



The SJI TURKINGTON BEQUEST

APPLICATION PACK

CLOSING DATE: 16 MARCH 2006

GUIDELINES FOR SJI TURKINGTON BEQUEST

MICRO GRANTS 2006

Application Deadline: 16 March 2006

This grant-making scheme was established in 1975 from a bequest from Miss SJI Turkington. The scheme is administered by NICVA, the Northern Ireland Council for Voluntary Action. Micro grants (under £500) are allocated from the modest annual income generated by the Bequest to assist projects for the benefit older people in Northern Ireland.

Overall Aim

All projects should meet the overall aim of the bequest to address: “*older people’s isolation and loneliness through educational provision*”.

Due to the modest resources available to this scheme, any single grant award in 2006 will not exceed £500. The overall budget for the entire scheme in 2006 will be around £10,000.

The scheme will only make awards to:

- Organisations which are formally constituted, though they need not be registered charities
- projects for older people (aged over 60).

The Assessment Panel will prioritise applications from

- the most disadvantaged in society
- Organisations with an annual income under £15,000.

The Assessment Panel is unable to fund

- individuals
- statutory bodies
- general running costs
- major capital expenditure
- social events (such as entertainments, meals, outings etc)
- large voluntary organisations
- Retrospective costs (costs which have already been incurred)
- Any application not received by the closing date.

Monitoring Requirements

We will ask you to complete a very simple end of grant report telling us how you used the money and what difference it made. In some instances receipts may be required for larger purchases.

Application Process

Step 1: Read the Criteria carefully	<i>Not sure about something? Contact Neil</i> <i>Don't fit the Criteria? You may find a grant-making scheme with criteria that does fit your project on www.grant-tracker.org. For more information contact Neil</i>
Step 2: Complete the Application Form. Use the Guidelines to complete the form question by question.	<i>Need help with the form? Consult www.grant-tracker.org or ask for NICVA's publication "Writing Applications a Beginners Guide". Alternatively contact Neil or Heather at NICVA</i>
Step 3: Enclose a copy of your constitution and the names of the group's committee <u>OR</u> evidence of Inland Revenue recognition as a charity.	<i>Need help with a constitution? Contact Denise McCann of NICVA's Charity Advice Service.</i>
Step 4: Post or deliver applications by 16 March 2006	<i>Can you fax or email the application? No, sorry. Faxes are not very legible after being photocopied and we need hand-written signatures on the form.</i> <i>Cannot make the deadline? Sorry we cannot accept late applications. Just make sure they are posted by 16 March 2006. They do not have to arrive with us by that date but the post mark must show they were posted by the deadline.</i>
Step 5: We will let you know by the end of March 2006 if you have been successful. If you are not successful you can ask why.	<i>Who decides if you are successful? Projects are selected by a selection panel.</i> <i>Can we appeal if unsuccessful? No, sorry. The decision of the selection panel is final. If you have any complaints about how your application has been handled, please contact NICVA for a copy of their complaints policy.</i>

Contacts

Telephone number for all NICVA staff:

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The SJI Turkington Bequest Fund, NICVA, 61 Duncairn Gardens, Belfast, BT15 2GB

The SJI Turkington Bequest Application

1. ABOUT YOU

Applicant Organisation:

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

What was your annual income last year?

2. ABOUT YOUR PROJECT:

Project Name:

Project Co-ordinator:

What is the need this project is tackling?

When will it start?

When will it end?

ABOUT YOUR PROJECT: Its beneficiaries

How many people in total will benefit from the project?

Please describe the people who will take part in the project. State how they are disadvantaged.

ABOUT YOUR PROJECT: Its activity

Briefly describe how this project plans to achieve the overall aim of SJI Turkington Bequest to address *“older people’s isolation and loneliness through educational provision”*.

ABOUT YOUR PROJECT: Its budget

ITEM	For what purpose is it required	Cost

Outcomes:

What do you feel will be the outcomes of the project? (In what ways will people’s lives be improved?)

Please enclose:

- Governing document eg constitution
- Annual Report (including accounts)

SIGNATURES:

Chairperson

(please also print name)

Second signatory

(please also print name and position in the group)

Sample Application

1. ABOUT YOU

Applicant Organisation:

NAME: Mrs Jane Bloggs

ADDRESS: 1 Main Street
Ballygoforwards
BT15 2GB

TELEPHONE: 028 9087 7777

EMAIL:

This question relates to The Assessment Panel priority to support projects with income under £15,000/year

What was your annual income last year? £11,590

2. ABOUT YOUR PROJECT:

Project Name: Ballygoforwards Silver Surfers. (Choose an appropriate project name)

Project Co-ordinator: The main person responsible for delivering the project

What need will this project tackle?

You may have done a community survey, had a number of verbal requests for such a project, seen projects like this work elsewhere or have are trying to fund current services in this area.

NICVA can provide guidance on research issues. Contact the research team at NICVA.

When will it start? September 2006

When will it end? December 2006

If the application is for equipment the project may not have a specific end date

This question is asking how many in total the project will benefit. You may wish to answer like this example.

ABOUT YOUR PROJECT: Its beneficiaries

How many people in total will benefit from the project? 20 directly 1,000 indirectly

Please describe the people who will take part in the project. State how they are disadvantaged.

You may wish to say that
- they are members of an ethnic minority group

This question, while similar to “How do you know there is a need for the project?” is actually asking for information about the people it will benefit.

If you cannot show that you meet the overall aim you will not be successful.

ABOUT YOUR PROJECT: Its activity

Briefly describe how this project plans to achieve the overall aim of SJI Turkington Bequest to address “older people’s isolation and loneliness through educational provision”.

This is where we need to see that your project meets the overall aim to *address older people’s isolation and loneliness through educational provision*”. So your project’s aim might be “to provide an internet resource and training for older people in Ballygoforwards”

We also want to see how you are planning to do this so your project objectives might be to:

- provide 10 training sessions to 20 people (aged over 60) in accessing the internet
- provide an internet facility available to older people in the area for 8hrs/week
- produce a guide on internet access to older people in the Ballygoforwards Estate etc.

This is a very important question. You should tell us exactly what you are doing – in your own words. Don’t worry about using jargon. Just tell us what you are going to do in the project

ABOUT YOUR PROJECT: Its budget

ITEM	For what purpose is it required	Cost
PC	To provide an Internet access point	£499
Or Training Course	10 week programme of instruction on internet access (10 sessions x 40instructor fee) + 25 project admin	£425
Total must not exceed £500		

What are you going to buy?

Describe what the item will be used for

This figure ought to be the actual cost.

Outcomes:

What do you feel will be the outcomes of the project? (In what ways will people’s lives be improved?)

120 older people don’t feel isolated from the rest of society because of the digital divide
 20 older people have the ability to use the internet to access services
 40 older people now meet at a cyber café - before they experienced times of isolation and loneliness

Outcomes are the reasons why you do the project. Not simply that you have held 10 training sessions but that you have brought people together and given them new interests and abilities

You must enclose:

- **Governing document (Constitution)**
- **Annual Report**

Without these documents we cannot assess your application

SIGNATURES:

Chairperson

(please also print name)

Second signatory

(please also print name and position in the group)

We need two different signatures

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