



Bolton Green Umbrella Grants 2023/24

1. What are BGU Grants

The grants will be funded through UK Shared Prosperity Fund, via Bolton Council, and will be administered by Bolton Green Umbrella. As such each grant must fit at least one of the criteria provided by Bolton Council, as listed in the Application form

2. How the grants will be awarded

The grant will support small groups by providing up to £200 for financial year 2023/24 as follows:-

- a. Bank Transfer or cheque where groups have a group bank account
- b. Vouchers for approved local suppliers where groups do not have a group bank account
- c. Direct purchase and reimbursement through Bolton Green Umbrella for items that cannot be purchased using the above. **Prior agreement must be obtained.**

3. Criteria for grants.

The aim of BGU grants is to provide quick and easy access for small groups to access a relatively small sum of money. As such criteria are limited to the following:-

- a. Groups must be registered with Bolton Green Umbrella. Preference will be given to those groups already registered with Bolton Green Umbrella on 1st September 2023
- b. The group must be largely or solely Involved in improving the environment for the local community using mainly volunteers
- c. Groups who have previously had a Bolton Green Umbrella grant must have provided acceptable evidence of how the grants were spent
- d. Groups who have income of more than £5000 in the year 2022/2023 will not be eligible
- e. Groups can apply for a second grant in a financial year but this will only be granted if there is a budget surplus in February 2024
- f. Group activities must reasonably be expected to continue
- g. Grants must be spent by 31/3/24
- h. Grants can be provided for either one off projects or for maintenance of the group
- i. Evidence on how grants and been spent and the evidence of the outcomes of the activity must be provided by 05/4/24
- j. All events must be branded using the agreed UKSPF and BGU branding.

4. Exclusions

- a. Social events for existing volunteers
- b. Payment of volunteers in cash or kind
- c. Promotion of political or religious aims

5. How to apply for BGU Grants

Applications can be made-

- a. In writing using Application Form by post or by email
- b. a short video filmed on your phone covering the information required by the application form can be forwarded by email to info@boltongreenumbrella.org.uk, or WhatsApp to 07790-424290
- c. in person, by phone or Zoom, covering the information required by the application form. Arrangements for the phone call/Zoom to be made by emailing: info@boltongreenumbrella.org.uk and providing your phone number

6. What the proposal should cover

It is intended that grant applications will be made easy and flexible to enable any groups who fit the criteria to apply. Groups applying for grants need to provide a proposal explaining how the grant will be spent and why this will benefit the group's goals. Proposals must set out:-

- a. what you want to do,
- b. why you want to do it
- c. how it will improve the environment and benefit the community
- d. how you will know when you have achieved what you want to do
- e. How you want to be paid (see 2 above)

7. How the grant will be assessed

- a. A panel of 3 BGU Committee Members will assess grant applications on a fortnightly basis
- b. If further information is requested the decision will be deferred until the next fortnightly grant meeting
- c. Decisions will be made in writing.
- d. Payment will be made on presentation of bank account details, explanation of vouchers required or presentation of receipts ***providing prior agreement has been made*** to award a BGU grant

8. Examples that may help you decide if you will apply for a BGU grant.

- a. A Christmas event to encourage the community to visit the garden is an acceptable grant proposal. A Christmas meal or trip for current volunteers is not acceptable.
- b. Buying seeds and flowers for a community garden or community allotment is acceptable providing the local community can access it. Buying seeds and flowers as gifts for volunteers is not.
- c. Using grant money to buy insurance for the group or training of individual volunteers is acceptable if it allows the group to continue.