

Guidance notes

INTRODUCTION

West Kirby Rotary Club announces its second, Small Community Grants Award to assist local organisations.

A West Kirby or Hoylake area charity, voluntary organisation or worthy cause can apply, although grants cannot be provided to individuals or for salaries. Organisations must have an annual income of under £10,000. Please note the **closing date for applications is 31st May 2025**.

PROCESS

All awards will depend on funding being available, as all Rotary fundraising has been particularly challenging in recent years, and an application form (two pages) must be completed **in full** and fulfil certain criteria. The overall amount awardable is limited and the value of a grant will be determined by West Kirby Rotary Club up to a maximum value of £250.

It is recognised that there are many small volunteering groups whose work enriches the community to whom a small grant could be greatly beneficial. Priority will be given to projects promoted by small groups that involve a number of beneficiaries, or work with vulnerable or disabled children or adults.

Some examples of applications that could be considered; materials for a community art Group, sports equipment for a youth group, a community toddler group requiring a piece of play equipment; support for a one-off community event or funding to support the activities of a support group for refugees. These are purely examples, so please read on to the two-page application, complete and submit it.

West Kirby Rotary Club has a Facebook page and further information may be obtained by sending us a direct message or email via our website.

We wish to make this process as informal as possible but do have to request certain information within the application process. We may also wish to request further information.

It is vital that correct account name or banking details are provided, should you be awarded a grant.

To enable our Club to attract funding from the Public, we undertake to promote how donations are used. Depending on what and how successful grant funds are used, if there are no protection issues involved, we may wish to request a photograph or take one ourselves, reflecting the use of any grants if successful. Please contact us in advance should you have any concerns, as we do not wish to discourage applications.

If children or people with disabilities are involved, we must have written permission of their parents or guardians before any public relations are undertaken, such as photographs.

Community Grant Application Form (part 1)

Organisation Name			
Address / Base			
Contact Details	Telephone		
	Email Address		
	Web Site		

Confirm your Annual Income is Less than £10,000 per year		YES		NO	
What Type of organisation or group are you? <i>tick as applicable</i>		Informal voluntary group			
		Resident or local community group			
		Sports or arts club			
		Registered charity			
		Community interest group			
		Other	please detail		
Charity Registration number (if applicable)					

Main Contact	Name of contact	
	Position in organisation	
	Telephone number	
	Email address	
	Address	

Organisation's Bank Details			
<i>It is vital that these details are correct and up to date as, without these, you will not be eligible if a grant is offered</i>			
Please specify payment method		CHEQUE	
		BANK TRANSFER	
Account Name / Cheque Made To			
Bank Transfer Only	Sort Code	Account Number	
Any Other Details			

Total Amount of Your Application	
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Community Grant Application Form (part 2)

Please give us a brief description of your organisation and how you would use a grant.

It is essential that both sections are completed for your application to be considered.

Organisation (e.g. aims, objectives, areas of interest, numbers of people involved etc.)

How would you use a grant? (e.g. any specific projects, PPE for volunteers, funding a day trip etc.)

Completed applications should be emailed to:

WestKirbyRotaryClub@outlook.com

In the case of online submissions, you may wish to download and save an application, to find this application please visit our website www.westkirbyrotary.org and select **Community Grants** for more details. Complete the application, then send it as an attachment to your email.

The closing date is 31st May 2025 and successful applicants will be advised by 30th June 2025.

The club's decision is final and no further correspondence will be entered into.

If you are not successful this year, please do try again when we next launch the awards.