

WOMEN'S VOTE CENTENARY GRANT SCHEME SMALL GRANTS - ROUND 2 GUIDANCE

Women's Vote Centenary Grant Scheme

The Representation of the People Act in 1918 extended the vote to women for the first time in the United Kingdom. In 2018 we celebrate the centenary of this milestone.

The Women's Vote Centenary Grants Scheme is one of a number of ways in which this important anniversary is being marked across England.

The centenary is an opportunity for all of us to celebrate 100 years since women gained the right to vote. It's also a chance for us to think about our own role in civic life and encourage others to do the same.

The Scheme has an overall value of £1.5 million for small and large grant funding. This guidance is for the second round of small grants.

For Round 2 we want to especially welcome and prioritise applications from under-represented regions from Round 1, specifically: Yorkshire & Humber; West Midlands; East Midlands; Eastern; South West and South East.

A third and final round of small grants will be launched on 12 July 2018. Please see www.womensvotecentenaryfund.co.uk for further information.

Funding available – grants of up to £2,000

You can apply for a grant of between £300 and £2,000 for activities to mark the centenary in your community. Please note that this is for activity in England only. Scotland, Wales and Northern Ireland are managing their own funding and centenary celebrations separately.

All activities funded through this round must have started by 31 August 2018.

We will fund activities that will:

- increase people's awareness of the women's suffrage movement
- improve people's understanding of democracy in the UK, particularly young people

- encourage and inspires participation in civic life.

We want communities to decide for themselves how to do this but we encourage you to be creative and take this as an opportunity to do something exciting. This could be an event celebrating local connections to the women's suffrage movement, a series of talks to inspire young people, commissioning a performance or exhibit involving local people, or putting on an exhibition.

It is important that your activities bring people together face to face. We will not fund activities that do not do this, including campaigns or wholly communications-based activity.

Your activities should also reflect and celebrate the diversity found in your community and bring people together who might not usually interact. We are particularly interested in activities that involve or benefit people who are underrepresented in civic life, including women, young people, Black and minority ethnic (BME) people, people living with disabilities, Lesbian, Gay, Bisexual and Trans (LGBT) people and people from lower socio-economic groups.

Activities should be either one-off or for a limited time only. Your activities must be funded solely by the grant from the Women's Vote Centenary Grants Scheme. Applications that include additional funding from other sources as part of their budget for activities will be ineligible.

We will not fund:

- Activities where the Women's Vote Centenary Grants Scheme is not the sole or only funder
- Statutory activities
- Campaigns and wholly comms-based activities
- Day to day running costs for your organisation (e.g. rent, utilities and insurance costs)
- Contingency costs
- Alcohol
- Existing activities and repeat or regular events
- Ongoing staff costs that are already being funded. We can pay for sessional staff to deliver short term activities and existing staff to carry out project related activities additional to their current role
- Applications that are solely for staff costs of any kind
- Activity outside of England
- Multiple bids from one organisation for activities that take place over a number of areas
- Activities that happen or incur expenditure before we confirm grant funding
- Fundraising activities for your organisation or others

- Equipment or assets that have a lasting value beyond the activities we are funding
- Activities that are chargeable (i.e. tickets) unless that is reinvested in the activities
- Recoverable VAT
- Research
- Political activity - activity that promotes the cause or beliefs of a political party
- Religious activity - activity that propagates a particular religion. We recognise and welcome the valuable local and community work undertaken by faith-based/religious organisations, so applications from such organisations for activity that is open to all are eligible.

Who can apply - Small Grants

Any voluntary or community organisation, school, college, and university can apply for funding from the Small Grants Fund.

Local authorities are not eligible to apply, although Parish and Town Councils are eligible.

Voluntary or community organisations include:

- Charities and other community organisations
- Social enterprises and other not-for-profit companies, such as community interest companies
- Community benefit societies and co-operative societies

Voluntary or community organisations must have a written governing document, such as a constitution or memorandum of articles and association. A governing document should outline the rules that govern your organisation, including what it is set up for and how it is run.

If your organisation is not registered with the Charity Commission, Companies House or the Financial Conduct Authority, you will be asked to provide an electronic copy of your governing document with your application.

You must have a bank account in the name of your organisation and the bank account must have at least two unrelated signatories. Please send an electronic copy of a recent bank statement (less than three months old) with your application.

How to apply - Small Grants

Round 2 of the Small Grant Fund is open for applications from 15 March 2018 and the deadline to submit your application is 23:59 on 18 May 2018. All projects must be ready to start by 31 August.

We aim to let you know the outcome within four weeks of submitting your application. Please make sure you apply in sufficient time before your planned start date.

You should carefully read this guidance and the guidance contained within the application form before you complete your application form. You may also wish to look at the Frequently Asked Questions.

All applications must be submitted online. You can access the online application form at www.womensvotecentenaryfund.co.uk.

A model application form can be downloaded from the website that will help you identify the information you will need to provide. Please note that you must use the online portal to submit your application.

We may email or call you as part of our assessment of your application. It is important that you respond within the timescales we provide.

Reporting and audit requirements

After you have completed your activities you will need to submit a short report telling us about your project. We'll want to know how your project went, how many people were involved, and if you have any photographs or social media coverage please send it to us.

You should keep a record of what you have spent your grant on and evidence of expenditure (such as receipts). We will audit a number of grants and may select your grant for an audit. You do not need to send us evidence of expenditure unless we ask for it.

If you do not provide this information when asked for it then you may have to pay back your grant.

Contact us

You can contact us by emailing us at womensvotecentenaryfund@ecorys.com. Please state your **application reference number** in any email communication about your application. You can find it on the application portal in the format 'SGFR2\xxxxxx'. If you do not have a reference number, please state in your email to

which grant fund your query is related (i.e. **Small Grant Fund** or **Large Grant Fund**).

Before contacting us, we would encourage you to carefully read this guidance and check the Frequently Asked Questions.