

Application For A Friends Of Muir Group Community Investment Award

This application form provides a guide for each section to help you complete the questions we ask.

Please read the guidance carefully to make sure that you are eligible to apply and to make sure that your activity fits in with Friends of Muir Group objectives.

The key question is to ask is – Does this activity impact on Muir Group Residents Yes No

For **all enquiries** or **communication needs** please contact our Customer Service Team **0300 123 1222**

You can also **textphone** to **0300 123 3005**

About Friends of Muir Group (FoMG)

Friends of Muir Group is a wholly owned and funded subsidiary of Muir Group Housing Association. Its charity grant programme was established in 2002, and it exists to improve the quality of life for Muir Group residents and the communities that they live in.

Application timetable

We meet every three months to review grant awards. We expect you to submit your grant application in plenty of time and in any case 3 weeks before each meeting date.

How many times can I apply?

Groups and organisations can submit repeat applications, however, each application will be considered individually according to how the activity fits in with our objectives at that time.

Who can apply?

Individuals

- An individual must be a Muir Group resident or live in Muir Group owned or managed accommodation.
- Single awards to individuals will only be granted to benefit the individual concerned.
- Awards to individuals will only be considered in cases of exceptional hardship.

Groups or Organisations

- Applications must be to finance activities that directly benefit Muir Group residents and their families in areas where they live or work.

How much grant money is available?

- Groups and organisations can apply for grants up to a **maximum of £1,000**
- Awards to individuals are unlikely to exceed **£150**, other than in exceptional circumstances

Completing the application form

Please answer all the questions, if you leave any blank we will not be able to process your application

Guidance



You can also visit our web site at: www.muir.org.uk

Or send an email to: fomg@muir.org.uk

You will need to demonstrate that you are able to target Muir Group residents and their communities. If you are uncertain about your activity falling within one of our areas of operation, please contact our customer service team

Please check the FoMG section of our web site www.muir.org.uk for meeting dates and submission dates, or contact our customer service team on **0300 123 1222**

We will consider core costs and ongoing costs; however, we will not commit to support long term projects; regular payment plans or commitments.

We will consider awarding grant applications from individuals; voluntary and community groups; and organisations providing valuable benefit to Muir Group communities.

Where appropriate, applicants should seek other sources of contributory or match funding; and/or work with partners to maximise the potential of the activity, as we will look these approaches favourably.

SECTION A – SELF ASSESSMENT

This section helps you to decide whether or not you fit the criteria and to determine your eligibility.

1. What are you called?

If you are an individual, group or organisation - tell us your name

2. What kind of applicant are you?

I am a Muir Group resident	<input type="checkbox"/>
I live in Muir Group owned or managed accommodation	<input type="checkbox"/>
Muir Group employee – internal application	<input type="checkbox"/>
We are a Voluntary group	<input type="checkbox"/>
We are a Resident or Community group	<input type="checkbox"/>
We are a Not for profit organisation	<input type="checkbox"/>
If you are none of these please tell us in the box below:	<input type="checkbox"/>

- ✓ Please tick the box that describes you best so we can understand what type of applicant you are
- ✓ If none of the options describe you, tell us what type of organisation you are.

3. What kind of activity do you need funding for?

(10) Working with older and/or vulnerable people	<input type="checkbox"/>
(20) Working with the overall community	<input type="checkbox"/>
(30) Working with young people	<input type="checkbox"/>

Grant funding is targeted at 3 specific groups; please tell us which group your activity is focused on.

- ✓ Tick the group that is most relevant to your activity.
- ✓ Only tick one box.

4. Please tell us which theme your activity is focused on.

(10) Arts & Heritage	<input type="checkbox"/>
(20) Crime & Safety	<input type="checkbox"/>
(30) Equality & Diversity	<input type="checkbox"/>
(40) Environmental initiatives	<input type="checkbox"/>
(50) Education & Training	<input type="checkbox"/>
(60) Health & Well being	<input type="checkbox"/>
(80) Sport, Play & Recreation	<input type="checkbox"/>
(90) Financial Inclusion	<input type="checkbox"/>

- ✓ Please tick the most relevant category that fits in with your activity objectives.
- ✓ Only tick **one** box.

5. We will not fund activities that:

- Pay towards or settle a debt
- Promote or support political activity
- Pay for or support a public appeal
- Credit Union ongoing costs
- Support individual religions to the exclusion of all others
- Recruit people into a specific religion

There are certain activities that we will not fund.

- ✓ Check your activity against this list. If you need funding for any of the purposes listed here you will not be eligible.
- ✓ Please note that although we do not commit to ongoing support costs for **Credit Unions** we will still consider start up grants and activities that promote the relief of poverty or debt and encourage saving schemes.

6. How will we assess your activity?

We will assess each application by the way it helps us to achieve our own aims and objectives; how the activity specifically benefits Muir group residents and the communities they live in; and the overall contribution your activity makes to social, economic and physical regeneration, and how it helps to make our communities sustainable.




Please read each objective carefully.

- Please indicate how strongly the objective is met by ticking either **Low** = 😞, **Medium** = 😐 or **High** = 😊

In the box next to each objective, please give a very brief description of how your activity might meet the objective or help to deliver it. You do not have to meet all the objectives but if you cannot provide a statement for any of the objectives, you may not be eligible to apply.

7. Here are our objectives, we need you to assess your activity against them.

FoMG objective	Give a brief description of how your activity will meet each relevant objective	Expected impact		
		😞	😐	😊
The activity directly benefits specific Muir Group residents				
The activity directly benefits Muir group communities where Muir Group residents live				
The activity provides support and/or advice to people in financial hardship				
The activity provides support and/or advice to older people or people with disabilities				
The activity provides or promotes education for people				
The activity promotes the advancement of education, training or retraining particularly amongst people who are unemployed				

FoMG objective - continued	Description of how activity meets objectives			
The activity supports and contributes to provide recreational facilities for those who need it by reason of age, disability, poverty or social economic circumstances				
The activity provides financial assistance towards the relief of unemployment in areas of social and economic deprivation				
The activity benefits Muir Group residents that are disadvantaged or socially excluded				
The activity promotes tolerance and understanding of different faiths and cultures and ways of life				

If you are able to answer the questions in Section A and can demonstrate how your activity fits in with our key objectives you may continue to complete the application form.

<p>SECTION B - RISK ASSESSMENTS</p> <p><u>Identified risk</u> –Tell us about any real risks that are likely to affect your activity</p> <p><u>Risk level</u> – Tick whether the identified risk is a low medium or high risk</p> <p><u>Action to reduce risks</u> – tell us about the measures you have in place to lessen the impact of risks</p>	<p>We will expect you to self assess any risks linked to your activity. By risk we mean a possible threat that may prevent your activity from happening or lessen the impact of that activity.</p>
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8. Managing Risk				
Identified risk	Risk level			Action to reduce risks
	low	medium	high	

9. Do you have policies or procedures in place in relation to this activity – tick all that apply

	Yes	No
Equality & Diversity Policy		
Health & Safety Policy		
Food hygiene certificate		
Appropriate risk assessment process		
Adequate insurance cover		
Public liability insurance		
Volunteer code of conduct		
Permission for photographs/use of publicity		
CRB checks for working with vulnerable or young people		
Youth leader qualifications		
Other - please tell us below		

SECTION C – PROJECT COSTS

Who else is funding your project?

We encourage applications that demonstrate a partnership approach.

10. Total cost of your activity

Give total costs for this activity. Include **all** anticipated expenditure and costs associated with the whole activity.

Funder	Date of decision	Amount (Incl. VAT)

- Tell us about other funders you have applied to, or contributing organisations.
- You will need to provide evidence of match/contributory funding. This must be supplied on **letter headed paper**.
- If you cannot provide supporting evidence we may not consider your application. Please contact us to discuss alternative options.

11. Have you applied to Friends of Muir Group before?

Answer Yes or No

12. Have you received funding from FoMG before?

Answer Yes or No

Purpose or activity title	Date of award	Amount of award	Date of evaluation and submission

Tell us about any FoMG awards you have received in the last 3 years

- ✓ The purpose or activity title
- ✓ The date of the award
- ✓ The full amount awarded
- ✓ The date you returned the project evaluation to us.

Continue on a separate sheet if needed

13. How much are you asking Friends of Muir Group for?

£

Tell us the total amount that you need from FoMG.

14. What will you use the funding for?

Item	Cost (incl. VAT)	Comment

- List the items you expect to purchase or give details of the benefits or services you expect to pay for with the funding received
- You will need to produce accounts or receipts in the evaluation after your activity is finished; so that you can demonstrate the funding has been spent on the purpose it was awarded. If you do not do this we may ask for the funding to be returned.
- Continue on a separate sheet if needed.
- Make sure that the total costs add up to the total funding requested.

SECTION D – ABOUT YOUR ACTIVITY

15. Title of your activity

Please give the activity a name or a title

16. Geographic area of your activity

Local Authority area(s)	Ward or Location	Post code(s)

Tell us where your activity will take place. Try and be as specific as possible. If the activity is focused in a wider region, please list all the areas involved. Continue on a separate sheet if needed.

17. Duration of your activity

Start date End date

Tell us when your activity will start and end

18. How many Muir Group residents do you expect to benefit from your activity?

✓ Give the exact or estimated total of **Muir Group residents**

19. Total number of people the activity will benefit.

✓ Give the exact or estimated total number of **all** people benefitting

20. What difference will your activity make?

Explain how you know there is a need for this activity.
 Tell us:

- ✓ what the need is
- ✓ the needs of the people who you will engage
- ✓ how you learned of that need
- ✓ who you consulted
- ✓ what affect your activity will have on your targets

21. What are the main aims of your activity?

Tell us about the activity you want us to fund.

- ✓ Describe the activity
- ✓ What will you do?
- ✓ What will you spend the grant on?

22. Expected Outcomes

1	
2	
3	

Tell us how your activity will make a positive difference, improve or add value

List the top three expected outcomes

SECTION E – MONITORING & EVALUATION

23. How will you monitor progress of your activity

We will expect you to provide us with a progress report if the activity takes longer than 6 months. If you do not provide us with a report we may ask you to return any funding that has been awarded to you.

If you are not able to spend all the funding we awarded to you within 6 months we will expect you to tell us why within your progress report.

A progress report form is attached to this application.

24. How will you evaluate the outcomes of your activity?

At the end of your activity we will expect you to provide a full evaluation to tell us how your activity reached our objectives and met your expected outcomes.

If you do not provide us with a full evaluation we will not consider future applications from you or your organisation.

An evaluation form is attached to this application.

25. How will you advertise and promote your activity?

Tell us what you will do to make sure that as many people as possible have the opportunity to participate in your activity

26. How many people are involved in delivering your activity?

Paid full time staff	Paid part time staff	Volunteers

Enter the number of staff and volunteers associated with this activity

✓ Try to be as accurate as possible

SECTION F – ABOUT YOU OR YOUR ORGANISATION



Muir Group employees do not need to complete this section

27. What does your group or organisation do

Give a brief description about the purpose of your group or organisation.
Tell us about your core activities or about the main services you provide

28. When did your group or organisation start?

Tell us the year you became active or set up.

29. Are you a registered charity?

Answer Yes or No
if you are registered with the Charities Commission, give your registered Charity number

Charity Number

30. Are you a registered company?

Answer Yes or No
If you are registered with Companies House, give your company reference number

Company number

31. Are you registered for VAT?

This is a unique reference number issued by HM Customs and Revenue.

VAT number

32. Does your group have a management committee?

Answer Yes or No

33. Do you have a constitution or set of rules?

✓ You **will** need to supply a copy of your constitution with this application.

SECTION G – Financial Information



Muir Group employees do not need to complete this section

34. Does your group have its own bank account?

Answer Yes or No

35. If you do not have a bank account, is there another group that will hold the funding for you?

Answer Yes or No
Give the name of the organisation that will hold your funding for you.

What is that organisation called

Provide contact details for this organisation

Include the name of the person who will manage the funding, their address including post code and phone number

36. Bank account name

Bank account number

Sort code

Only give the details of the bank account that will be allocated to hold the funding; either your own bank account, or a holding organisation's bank account

Section H – Statement of applicant with terms and conditions

37. In return for grant funding we will expect that you understand and agree to all of the following:

- ☞ That the information you have given is truthful and accurate.
- ☞ That you will acknowledge receipt of funding awarded in writing.
- ☞ The funding can only be used for the agreed purpose and must be returned if the activity does not happen.
- ☞ That you will seek our permission if you need to change or adapt the funding purpose.
- ☞ That you include details of funding received from FoMG in any relevant media articles
- ☞ If the activity is longer than 6 months you will provide us with a progress report every 6 months.
- ☞ You will provide an evaluation of outcomes (both positive & negative), at the end of the funded activity.
- ☞ That you include copies of receipts to validate all purchases and expenditure

✓ Please tick each statement to show that you have read them and understand what they mean

✓ If your application is misleading you will be liable to repay awarded funding back to us

✓ If you do not keep to the terms of conditions we may ask you to repay any funding awarded to you

If you do not understand, please call us so we can discuss your application

38. I/We accept and understand the terms and conditions, and verify that all the information given is up to date and correct.

✓ Please check that all sections have been completed then sign below.

	Applicant 1	Applicant 2
Signed		
Position in the group or organisation		
Date		

Applicant 1 Main applicant must sign this agreement
Applicant 2 Additional signature is required from a group/organisation member

Tell us your role or job title

Date of signing this application

39. Contact details

✓ Please make sure they are accurate in-case we need to contact you

Email address	
Web Address	
Direct telephone contact	
Address	
Post Code	

40. Check list

✓ **Before returning this application please make sure you have enclosed the following:**

- ☞ A completed & signed application form
- ☞ Up to date contact details
- ☞ A constitution or set of rules
- ☞ A copy of your most recent set of annual accounts
- ☞ Letters of support from partner funders
- ☞ Confirmation of contributory or match funding
- ☞ Date of the FoMG meeting you want this application to be considered

Please keep a copy for your records
If you do not have a set of rules, please contact us
If you do not have accounts please submit your last 3 months bank statements, or contact us for guidance
Don't forget that you need to submit your application in plenty of time, and at least 3 weeks before meeting dates.
You can look these up on our web site at www.muir.org.uk

Please note that incorrect applications will be returned to you for amendment and that you may be deferred to a later meeting date as a result.

Section I - What happens next?

- ⇒ Your application will be submitted to the next planned Friends of Board meeting.
- ⇒ Applications will be assessed against our core objectives outlined at the start of this application.
- ⇒ Applications will be judged purely on the criteria set out within this application.
- ⇒ A decision will be reached on the date of the meeting applied for.
- ⇒ You will be notified of that decision within 4 weeks of the meeting date.
- ⇒ On occasion the Board may request further information if you have not provided enough evidence to support your claim. This may mean that your application will be deferred until a following board meeting.
- ⇒ The Board may offer all or part of the funding you request at their discretion.
- ⇒ The Board may attach conditions to the award of funding - if you accept our funding and do not abide by the conditions you may be asked to repay all or part of the award.

If your application is unsuccessful

- ☹ The decision of the board is final we do not have a process of appeal.
- ☹ We will write to you to tell you why your application was unsuccessful.
- ☹ You may reapply if you feel that your activity has changed and fits more appropriately with our key objectives and if you need help with your reapplication we can help.

How to apply

We do not accept written request by letter or email, all applications must be submitted using the Friends of Muir Group application form
We **prefer** to receive your completed application by email, please send it to fomg@muir.org.uk

Don't forget to attach or scan your supporting documents

You can also send your completed application to:

The Community Engagement Officer
Friends of Muir Group
PO Box 136
Frodsham
WA6 1AW

If you need to discuss the application or need help completing it, please contact:

The Community Engagement Officer
By telephone 0300 123 122
By fax 01244 4040126
By email fomg@muir.org.uk

Please visit our web site at www.muir.org.uk for further information by clicking onto the FoMG logo
Here you can download a copy of our **application form** and our **full guidance criteria**.

Appendices

1. Acceptance form
2. Progress report form (6 Monthly)
3. Evaluation report form
4. Equality & Diversity monitoring form

Friends Of Muir Group Community Investment Award Acceptance of Funding

For more information please visit our web site at:
www.muir.org.uk Or send an email to: fomg@muir.org.uk



For all other communication needs or enquiries please contact our **Customer Service Team** on **0300 123 1222**

You can also **textphone** (minicom) to **0300 123 3005**

or **Text Relay** (followed by the number you wish to contact) to **18001**

or send a **Fax** to **01244 404026**

To contact the **Community Engagement Officer** call **0300 123 1222**

Please send this completed evaluation form to:
**The Community Engagement Officer
Muir Group Housing Association
Limited
PO Box 136
Frodsham
WA6 1AW**

About this Acceptance for funding

By agreeing to accept our funding you also automatically agree to accept all our terms and conditions.

- ✦ That the information you give to us is truthful and accurate.
- ✦ That you will acknowledge receipt of funding to us
- ✦ That funding can only be used for the agreed purpose
- ✦ That you will seek our permission if you need to change or adapt the funding purpose
- ✦ That you include details of funding received from FoMG in any relevant media articles
- ✦ If the activity is longer than 6 months you will provide us with a progress report every 6 months
- ✦ An evaluation of outcomes will be provided at the end of the funded activity.
- ✦ You will share relevant media articles, photographs, newsletter articles and any other significant data that may be of benefit to us about your activity
- ✦ You will forward copies of receipts to validate all purchases and expenditure with your evaluation

Name of your activity/project

Name of your organisation or group

I am authorised to accept funding in relation to the said activity

Signed

Date

Position in your group or organisation

Your Web Address

Your address

Post Code

Direct telephone contact

Email address

Friends Of Muir Group Community Investment Award Progress Report



For more information please visit our web site at:
www.muir.org.uk Or send an email to: fomg@muir.org.uk

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Please send this completed evaluation form to:
**The Community Engagement Officer
Muir Group Housing Association
Limited
PO Box 136
Frodsham
WA6 1AW**

About this Progress Report

When you accepted a Friends of Muir Group community investment award, you agreed to provide us with a progress report if your activity or project should take longer than six months.

Please provide us with as much relevant detail as possible. We need to know if your project is on schedule and whether you are reaching your target group.

1 Name of your activity/project

Name of your organisation or group

Name of person completing this report

Position in your group or organisation

Your Web Address

Your address

Post Code

Direct telephone contact

Email address

2. Is your project on schedule?

Yes

No

If not, please explain why

**Please tell us the progress you have made so far, including any outcomes that have emerged
Give as much relevant information as possible, continue on a separate sheet if needed.**

Friends Of Muir Group Community Investment Award Evaluation Form



For more information please visit our web site at:
www.muir.org.uk Or send an email to: fomg@muir.org.uk

For all other communication needs
or enquiries please contact our **Customer Service Team** on **0300 123 1222**

You can also **textphone**
(minicom) to **0300 123 3005**

or **Text Relay** (followed by the
number you wish to contact) to **18001**

or send a **Fax** to **01244 404026**

To contact the
Community Engagement Officer
call **0300 123 1222**

Please send this completed evaluation
form to:
The Community Engagement Officer
Muir Group Housing Association
Limited
PO Box 136
Frodsham
WA6 1AW

About this progress report

When you accepted a Friends of Muir Group community investment award, you agreed to provide us with an evaluation of your activity upon completion

This evaluation form asks a number of questions, only some of these may be relevant to your activity. Please try to give as much information as possible, and where appropriate answer either yes or no. If you need more space please continue on a separate sheet of paper

Evaluations are important to us because they help us to understand how we have helped your activity to benefit Muir Group residents.

1. Your details

Name of your funded activity

Name of your organisation or group

Your Web Address

Your address

Post Code

Name of person producing this report

Direct telephone contact

Email address

2. Give a short description of your activity

3. Did your activity complete in time?

Yes

No

If no, briefly explain why

4. How much grant award did you receive from FoMG?

£

Give total costs for this activity. Include **all** expenditure and associated costs.

5. How much funding did you receive in total?

£

Tell us the total amount of funding you received from all sources

6. What was the final total cost of your activity?

£

Tell us the final cost for your activity

7. Did you keep receipts or proof of purchases?

Yes

No

If not, explain why and tell us how you will provide proof of purchases and expenditure

Was your activity aimed at a specific target group? Please state:

8. What was the total number of Muir Group residents and their families who benefitted from your activity

Give the most accurate or estimated total of **Muir Group residents**

9. How many of Muir Group people had a disability

Please give your best estimate

10. How many Muir Group people were from BME origins

Please give your best estimate

11. How many Muir Group people were under 18 years old

Please give your best estimate

12. How many Muir Group people were aged over 60

Please give your best estimate

How did you work this out?

Tell us how you know that you engaged with that number of Muir Group residents, and how you identified the different groups they belonged to.

Tell us how you know that they benefitted from your activity

13. How did you meet our objectives?

We need to understand how your activity met each relevant objective. Explain what you did to meet them and any outcomes that happened as a result. Continue on a separate sheet if you need to.

FoMG objective	How did you achieve this objective – give a brief description
The activity directly benefits specific Muir Group residents	
The activity directly benefits Muir group communities where Muir Group residents live	
The activity provides support and/or advice to people in financial hardship	
The activity provides support and/or advice to older people or people with disabilities	
The activity provides or promotes education for people	
The activity promotes the advancement of education, training or retraining particularly amongst people who are unemployed	
The activity supports and contributes to provide recreational facilities for those who need it by reason of age, disability, poverty or social economic circumstances	
The activity provides financial assistance towards the relief of unemployment in areas of social and economic deprivation	

FoMG objective	How did you achieve this objective – give a brief description
The activity benefits Muir Group residents that are disadvantaged or socially excluded	
The activity promotes tolerance and understanding of different faiths and cultures and ways of life	

14. Managing Risk
Please tell us about any serious risks that appeared and how you dealt with them.

Identified risk	Action taken

15. What impact did your activity make?

Tell us about the overall impact your activity had on:

- ✓ The target group
- ✓ The target community
- ✓ Wider community
- ✓ What was improved as a result of the activity
- ✓ Any personal benefits to individuals

16. Expected Outcomes

In your original application you told us about your top three expected outcomes

Outcome 1.

Outcome 2.

Outcome 3.

Unexpected outcome 1

Unexpected outcome 2

Tell us whether your activity met those outcomes and what was significant about them.

We also want to know if there were any unexpected outcomes, why they were significant and what will happen as a result of those unexpected outcomes

Whenever possible please send this information via email to fomg@muir.org.uk

Supplementary evidence can also be forwarded on a disc or a USB stick.

Or you can **post** it for attention of The **Community Engagement Officer** at the address above

17. If you were to do this activity again, what if anything would you do differently and why?

18. Did you find it easy to apply for a grant?

Yes

No

What if anything, could we do to improve our application process?

19. Check list

✓ **Before returning this evaluation please enclose the following if they are relevant**

- 👉 Any media cuttings
- 👉 Interesting photographs that capture the activity
- 👉 Flyers or posters advertising the activity
- 👉 Newsletter articles
- 👉 Copies of receipts for funding awarded
- 👉 A copy of your evaluation form used to evaluate your activity

If you do not provide us with an evaluation report within 2 months of your activity we will not consider any future applications from your group or organisation.

Use this space if you have any other comments or are continuing from a previous section/question
Please state which question your notes refer to.

Friends Of Muir Group Community Investment Award Equality & Diversity Monitoring



This information should be submitted with your application form.
The information you give will help us to assess your application.

✓ Please tick all the relevant boxes that apply

1. Will the activity be directed at people from a specific ethnic background?

White

British

Irish

Other white origin

Black or black British

Caribbean

African

Other black origin

Asian or British Asian

Indian

Pakistani

Bangladeshi

Other Asian origin

Other

Chinese

Mixed ethnic origin

Other ethnic origin

All backgrounds

Travellers

White Traveller of Irish Heritage

Gypsy/Roma

European

Eastern European

Other European

2. Will your activity be directed towards people of a specific gender?

Yes

No

Which gender?

Male

Female

3. Is your activity directed at a particular age group?

Yes

No

0 - 5

5 - 11

12 -15

16 -24

25 - 49

50 - 64

65 -79

80 - 100

4. Will your activity specifically benefit people with disabilities

Yes

No

0 - 5

5 - 11

12 -15

16 -24

5. Is your activity directed at lesbian; gay; transgender; or bisexual people?

Christian

Buddhist

Muslim

Jewish

Sikh

Hindu

Other please state