

## WOMEN'S VOTE CENTENARY GRANT SCHEME SMALL GRANTS ROUND 3: FREQUENTLY ASKED QUESTIONS

### How much funding is available?

The Scheme has an overall value of £1.5 million for small and large grant funding. Small grant funding of between £300 and £2,000 is currently available.

**The closing date for Round 3 is 23:59 Tuesday 16 October 2018.**

All activities funded through this round **must start by 15 December 2018 and be completed no later than 31 December 2018.**

Please see [www.womensvotecentenaryfund.co.uk](http://www.womensvotecentenaryfund.co.uk) for further information.

### Are there any special eligibility criteria which apply to this round?

There are no special eligibility criteria, however, we will prioritise applications that meet the CELEBRATE objective and are holding an event or activity connected to and on or around these key centenary milestones:

- The Parliament (Qualification of Women Act) 1918 which gave women over 21 the right to stand for election as a Member of Parliament (MP) on **21 November 1918**.
- Women voted in a general election for the first time on **14 December 1918** with 8.5 million women eligible.

### Why are you welcoming applications from certain regions?

In Round 3, we especially welcome applications from East Midlands; East of England and South East. This is because these regions were under represented in grants awarded in Rounds 1 and 2, and we want to ensure a good spread of projects across England. However, this does not preclude projects from other regions from applying, and we expect to fund projects from across England.

### Can I apply to the Small Grant Fund more than once?

We will only award small grant funding to a single organisation once in the lifetime of the Scheme. This is so that as many different people as possible across England can benefit from funding.

If you have had an unsuccessful application in Round 1 and 2, you are able to apply again in Round 3 as long as you meet the eligibility criteria.

You should only apply again if you have addressed the reason(s) why you were unsuccessful.

I have a project funded through the Large Grant Fund, am I eligible to apply to the Small Grant Fund?

Yes, as long as the project is different and distinct from what has been funded through the Large Grant Fund.

Is this funding only available for organisations and activities in England?

Yes, this funding is only available for organisations and activities in England. Scotland, Wales and Northern Ireland will have their own arrangements for marking the centenary. More details are available at [www.womensvotecentenaryfund.co.uk](http://www.womensvotecentenaryfund.co.uk).

What type of activities will you fund?

We want communities to decide for themselves how they mark the centenary, so we have deliberately not set out a list of 'allowed' activities. We encourage you to be creative and take this as an opportunity to do something different.

However, it is important that activities bring people together face to face, and particularly people who are underrepresented in civic life, such as women and young people. Activities should also be either one-off or for a limited time only.

We will fund activities that meet the overall CELEBRATE objective:

**CELEBRATE, INSPIRE and REMEMBER:** to increase national awareness and mark 100 years since women got the right to vote.

Specifically we are looking to fund activities that will:

- Celebrate key centenary milestones or local connections to the centenary.
- 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.

## **Applying for small grant funding**

### Who can apply for a grant?

The Women's Vote Centenary Grant Scheme is open to voluntary and community organisations, schools, colleges, universities and Town and Parish councils. Voluntary and community organisation is a common term that encompasses a number of different organisation types that have in common that they have a social purpose, and are not run for financial gain.

Please refer to the guidance for a full list of eligible organisation types.

### Why are local authorities not eligible to apply?

Local Authorities may not apply for funding as the grant scheme's particular focus is on sector and community led projects.

### Will you consider applications from consortia or partnerships?

We will not accept applications for small grant funding from consortia or partnerships.

### How much can I apply for?

Applications should be for between £300 and £2,000. We will prioritise projects which show the best value for money, therefore please consider your budget carefully while applying.

### Can we apply for funding to cover the core running costs of our organisation?

No. Small grant funding may not be used to cover any of the day to day costs of running your organisation, including core running costs and salaries for existing staff.

Please refer to the guidance for a full list of ineligible costs.

### My activities will cost more than £2,000. Can I include any additional funding in my budget?

Small grant funding is intended for one off or time-limited activities on a small scale. The total cost of activities must not exceed £2,000. The Women's Vote Centenary Grants Scheme must be the only funder.

### Why do you want to see a copy of one of our bank statements?

We ask for this as part of our approach to risk management and fraud prevention. It is one of the steps we take to verify that organisations applying to the Scheme are genuine. Uploaded bank statements must provide the following information:

bank/building society name, bank account number and sort code, applicant organisation name and address.

#### Can I apply for funding for campaigning activity?

It is important that your activities should be non-partisan and do not promote the cause of any single political party.

In addition, we are not able to fund activity that propagates a particular religion or seeks to lobby government.

#### Can I provide any supporting documents with my application, such as a reference?

No, you should only send in the documents we ask for. These are your completed application form, bank statement and governing document (if required). In the interests of fairness, we will not be able to consider any other supporting documents, such as references.

#### What do we mean by start date?

The start date is not the date when your event actually takes place but when you need to start the project as a whole, so this would include any planning or preparatory work.

#### Do I have to apply online?

Yes, we can only accept applications through the application portal. We think the portal is easy to use and you are able to save what you've done and return to your application at a later time.

Please use the PDF of the application form for guidance only.

If you have any access requirements please contact us at [womensvotecentenaryfund@ecorys.com](mailto:womensvotecentenaryfund@ecorys.com).

#### When is the deadline for submitting our application?

Applications need to be fully completed and submitted on the portal by **23:59 Tuesday 16 October 2018**. Applications will be accepted and assessed throughout the application window. Our experience from previous rounds shows that a larger volume of applications are submitted nearer the deadline, therefore the competition for grant funding is greater towards the end of the application window.

You will get an automatic confirmation once your application has been submitted. If you do not receive this, please check that you have actually submitted it, as we will not accept applications started but not submitted by the deadline.

### How will you make decisions?

Alongside the eligibility and suitability of the project, decision making will also consider ensuring a good geographical spread alongside awarding a variety of activity types.

### How long will I have to wait for a decision?

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.

## **After being awarded funding**

### How will you monitor our activities?

You will be asked to send us a short monitoring report (up to one page) at the end of your activities. We will provide a template for you to use. We would also love to see photographs, other media and media coverage if you have this.

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.

## **Any other questions?**

If you have a question that is not answered here, or in the guidance, then please email us at [womensvotecentenaryfund@ecorys.com](mailto: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 'SGFR3\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 Round 3**).

We regret we are unable to advice on the suitability or strength of your project idea.

We will update this document with new answers to frequently asked questions as they arise.