



## GRANT GUIDELINES The Olivia Rae Foundation

### Aims of the Programme:

The Olivia Rae Foundation has been established by the family of Olivia Rae Clee-Barnett from Wirral in loving memory of their daughter.

The Foundation aims to support local young people in realising and developing their potential and undertaking new opportunities and activities they may otherwise not have the chance to take part in. They wish to focus on supporting individuals suffering financial hardship or groups working within deprived communities and applications are welcome from those based in Merseyside which meet one or more of the following priorities:

- Projects that target young people aged between 11 and 25 years of age based in Merseyside. Priority may be given to those applications best meeting the criteria who are based in Wirral.
- Projects that have long term strategic aims, eg, participation in courses or workshops that will enable a young person/young people work towards a longer term dream, ambition or plan.
- Projects that explore the positive potential of bringing communities together, either from the perspective of or for the benefit of young people
- Applications that have an emphasis on the 'Arts' and/or those that focus on educating young people in life skills and experiences rather than more formal style education

### Who is eligible and what can you apply for?

#### Groups

- Groups must be a not for profit community and voluntary sector organisation based and operating locally in Merseyside
- Groups must have a governing document that includes the groups name, purpose, objectives, a dissolution clause, and details of the trustees or committee members including their signatures
- Applications from groups for up to £5000 will be considered

- Olivia Rae Foundation would prefer to be the principal donor of projects and would like their contribution to be at least 50%.

### **Individuals**

- Individuals must be aged between 11 and 25 years of age and live in Merseyside
- Applications of up to approximately £1000 will be considered. They will also look at applications whereby the individual is requesting a contribution towards a larger project – the applicant must be able to demonstrate how they will secure any outstanding amounts

Activities and purchases that the Foundation will consider funding include:

- Training costs for young people to develop specific skills
- Costs to attend courses, workshops or events that will impact upon the young persons future

## **What cannot be funded?**

- The donor will not consider projects specifically focusing on diversionary activities that have no long term sustainable impact for the participants
- Public sector organisations or those controlled wholly or in part , e.g. local authority, primary care trust
- Activities that will have already taken place before we offer you a grant
- Politically connected or exclusively religious activities Projects for personal profit
- Research projects
- Core costs
- Statutory organisations or work that is their responsibility

**This list is neither exclusive nor exhaustive- if you are unsure if elements of your project may be excluded please contact the Community Foundation for Merseyside using the contact details overleaf for help**

## **How are decisions made on grant applications?**

Completed grant applications are appraised by Community Foundation staff. Groups may be contacted for more information after applying, and a decision making panel, comprising of family and friends of Olivia Rae, will consider the applications.

### **Timescales:**

Applications will be considered at least twice a year, April/May and September/October.

## **How to apply to the fund**

Go to [www.cfmerseyside.org.uk](http://www.cfmerseyside.org.uk) to complete an online application. Once you have submitted the online application you will need to return part B ensuring all the documents listed below are also included. If you do not submit all the relevant documents within 2 weeks your application will be withdrawn.

If you require any further supporting in completing your application please do not hesitate to contact your local Council for Voluntary Service (CVS), details of which can be found on our website [www.cfmerseyside.org.uk](http://www.cfmerseyside.org.uk)

**Groups should include with their application:**

- A signed copy of the group's rules or constitution
- A signed copy of the group's latest annual accounts or income/expenditure document
- A copy of a recent bank statement for your group
- A signed copy of the group's current Safeguarding Policy. All applicants must ensure that they hold relevant policies and procedures in place to undertake activities, such as Criminal Records Bureau checks and/or a health and safety policy, depending on proposed activity. If unsure about what you need please contact the Community Foundation for help

**Individuals should include with their application:**

- Proof of residence is required (a copy of a utility bill/ driving licence or other similar document stating your home address will suffice)
- A copy of a recent bank statement (if you do not have your own bank account, the name and address of a person over 18 years of age, who has a bank account and is willing to receive payment on your behalf)
- Please submit a letter of support or a letter of acceptance from the relevant course provider /educational establishment

**NB:** If you have applied to us previously and have already submitted copies of the above documents, you do not need to send them in again. However, a bank statement is required with every application. Also please note that only complete applications can be processed

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**Membership of the Community Foundation:**

We encourage people to become members of the Foundation to receive regular publications and updates. For more information on membership please contact:

Niki O'Leary on 0151 232 2411 or [niki.oleary@cfmerseyside.org.uk](mailto:niki.oleary@cfmerseyside.org.uk).

**If you have any other queries please contact the office on 0151 232 2444**