

WOMEN'S VOTE CENTENARY GRANT SCHEME SMALL GRANTS FUND ROUND 3: 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 third and final round of small grants, which will be launched on **4 September 2018**.

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

We recommend that you read this guidance carefully before beginning your application. You may also wish to look at the frequently asked questions accompanying this guidance, and the model Application Form.

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.

We are looking to fund as many projects as possible in this round, hence we ask you to consider your budget carefully when applying.

Objectives

All projects must meet the overall CELEBRATE objective of the Small Grant Fund:

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

We will therefore fund activities which:

- Celebrate key centenary milestones – see project eligibility section.
- Increase people's awareness of the women's suffrage movement
- Improve people's understanding of democracy in the UK, particularly young people
- Encourage and inspire participation in civic life.

Eligibility – project eligibility

Please ensure you read the eligibility criteria below very carefully before completing your application.

Your application must meet the CELEBRATE objective of the Small Grant Fund (see above). We will also prioritise applications 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.

For Round 3 we want to especially welcome applications from under-represented regions from Rounds 1 and 2, specifically: East Midlands; East of England and South East. However, this does not preclude projects from other regions from applying, and we expect to fund projects from across England.

Project activities

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
- Activities that do not bring people together face to face
- 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.

Eligibility – who can apply?

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 need to provide an electronic copy of your governing document with your application. You will also need to provide a copy of your governing document if you are an independent branch of a larger organisation, such as The Women's Institute or Soroptimist International, without a unique registration number.

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. Uploaded bank statements must show the following information: bank/building society name, bank account number and sort code, organisation name and address.

How to apply

Round 3 of the Small Grant Fund is open for applications from 4 September 2018 and the deadline to submit your application is 23:59 on **16 October 2018**. All projects must be ready to start by 15 December and be completed no later than **31 December 2018**.

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 '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** or **Large Grant Fund**).

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