



Wilberforce  
2007 | Hull



# Wilberforce 2007

## Small Grants Programme

The Wilberforce 2007 Small Grants Programme is a source of funding for local community and voluntary groups. The aim of the programme is to help local communities be fully involved in the Wilberforce bicentenary activities, awareness of Hull's involvement in the abolition of the slave trade, its impact on the world, and its resonance with regard to human rights issues today.

This pack is designed to help you make a successful application. It includes:

- Guidance notes on the Wilberforce 2007 Small Grants Programme
- An application form
- Top tips on filling in funding application forms
- Notes on how to fill in this application form
- Timetable for submitting applications
- Information on what happens next
- Details of who to contact for more information or help

**THE WILBERFORCE 2007 SMALL GRANTS PROGRAMME IS  
ADMINISTERED BY THE HULL COMMUNITY INVESTMENT FUND:**

Contact: Nigel Mills  
Phone 01482 320021  
Email: [nigelm@cityventure.co.uk](mailto:nigelm@cityventure.co.uk)  
By post: Suffolk Chambers, Scale Lane, Hull, HU1 1LA

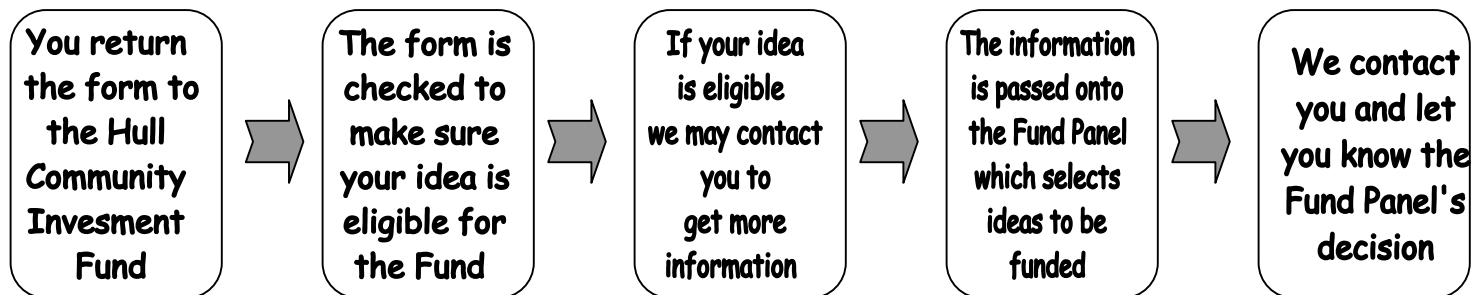
**Wilberforce 2007 Small Grants Programme**

## Top tips for filling in forms

1. Give yourself the time and space to fill in the form without interruptions. Don't rush it.
2. Always read all the questions and the guidance notes carefully before you start. The guidance notes help you plan your answers.
3. As you read the guidance notes hi-light the things you need to say. Tick them off when you have answered them.
4. Work out your answers on a scrap piece of paper or on a computer before filling in the form.
5. If you can't find the right words, get someone to ask you the question and speak the answer. Then write down what you have said.
6. Ask someone to read through your draft answers to check they make sense.
7. Keep your answers short and to the point.
8. Check what you need to include with the form. Tick things off as they go in the envelope.
9. Make a copy of the form before you send it in. You may be asked about your answers later.

## What happens next?

"I've filled in my form and sent it back to the Hull Community Investment Fund"... What happens next?



## Where can I get more information or help?

You can contact the following people and organisations to get help with filling in your application form, help with developing your project idea or just to have a chat about your group:

Organisation	Contact	Address	Phone Number	email
Wilberforce 2007	Lou Duffy-Howard or Audrey Okyere-Fosu	The Lowgate Centre, 76-78 Lowgate, Hull, HU1 1H	01482 318324/5	Lou.Duffy-Howard@hullcc.gov.uk audrey.okyere-fosu@hullcc.gov.uk
Hull Community Investment Fund	Nigel Mills	Suffolk Chambers, Scale Lane, Hull, HU1 1LA	01482 320021	nigelm@cityventure.co.uk

# Filling in the application form

## 1. How to contact you

The person named here should be someone we can discuss the application with in detail. Give alternative phone and mobile numbers if they will make it easier to contact you.

## 2. About your organisation

Briefly describe:

- The aims of your group
- Where you are based and what areas of Hull you cover
- What activities you do
- Who in the community you target or serve

## 4. About your project

In the first box briefly explain your idea. Try to include:

- What you will do
- Who will be involved e.g other groups, statutory bodies etc and who will benefit
- What parts of Hull it will cover

In the second box (identifying need) tell us who you have spoken to about the project (both groups and individuals) and the people that are supporting it.

You must also show how your activity will meet the community objectives of the Wilberforce 2007 Programme. The objectives are of equal importance.

## 5. How much will your project cost

In box (a) you should show the cost of the project as a whole. This is then broken down into what your group is contributing (box (c)) and what you are seeking from the Wilberforce 2007 Small Grants Programme (box (b)). **Box b and box c added together should equal box (a).**

The description of your group's contribution should include other grants, other income and any "in-kind" contribution e.g. premises, volunteers time etc. Try and cost up the in-kind contribution as if you were having to pay for it.

The total in box (d) should be the same as box (b).

## 6. Other funding

You should list all the funding that your group is currently in receipt of or have applied for. The fact that you have applied to other funding bodies is viewed positively by the Fund Panel.

## WHAT IS IT?

The Wilberforce 2007 Project aims to celebrate and commemorate the bicentenary of the abolition of the slave trade with a year long series of events and initiatives which involve local communities and which create greater civic pride and diversity.

The Wilberforce 2007 Small Grants programme is a source of funding for community and voluntary groups in Hull. The aim of the small grants programme is to help local communities be fully involved in the Wilberforce bicentenary activities, raise awareness of Hull's involvement in the abolition of the slave trade, its impact on the world, and its resonance with regard to human rights issues today.

## WHO CAN APPLY?

Community or voluntary groups in Hull that have a real community base and a good project idea. Priority will be given to groups with an income of less than £10,000 per annum.

Individuals living in Hull can also apply for a grant. Applications will need to be supported by a local group. It is the same application form for individuals and groups.

## HOW MUCH CAN YOU APPLY FOR?

Grants of between £50 and £500 are available.

## WHAT CAN THE MONEY BE USED FOR?

Projects must show how they will do one or more of the following:

- Commemorate the bicentenary of the abolition of the slave trade
- Celebrate black history, arts and culture
- Support greater involvement of Black and Minority Ethnic groups in City life beyond 2007
- Improve tolerance and acceptance amongst the local community
- Encourage civic pride amongst the local community

Projects will also be expected to reflect the four values of the Wilberforce 2007 project which are Pride, Freedom, Belief and Change.

## WHAT CAN'T WE FUND?

Things that we can't fund are:

- Political activity

- Services which are or should be provided by statutory services.
- Groups/activities based outside Hull.

## HOW DO YOU APPLY?

By completing a simple application form. Forms are available from Nigel Mills at Suffolk Chambers, Scale Lane, Hull, HU1 1LA tel. 320021 or the Wilberforce 2007 team, The Lowgate Centre, 76-78 Lowgate, Hull, HU1 1HP

The application is then considered by the Fund Panel. The Fund Panel is made up of nine community reps and seven representatives from the private, public and voluntary sectors.

## WHEN DO YOU APPLY?

The Fund Panel meets on the last Friday of each month. Applications need to be submitted to the Fund Manager **at least 8 days** prior to this.

## HOW LONG DOES IT ALL TAKE?

The whole application process should take no more than Five weeks. Experience has shown us that it actually takes less time than this.

## HOW DOES THE FUND PANEL ASSESS MY APPLICATION?

When considering applications the Panel will consider the following questions:

- Does the activity contribute to the community aims and objectives of the Wilberforce 2007 Programme?
- Does it respond to local needs & priorities?
- Does it have support from the community?
- Does it tackle issues of social inclusion?
- Will it increase community involvement in the Wilberforce 2007 Programme?
- Does it add to existing levels of activity?
- Does it provide value for money?
- Does it contribute to a distribution of funding which reflects the needs of a diverse community?
- Does the group have a commitment to equal opportunities in its working practices?

## WHEN WILL YOU KNOW THE FUND PANEL'S DECISION?

You will know whether you have been successful within a week of the Fund Panel meeting.

## WHEN WILL YOU GET THE FUNDS?

You should receive a cheque within 4 weeks of finding out that your bid has been successful.