

# groundswell grant award scheme

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## application pack

**Groundswell UK**

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## groundswell grant award scheme guidelines

### how to fill in the application form

#### Want to set up your own project?

The Groundswell Grant Award Scheme offers anyone with experience of homelessness up to £700 to set up self-help projects or service user involvement initiatives.

#### how do I apply?

Please fill in the Groundswell Grant Award scheme application form and contact form, and send them in to Groundswell. See below for more details about filling these in.

#### what is groundswell?

Groundswell is a national charity. We believe that the only way to tackle homelessness is with the direct involvement of homeless people. We support homeless people to set up their own projects, to get involved in running services and to influence homelessness policy. Check us out at [www.groundswell.org.uk](http://www.groundswell.org.uk)

#### who can apply for an award?

Anyone with experience of homelessness.

You are only allowed one Award per group, so if you have won one previously then, move over and let someone else in! Get in touch if you want advice on other potential funders.

**Please note, if you are agency who works with homeless people then do not apply on behalf of your clients – encourage people to apply themselves.**

You must be based in the UK.

We are aiming at new or small projects so you can only apply if your group has an annual turnover that is between £0 and definitely no more than £20,000 each year.

#### what do we mean by homelessness?

Anyone who is insecurely housed, i.e. if you are rough sleeping, living in a hostel or other short-term accommodation, Travelling, squatting, a refugee, asylum seeker, living in a Bed and Breakfast, a half-way house – anyone without a secure tenancy.

#### what do we mean by project?

We mean a wide range of activities – a client group at a hostel or day centre, an arts group, a business venture, a charity, more or less anything!

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#### The Haven Club

A group of homeless recovering drug and alcohol users from North London came together in October 2002 to create The Haven Club. Their grant was used to purchase equipment to pilot one term of weekly events. The success of the pilot was recognised by Camden and Islington councils who have both gone on to support the project for three years with a total of £50,000. The Haven's warm, social atmosphere of mutual support now benefits hundreds of people a year.

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#### Community Consultants South Kilburn

A group of formerly homeless tenants from South Kilburn came together to provide grassroots consultancy on the regeneration of their estate. Their £500 grant in 2001 was their first successful application. They now work across a range regeneration projects throughout London offering peer research, consultation and training and have a turnover of £100,000 pa.

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## groups or individuals?

We prefer examples of people working together, but if you are working alone you can still apply, as long as you can show a collective benefit for your project.

You can apply for a grant with us if you are an informal collection of people or a more formal group with a constitution. If you have plans to grow then it is probably worth getting a constitution at some point, as most other funders make this a requirement. There is information on the Groundswell website for more information on group structures and constitutions.

## some examples of the type of applications we are looking for

- ▶ A group of people who all use a day centre and want to set up a magazine.
- ▶ A group of hostel residents who want to start running a Resident Action Group.
- ▶ A community of Travellers who want to convert a vehicle to be used as a classroom.
- ▶ A group of squatters setting up an allotment.
- ▶ A group of former rough sleepers setting up a market stall selling crafts.

## some examples of things that won't be considered

- ▶ Any workers in services asking to do anything on behalf of their clients.
- ▶ An individual asking for fees to send them on a course.
- ▶ A project based outside the UK.
- ▶ A UK-based group who want to do work outside the UK.

## what happens after I apply?

Awards are made four times a year, but you can send in your form at any time. We will confirm that we received your form within two weeks. So if you do not hear from us, get in touch. Your application will then be forwarded to our committee to be considered at the next deadline. This happens four times a year.

15 January      15 April      15 July      15 October

We will let you know the decision within a month of the deadline.

## how are decisions made?

Groundswell has a committee just for this job. It is comprised of people from Groundswell's network with relevant experience (like setting up their own projects, grant making and homelessness). It meets four times a year and assesses applications against these criteria:

- ▶ **Need** - are you addressing an important need?
- ▶ **Impact** - will your project really address this need?
- ▶ **Clarity** - is it clear what will happen if you get the money?
- ▶ **Realistic** - is your project likely to happen?
- ▶ **Budget** - do the figures add up?

Check out the Groundswell website. There is information on other funders, top tips on filling in grant applications, news of upcoming events and the brand new Groundswell Directory – where you can find inspiring examples of homeless led self help groups all across the UK.  
[www.groundswell.org.uk](http://www.groundswell.org.uk)

### flow chart

Get your application form and read the guidelines thoroughly. Any questions? get in touch with Groundswell office.



Fill in application and send in.



Groundswell check if it is eligible. If not, get letter explaining why not. If Yes, get a letter saying that your application has been sent to the committee.



Committee meet and make decisions after each quarterly deadline.



If unsuccessful, get offered a copy of Groundswell Toolkit. Chance to discuss feedback. Welcome to re-apply.



If a winner, we contact your referee. Then you get sent terms and conditions. When signed and returned, we send you a cheque.

## groundswell grant award scheme application form

### section 1 - you

1. Are you a group or an individual?  
Group       Individual
2. If you are a group – when did you start meeting?
3. Briefly describe the purpose of your group.
4. What is the annual turnover of your group?
5. Please describe your experience of homelessness

### guidance

If you are an individual please go to Q5.

Give the month and year that you started meeting or running activities.

How you came together and what you aim to do.

How much money did you spend last year? If you have not raised money before just put £0.

How long have you been homeless? What type of homelessness have experienced?

### section 2 - your project

6. Please give a summary of your project.
7. What is the need that you're trying to address?

By 'project' we mean the activity – which this application relates to.

The summary should be one sentence eg "We are a group of hostel residents who want to write a newsletter."

Is there a problem you are trying to fix or a lack that you are trying to fill?

# groundswell grant award scheme application form

8. What is your planned activity to meet this need?

## guidance

Give details of exactly what you plan to do with your project.

## section 3 - your budget

9. Please break this budget down showing the items involved:

Item	Amount
Total cost of project	

This includes all aspects of the project including the bits that you are not asking Groundswell for.

Please list each item in the the total project budget. Place a \* next to the items that you want Groundswell to fund.

10. How much are you applying to Groundswell for?

The maximum is £700

11. If the total cost of your project is more than the amount that you are applying to Groundswell for. How do you intend to find the rest of the money?

Maybe you already have it – maybe you are applying to other funders? Let us know.

## groundswell grant award scheme contact form

### 1. Contact details

First name:	Last name:
Position:	Organisation:
Project within organisation:	Address:
Phone no:	Postcode:
Mobile no:	Fax no:
Personal email:	General email:

### 2. How do you prefer to be communicated with regarding this application?

Phone  Email  Letter

### 3. What is your current housing situation?

Sleeping rough/street sleeping  Halfway house  Hostel   
 Sofa-surfing (staying with friends/family)  Bed and breakfast  Travelling   
 Renting from housing association or council  Private renting  Squatting   
 Own own home  Other (please describe) \_\_\_\_\_

### 4. Would you like to be listed on The Groundswell Self-Help Directory?

The Directory provides contact details of many of the UK's homeless led self-help projects to help you seek each other out to share experiences to learn from each other.

Yes  No

### 5. Has this project successfully received funding from any other grant makers before?

Yes  No

### 6. What is the status of your project?

Individual  Company limited by guarantee  Informal Group   
 Registered charity  Other (please describe) \_\_\_\_\_

### 7. Does your group have a bank account?

Yes  No

### 8. How did you hear about scheme?

Groundswell website  Grant finding organisation   
 Groundswell literature  General web search   
 Homelessness Service  Other (please describe) \_\_\_\_\_

### 9. Referee

Before a grant can be awarded we will need confirmation that the details in the form are correct from someone who has known you for over two years.

Name:	How you know this person:
Address:	Email:
	Phone no: