheshire

John Dickinson, The Cheshire Committee of the Royal Jubilee and Prince's Trusts, Wern Isaf, Nant Y Frith, Bwlch Gwyn, Wrexham.

Cumbria

Don Taylor, The Cumbria Committee of the Royal Jubilee and Prince's Trusts, Economic Development Officer, Cumbria County Council, Cumbria.

Greater Manchester

Mr DF Finch, The Greater Manchester Committee of the Royal Jubilee and Prince's Trusts, 5th Floor, Oakland House, Talbot Road, Old Trafford, Manchester M16 0PQ.

Lancashire

Bob Holse, The Lancashire Committee of the Royal Jubilee and Prince's Trusts, Lieutenancy Office, County Hall, Preston PR1 8XJ.

Merseyside

Cathy Pridgeon, The Merseyside Committee of the Royal Jubilee and Prince's Trust, Coppershine Ltd, 4th floor, 5 Castle Street, Liverpool L2 4SW.

Prince's Youth Business Trust

This is a national charity for young people aged under 26 years who need help to establish their own business. The trust can provide money, advice and information, training and marketing support.

The head office is at 8 Jockey's Fields, London WC1R 4TJ. tel: 01 430 0521.

The trust is conscious that it is encouraging young people into "the harsh realities of the commercial world" and is looking to support those proposals which have a reasonable chance of being successful, which will include spending much time and effort to ensure that the young people understand what is involved.

Grants can be made of up to £1,000 for starting up, and loans can be up to £5,000 for starting up or expanding.

The young person involved should normally be aged under 26 but not under 18 years. They should have completed a basic course in book-keeping and accounts.

All applications for financial support are considered both in terms of the basic business viability of the proposal, and the personal circumstances of the applicant. The young person must be have limited financial means, both in capital and in their income from any other employment. The trust will not make a grant or loan for an amount of money if the young person already has that amount.

The young person must be either unemployed or disadvantaged in some way, and would find it difficult or impossible to start a viable business without the help of the trust.

The £1,000 maximum grant is not towards the working capital of the business. Instead, it should be spent on buying fixed assets, education or training. Two tutors are assigned to each successful applicant. Groups of young people can apply together for a grant of up to £3,000.

A full list of the conditions and application details are available from the head office at the above address.

Community Projects Fund

Grants of up to £1,000 are available for community groups to pay professional fees for studies which investigate the architectural and economic viability of their proposed project. The most recent closing date was 21st December 1988.

Applications are especially welcomed from ethnic minority organisations, housing groups, and inner city projects.

Examples of the type of proposals are playgrounds, community halls, housing estate improvements, city farms, business workshops, and sporting facilities.

The money is from the Community Projects Fund, and more details can be obtained from the Community Architecture Resource Centre, RIBA, 66 Portland Place, London W1N 4AD. tel: 01 580 5533.

Community Technical Aid Centre

Groups interested in these types of projects may also want to contact the Community Technical Aid Centre, 11 Bloom Street, Manchester M1 3HS. Tel: 061 236 5195. As well as offering advice and information and professional architectural help to some groups, they will have details of any similar agencies nearer to you.

Company giving

Since 1986 it has been possible for companies to claim exemption from Corporation Tax on their donations to charities, for up to 3% of the annual dividend distributed to shareholders.

This tax relief for single payments is in addition to the tax relief that companies can claim when they covenant a regular donation to a charity for at least four years.

For community groups, most company giving will either be from the 'big nationals' such as the National Westminster Bank and Marks & Spencer, or from local firms and local sites of bigger firms.

Many of the larger companies have a member of staff whose job includes sponsorship - you can usually speak to them quite easily by calling the head office and asking to speak to somebody about sponsorship. They often work in the publicity or advertising department. It is well worth talking to them about the kinds of group they are currently sponsoring, such as inner city projects or enterprise agencies. Companies very rarely have a policy document, so this type of conversation is important. They may also be able to send you a glossy brochure, but this usually tells you more about the company than about any possible grants.

As well as not having policy guidelines, companies often do not have clear limits on how much they will give. One conversation ran along the lines of "we always bin circulars, we can easily give under £500, and we draw our breath at anything over £1,000". You should find out who to address the application to - it might not be to the member of staff you spoke to. Some companies expect you to apply to the nearest site, others have a central appeals committee.

Of the big companies, those that give the most money are in the finance sector (banking and insurance), followed by chain stores, food, alcohol and tobacco companies. Oil companies still give a substantial amount, especially for environmental improvement projects.

The following points will help an application succeed:

- personal contact with the decision makers
- choosing companies for a clear reason, no circulars
- being clear about what you want the money for
- seeing companies as only part of your funding needs
- being persistent and applying many times before giving up

Your application should be:

- no more than two sides of paper
- saying exactly how the money will be spent
- communicating the urgency of your appeal
- saying why their company should choose your group
- offering your audited accounts and annual report
- use their correct name and address (ask their switchboard)

and remember to say thank you if it works!

It is important to understand *why* companies choose to give money to community groups, and these are some suggestions. When you are researching a company, try to see if any fit and adjust your approach accordingly.

- other companies are doing the same
- because your cause matches their products or customers
- because a major customer told them to give money
- the special interests of directors or managers
- simple habits
- persistent appeals from groups make them give in the end

There are few community groups that can survive only on money from companies - it is not the complete answer. The following are useful reminders.

- there may be more appropriate solutions to your needs
- your group may be ill-equipped to receive money this way
- your group may “sell its name” too cheaply
- some commercial activity may be unsuitable, like tobacco
- commercial links may change the image of the group

Books with more details

A Guide to Company Giving, from the Directory of Social Change.

Charity Trends (used to be called Charity Statistics), from

Charities Aid Foundation, 48 Pembury Road,
Tonbridge, Kent TN9 2JD.

Raising Money from Industry, from the Directory of
Social Change (£2.95).

Industrial Sponsorship and Joint Promotions, from the
Directory of Social Change (£2.95).

Raffles and competitions

Some groups have strong feelings on gambling as a means of raising funds. Where appropriate, some groups may want to consider the following as fundraising possibilities. These types of lottery are permitted by law:

1. Private lottery

Here the sale of tickets is restricted to members of a society, club, association or organisation, and the promoters of the lottery are also members of the same body. Local branches of a large organisation are regarded as being separate bodies. The purpose of the organisation must not be as a gambling or betting club.

All the money collected can only be spent on the following:

- printing and stationery
- prizes
- for the purposes of the society.

2. Small lotteries Incidental to certain entertainments

An example of this would be a raffle at a society dinner and dance party. The raffle must not be the main attraction to the event. The selling of the tickets and the announcement of the winner must take place on the premises and during the entertainment. None of the money raised either from the lottery or from the entertainment can be used for private gain, and there is a £50 limit on all the prizes.

3. A societies' lottery

This is wider, but has more complicated regulations. First of all it must be registered with the local Registration Authority, usually a district local authority with a fee usually around £20. It must not be for private or commercial gain, only for organisations such as charities, sports, social and cultural groups. The following restrictions also apply:

- no prize can be over £2,000
- tickets must not cost more than 50 pence
- total proceeds must not be over £10,000
- prizes must be less than 50% of the proceeds
- expenses must be less than 25% of the proceeds

The maximum prize can rise up to £4,000 depending on the length of time since the last lottery, and being registered with the Gaming Board.

Every lottery must have a named person as its 'promoter' and they are responsible for the conduct of the lottery, but the society remains financially responsible for the lottery.

4. Skill based competitions

Competitions can involve any level of skill, such as matching food items to countries. If there is a combination of skill and chance, it is still gaming. If there is no chance element, for example by asking people to 'complete this sentence in your own words: XYZ is the best group because ...' and the winner is chosen by the judges on the basis of this completed sentence - this is a competition.

Entrance fees for competitions are subject to VAT, with a few exceptions for sports events. VAT considerations will not apply to most smaller organisations, only those large enough to be registered. Competitions associated with zero VAT rated items (such as food and newspapers) and run by large organisations usually make it clear that purchase is not a condition of entry to avoid VAT difficulties.

Further details

More details on lotteries, competitions and other examples such as football pools, are contained in *A Guide to the Benefits of Charitable Status* by Michael Norton, Directory of Social Change, 1983. ISBN 0 907164 09 9.

Covenants

If your group is a charity (registered or not) and people who pay income tax want to donate some of their money to your group, then some of the income tax can be claimed back to make the donation larger.

This is done by the person signing a covenant, which is a legal promise to make donations for at least four years. The charity reclaims the tax paid at the basic rate (currently 25%) on the money by the donor, by contacting the local Claims Branch of the Inland Revenue. The donor will be asked to fill in a Certificate of Deduction of Tax, and except for large payments this is usually only required for the first year of the covenant.

The payments made by the person can be every year for at least four years, or just one payment for the four years.

A covenant must be a gift rather than a payment for goods and services. A covenant can sometimes be used for membership subscriptions (as happens with the National Trust) where the material benefits of membership are judged by the Inland Revenue to be sufficiently small in relation to the gift being made. Although covenants should last a minimum of four years, the membership form for the National Trust says that the donation will last ‘during my lifetime or until I resign my membership’.

If a person offers your group a large donation and you want to change it to a covenant, these are the steps you should follow:

- do not bank the cheque or postal order yet
- send the person a covenant form for them to complete
- when the form has been returned, now you can accept and bank the cheque.

It is important that the offered cheque is not accepted and banked until the covenant has been made.

A ‘deposit covenant’ is a useful way of converting a single donation into a covenant. It works because the charity takes the full amount, for example £40 now, and holds it on deposit, paying itself £10 a year for four years, the minimum time for a covenant. The charity can also keep any interest.

If the person prefers to make regular payments, then a standing order is a useful way of transferring money from one bank account to another, for example on the first day of July every year.

Standard forms

■ A deed of covenant

I (name of person giving money)
of (address)

hereby covenant with (*name of charity) hereinafter called 'the charity' that for a period of (number, at least four) years from the date hereof or during my lifetime (whichever shall be the shorter) I will pay annually to the charity such a sum as will after deduction of Income Tax at the basic rate for the time being in force amount to £____ (____ pounds).

Dated the _____ day of ____ 19 ____.

Signed, sealed and delivered

_____(signature)

In the presence of:

Signature of witness (not a relative) _____,

Address of witness _____

■ A standing order

To (name of the bank of the person making donation) of
(address of their bank)

Please pay to (*name of bank of charity, with sort code)
of ('address of charity bank) for the account of (*charity
bank account number and title)

The sum of £ _____ (____ pounds)

on the _____ day of _____ 19 ____

and a like sum every year on the _____ day of _____

in each of the following (____ at least three more) years

making a total of _____ payments.

Signed _____

On the _____ day of _____ 19 ____.

* All these details in brackets can be added by the charity before it prints any standard forms for its supporters to fill in. The bank sort code is shown in the top right corner of a cheque, such as 11-22-33.

Forms for a deposit covenant

This is for one payment which is to last for four years.

Take care with the dates. The dates of the annual payments on the deed of covenant and on the loan repayments should be the same. The first of these payment dates should be *after* that on the letter of loan sent to the charity with the letter of waiver, normally one day following.

■ 1. Letter of loan

To (name and address of charity)

Please receive my remittance of £___ which sum I place on deposit with you, free of interest, and repayable in four equal annual instalments to be made on the __ day of 19__ and subsequent repayments to be made on the same date of each of the following three years.

Yours faithfully
(signed and dated_____).

■ 2. Letter of waiver

To (name and address of charity)

I have today paid to you the sum of £_____ as an interest free loan repayable in four equal annual instalments. In the event of my death I hereby waive repayment of all such instalments which become due after my death which shall in consequence become the property of your organisation.

(signed and dated_____)
(full name in block capitals_____)

Signed in the presence of us both, being two witnesses to this letter in witness of which and in the presence of each other we hereto subscribe our names:

Signature of witnesses	_____	_____
Occupations	_____	_____
Addresses	_____	_____

■ 3. A deed of covenant is also required, with one witness

Collections for charities

Many groups use collecting boxes and tins to raise money for their funds. If the collecting box is left in one place, for example on a shop counter, then only the shopkeeper's permission is required. When the box is emptied, the group must provide a receipt for the money which can be displayed on the premises.

If the collection is in the street or is going from house to house, then a licence is required. If the collection is in one place on private land (including shop doorways and malls), then a licence is not required.

Street collections

To hold a street collection (such as a flag day) your group will need a licence from the district local authority, often the Environmental Health Department. Dates are often decided by the authority up to a year in advance to avoid too many collections at any one time. The word 'street' also includes public footways, squares and courtyards. Local authorities can make local regulations for the conduct of street collections. There is no right of appeal against the refusal of an authority to grant a street collection licence.

Licences are needed for appeals for money, and for selling goods to raise money for a group. But a licence is not required for appeals for goods, such as for a jumble sale or collecting waste paper.

The law for street collections is the Police, Factories, etc (Miscellaneous Provisions) Act 1916, and the power to make local regulations is in the Local Government Act 1972.

House to house collections

This has a very wide meaning, including people collecting in two or more pubs over a mile apart, as well as knocking on the doors of houses in one road.

Licences are needed if you appeal for money or goods, but not if you are selling goods to raise funds for a charity. You will not need a licence if the appeal for money or goods is only to drop a leaflet through letter boxes.

Licences for house to house collections can only be refused on the following grounds:

- too little of the money collected will go to charity
- too much money will be given to the people collecting
- begging will take place, or has in the past
- the applicant is not “a fit and proper person”
- the applicant has mis-conducted collections before
- the applicant has withheld information
- the charity is unregistered and should be registered

Exemption certificates are available from the Home Secretary for some national appeals such as Poppy Week.

Exemptions certificates are also available from the local chief officer of police for collections which are local in character and likely to be completed in a short period of time.

The law for these collections is the House to House Collections Act 1939.

Rules when collecting

The applicant, sometimes called the promoter, must provide each collector with:

- a certificate of authority
- a badge, to be destroyed after use
- a sealed and numbered collecting box, or
- a receipt book

If the donor does not put their money directly into a sealed collecting box, then the collector must issue a receipt.

The certificate must have the collector’s signature, and a police constable can require any collector to provide their name, address and signature. All collectors must be aged 16 years or more.

The applicant must give the licensing authority the financial accounts of any collection within one month of its completion. Some banks and building societies are willing to help in witnessing the opening of the sealed boxes, counting the contents, and producing a financial statement.

A basic constitution

Here is a basic example of a constitution for a voluntary organisation or a community group. The legal status of a group using a constitution (or a set of rules) like these here is called an unincorporated association. Any group without a written constitution also has this status. It means that the group cannot hold property, borrow money, take legal action, or enter a contract. Only individuals in the group can do these things, but they remain personally liable. The alternative is to get advice from your local CVS on how to get 'limited liability'.

This model contains options for groups to choose between before passing a resolution for its adoption.

THE CONSTITUTION OF THE

(.....)

1. NAME

a The name of the organisation is (....) , called “the group” in this constitution.

2. AIMS AND OBJECTIVES

- a To promote ...
- b To develop ...
- c To assist in ...
- d To recognise ...

Groups that want to become registered as a charity at a later date, will need check that the aims and objectives they choose are one or more of the following types:

- the relief of poverty
- the advancement of education
- the advancement of religion, or
- other purposes beneficial to the community.

The promotion of good race relations is now regarded as being beneficial to the community.

3. MEMBERSHIP

- a The secretary shall keep a membership book with full details of members and their status.
- b Membership shall be open only to any individual who is (or organisation which is) and remains sympathetic to the aims of the group.
- c There shall be two forms of membership: Full Members and Associate Members.
- d Full Members can be any person aged 18 and over. Any younger person (and all organisations) may be an associate member.
- e Only full members shall be entitled to vote at meetings of the group. (Associate member organisations shall be entitled to send representatives and receive mailings, but not vote.)
- f Membership shall be renewable following each Annual General Meeting, which may decide on any changes regarding subscriptions.
- g Any person whose membership is terminated by the committee shall have the right of appeal at the next General Meeting or Annual General Meeting, whichever the sooner.

4. MEETINGS

- a The secretary shall keep a minute book with a record of the proceedings of all the meetings of the group.
- b The secretary shall arrange committee meetings, and shall consult other committee members on the timing and frequency of meetings.
- c The secretary shall arrange General Meetings at either the request of the committee or at least (....) full members of the group. A written notice shall be sent to every member not less than (....) days before the meeting.

d The secretary shall arrange for an Annual General Meeting in each calendar year, to be held shortly after the completion of the financial statement and annual report. A written notice shall be sent to every member not less than (....) days before the meeting.

e The secretary can arrange with the agreement of the committee any other type of meeting or event in the name of the group, providing that no votes are taken on any matters relating to the running or the policies of the group.

f The quorum for any committee meeting shall be (....) full members, and (....) full members for any general meeting.

g All meetings shall take place in premises which are accessible for any disabled members.

5. OFFICERS AND COMMITTEE MEMBERS

a The first committee of the group shall consist of the initial members, who shall arrange the first Annual General Meeting within twelve months of their first meeting.

b The Annual General Meeting shall elect a committee of up to (....) full members, including a Chair, Vice-Chair, Secretary and Treasurer to serve until the next annual general meeting.

c Nominations for these positions must be received by the secretary by (....) days before the meeting (on before the start of the meeting), proposed by a full member and with the agreement of the nominated person.

d The method of election shall be (one of the following:) by a show of hands at the meeting by a ballot at the meeting by a ballot of all members before the meeting.

e The committee may co-opt up to (....) non-voting people to serve on the committee until the next Annual General Meeting.

f In the event of a tied vote during a meeting, the Chair of the meeting shall have a casting vote. Except for these casting votes, the Chair of a meeting shall not vote on resolutions.

In the event of a tied vote during a meeting, the resolution shall be minuted as having failed.

6. FINANCE

a Any money received shall be paid into the account of the group at the (...) branch of the (...) bank (on building society).

b Any money paid out in the name of the group shall be made only by cheque from the bank (or building society) account. The committee shall decide, and the treasurer shall instruct the bank (or: building society) from time to time which signatures can be accepted. No cheque shall be valid without two signatures.

c No member shall derive any financial benefit from the group, other than the payment of reasonable expenses.

d Any committee member who carries out an agreed activity on behalf of the group will not be personally liable for debts, and will be entitled to be indemnified from the group's funds, *provided* that no payments shall be made, or obligations entered into, which cannot be met from the balance of funds held by the group.

e Fundraising shall be seen as an obligation of the committee as a whole. No funds may be raised in any manner judged by the committee to be in conflict with the aims of the group.

f A copy of the most recent annual statement of accounts shall be made available to any member on request, and shall be presented to each Annual General Meeting. Each annual statement of accounts will be audited by a competent person chosen by the committee, who is not a member of the committee, and this person shall report directly to the Annual General Meeting on the state of the accounts.

7. CHANGES TO THE CONSTITUTION

a Any changes to this constitution can only be made at a General Meeting, including an Annual General Meeting, and notices giving full details of proposed changes shall be posted to all members not less than (....) days before the meeting.

b Any full members of the group can propose and second a change to the constitution, by writing to the secretary not less than (....) days before the General Meeting.

8. WINDING UP

a The group can only be wound up by a vote at a General Meeting, provided that notices giving full details have been posted to all members not less than (....) days before the meeting.

b If the group is wound up, and after settling all proper debts and obligations there is any money or property remaining, these shall not be given to any of the members. Instead, these shall be transferred to the (.... - an organisation with similar aims and objects).

The northern office of the Charity Commission
is: Graeme House, Derby Square, Liverpool L2
7SB. Tel: 051 227 3191.

Your local Council for Voluntary Service (CVS) can also
give advice and information on adopting a suitable
constitution.

Books

The following useful books can be ordered through a local bookshop or library, and a copy may also be available from your local Council for Voluntary Service (CVS).

Government Grants, by Maggie Jones from Bedford Square Press, 1988 £4.50 ISBN 0 199 1200 8

Voluntary But Not Amateur, by Duncan Forbes and others from London Voluntary Service Council, 1988 £6.00 ISBN 0 901171 66 2

Fund Raising and Grant Aid for Voluntary Organisations - A guide to the literature, by Susan Bates from Bedford Square Press, 1986 £4.95 ISBN 0 7199 11540

Guide to the Major Trusts, by Luke FitzHerbert from Directory of Social Change, 1988, £12.50

The Arts Funding Guide
from Directory of Social Change, 1988, £7.95

Getting In On The Act, by Clive Grace and Richard Gutch
from Bedford Square Press, 1988
£3.00 (voluntary organisations) £6.00 (public bodies)
ISBN 0 7199 1218 0

The powers in law for local authorities to fund groups.

But Is It Legal?, by Sally Capper
from Bedford Square Press, 1988
£3.95 ISBN 0 7199 1221 0
The law on lotteries, car boot sales, fundraising. etc.

Raising Money for Women, by Marion Bowman from Bedford Square Press,
1986 £5.95 ISBN 0 7199 11702

Grants from Europe, by Ann Davison from Bedford Square Press, 1988 £5.95 ISBN 0 7199 1207 5

Directory of Grant Making Trusts 1987
from Charities Aid Foundation £45.00
ISBN 0 904757 30 7 *available in some
reference libraries*

Giving to Charity: how businesses can get tax
relief Giving to Charity: how individuals can get
tax relief both from Inland Revenue Enquiry
Offices (free).

Section 11 - Funding for Black and Ethnic
Minorities
from Bedford Square Press, 1988
£2.00 to voluntary organisations (£4.00 to
others),
ISBN 0 7199 1242 3.

A Guide to Company Giving from
Directory of Social Change.

Charity Trends (used to be called Charity
Statistics) From Charities Aid Foundation

Raising Money from Industry
from Directory of Social Change, 1981, £2.95

Industrial Sponsorship and Joint Promotions
from Directory of Social Change, 1981, £2.95

A Guide to the Benefits of Charitable Status, by
Michael Norton
from Directory of Social Change, 1983, £4.95
ISBN 0 907164 09 9

FUNDING

Funding for ethnic minority community groups is becoming harder to find and keep.

This book gives a large number of contact names and addresses for organisations that do make grants in the North-West region of England. Significant national bodies are also included.

This book is also a useful starting point for further reading on fundraising, and will be of general interest to many voluntary organisations.

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