

Funding Your Group

Accessing Grants



Welcome to Co Wicklow PPN's Funding Your Group guide for member groups and organisations. We hope you find this document useful and informative.

[Access the Funding Sources Calendar on our Website](#)

Community groups raise funds in a host of different ways; organising events, trading, annual subscriptions, raffles, donations, through making applications for grant funding and community loan financing. This guide sets out to provide information to support your group's application for grant funding. Please feel free to contact us should you require further information on funding or any other topic of interest to your group.

Overview of Grant Funding Sources

Grants are typically made by the public sector, by charitable trusts and foundations or by the corporate sector.

Public/Statutory/ Grants from Government

Funding from the EU and National Government. These funding schemes are made available through Local Authorities (e.g. Wicklow County Council) the Local Community Development Committee (LCDC)¹ and various government departments. Wicklow County Council operates Grant Schemes, Services & Other Initiatives for community projects. The County Council also manages a number of funding schemes on behalf of Government Departments.

Hundreds of community projects have been assisted to date through the various forms of grant aid available, including Environmental/Amenity Grant and Community Grants.

The emphasis of the Local Authority Grant Schemes is on the development of broadly based community activities. At all times Wicklow County Council endeavors to encourage the development of as broad a range of local community activities and services as possible. This ensures that the limited financial resources available are used to the maximum benefit of the community at large.

(1) The Local Community Development Committee (LCDC) which is independent from but overseen by the County Council now plays a major role in coordinating, planning and overseeing local and community development funding.

Community Loan Finance:

This financial aid can enable communities to achieve their goals where there is insufficient funding available or where a faster and more flexible approach is required.

Charitable Trusts and Foundations

These are charitable organisations that provide grants to other organisations and groups. Examples include: The Community Foundation; The Ireland Funds; and the Loretto Foundation.



Corporate

Companies often like to help local charities & community groups because it is good for business, promoting good publicity and the "feel good factor".

Support can be provided through a Community Fund or in response to specific requests for financial or other support from a local community group.

Co. Wicklow PPN endeavors to alert member groups when funding streams are open for applications in a timely manner. Please visit our [Events & Funding Sources Calendar](#) on our Website, follow us on [Facebook](#) and check our Weekly News Update emails

Overview of Funder Requirements



Most funders will require the following from applicant organisations:

- Submit the application in the required format (application form, letter of application or proposal)
- That the organisation is formally established and can produce Articles of Association or a Constitution.
- That the applicant group has a bank account in its own name.
- That the application be submitted prior to expenditure being incurred.
- That documentation, including receipts, be produced as evidence of goods purchased or of works carried out. If groups/organisations have difficulties in this regard, and Wicklow County Council is the funder they will be prepared to discuss the matter with them to resolve the difficulty.
- Generally, grant contributions must be publicly acknowledged in all associated promotional material pertaining to the project and evidence of this must be supplied.
- In general, except in special circumstances, a group/organisation will not receive a grant for the same purpose more than once in any twelve-month period.
- If the proposed project impacts on the work of any Department of Wicklow County Council, the works must be agreed in advance with the relevant Department and evidence of this agreement provided.

Please Note: Always check the Specific Criteria for each individual grant scheme.

Some funding opportunities involve online registration and online submission of applications.

Pre-registration may be a requirement for some funders (e.g. KWETB).

Should our group apply for Grant Aid?

Grant funding can provide a significant source of financial support for community groups and projects. However, before pursuing grant funding community groups should consider the following



Is this proposed activity consistent with the group's aims and strategy – or would this grant pull energy away from core activities?

Does the group have the capacity (people and skills) needed to deliver this project?

Can the group meet the grant conditions?

If the grant is only payable after the work is completed, does the group have the financial resources to fund the project?

Will the cost of seeking grant monies outweigh the benefits?

How will the activity be maintained or wound up after grant funding ends?

A Worthy Project for Funding Should:

- Be well planned
- Have specific and easily identified aims and costings
- Be important to addressing an identified need and/or the aims of the organisation
- Be effective, worthwhile, and demonstrate a clear benefit to the target group/area
- Be realistic, achievable and show good value for money
- Be topical, meeting current and relevant issues of concern
- Be relevant to the funder and the grant criteria
- Have something unique/inspiring



Grant Conditions

Grants almost always come with conditions, for example:

- Achieving particular outputs or outcomes
- Unspent monies are returned to the funder
- Reporting requirements on the progress of the project or use of the money
- Specific deadlines for completion of the project
- Acknowledgement of the funder in project materials

Community groups should plan to undertake ongoing monitoring of the project and an evaluation of the project on completion. Qualitative and quantitative data collected during implementation of the project will enable the group to provide details on outputs, achievement of objectives/plans to the funder.

Photographs of the project can really help to demonstrate work undertaken, achievements and outputs



General Funding Application Tips

- Follow the Funding Scheme instructions and don't divert
- Read Terms of Reference and application before filling it in
- Photocopy the funding application form and draft an answer first
- Start the application well ahead of the deadline as you may need to gather information or documents
- If you fill an application out online make sure to save as you go along
- Have you answered all the questions fully and within the word limit?
- Has the correct person signed the form and does your committee/ steering group know that the application is being made?
- Ask someone to "look over" the application for you
- Are you in time for the closing deadline?
- Have you submitted the form in the correct format – online or by post?
- Avoid jargon, acronyms and abbreviations
- If the application allows use photographs to boost your case
- Have you included all the documents requested?
- Provide Past performance and achievements
- Provide Annual report, Audited accounts, Tax clearance cert
- Be creative, promote your service, but be truthful
- Show exact purpose for grant sought
- Are all the activities in your project description included in your budget?
- Look for Preliminary costs (set up) if a new project
- State amount required with Budget/ other Funding
- Highlight matched funding/volunteer hours to show value for money
- Demonstrate how you measure Outcomes and Impacts
- Look for an exit strategy

**Keep a copy of the completed application
Make sure it is easily accessible to others in the group
If time and resources allow have a standard draft application/proposal ready and use it as the base document for the development of specific applications**

Specific Questions to consider when making a funding application

If you would like a Word version of the Specific Questions Form please contact us.

Components of a Grant Application

Introduction Vision Mission Values

Statement of Need: Reason programme is needed, supported with statistical information
Why organisation is the **right candidate** to fulfil need

Objectives: State **Objectives** and **how to achieve** them

SMART – specific, measurable, achievable, realistic and time sensitive. Be specific and descriptive

Who will do What , When , Where and How

Support methods with **research completed**

Evaluation: How **Objectives** will be achieved. State Quantitative vs. Qualitative State

measures – How- Who- When

Funding: Budget Detailed budget clearly costed for project

Programme staff, Operational costs, Overheads

Future Funding- After grant ends to show sustainability

Management Plan: Who will manage the programme

Describe Board Structure and Governance

Conclusion: Restate **why** funds needed and **what** they will

Appendices: Support Information



Best of Luck with your Funding Application



We acknowledge the information shared with the PPN and our membership by Carmichael through Funding your Group and New Options for training sessions in informing this resource

Access these presentations