



Manchester district nursing
Children's relief in need
Relief in need

www.reliefinneed.co.uk

Please note that an application to any of the Trusts is an application to them all.

GROUP Guidelines – Please read before completing an application

Who may apply?

Please check the following criteria of the group of Trusts. If your client(s) meet any of these criteria, then please continue reading the guidelines on how to then complete and submit an application.

Manchester Relief in Need:

- Registered charities or voluntary organisations that provide assistance to residents living within the [32 wards of Manchester](#),
- Your beneficiaries must be in financial need.

Manchester District Nursing Fund (Including The Levenshulme Trust for the Relief of Sickness and Suffering):

- Registered charities or voluntary organisations that provide assistance to residents living within the [32 wards of Manchester](#), [20 wards of Salford](#) or [21 wards of Trafford](#).
- Your beneficiaries **must** be in financial need and **have a medical condition** or **be recovering from a condition** which impacts on their ability to provide the items requested for themselves.

What we will support?

- Group Grants may be considered throughout the year.
- Trustees are flexible in what they award a grant for. The need must be specific and help to alleviate the beneficiaries' suffering whether this is financial or medical relief.
- You can apply for a grant of £500 - £5,000 but be aware that requests always exceed our limited resources.
- Your application should detail a specific project or piece of work which your organisation provides as part of its overall service delivery. Grants for a temporary or fixed-term position or extended hours for existing members of staff will be considered if they are required to deliver a specific aspect of the project applied for. However, it must be clear there are no guarantees for future funding.
- Trustees will only consider supporting a maximum of 10% of the total bid towards any admin/central support costs incurred as part of the project applied for.
- Projects funded should be delivered within 12 months of being awarded a grant. Continuation funding is not normally considered

What we will not support?

- Charities based out of the geographical areas detailed above.
- Grant requests to cover general everyday running costs such as existing salaries, heating, lighting or rates etc.
- Your Group application must help more than one individual. Grants are available for individuals using our individual application form, which may be submitted throughout the year and are considered by Trustees each month.
- Trustees do not usually award grants over £5,000 however they may be considered in exceptional circumstances
- Trustees will not generally contribute towards larger appeals for instance major building renovations.
- Trustees will not fund projects retrospectively.

Completing the Application Form

- Applications must be typed. Blank forms can be emailed upon request from the Trusts' Administrators. Completed applications and supporting papers should be emailed to grants@reliefinneed.co.uk for consideration by the Trustees.
- Please complete ALL sections of the form.

Request for Grant Section

- Please take your time to complete this section as this provides the Trustees with the most important information in helping them to reach an informed decision. You may continue this on a supplementary sheet if needed but please keep the information succinct and on point. Trustees do not require a full history of your organisation.
- Briefly summarise your current work and how it meets people's needs today.

Service Statistics Section

- Explain in detail how many people will benefit directly if this grant was awarded.
- Give details of your organisation's staffing and volunteer resources.

Cost Breakdown Section

- Give the full details of the costs of the work you are seeking funding for.
- The cost of your project must be detailed clearly with explanations of where other funding will be secured when you are asking for only a part funding of a project. Any discrepancies in your financial breakdowns could result in a rejected request which would otherwise have been considered more favourably, so take your time to ensure all details are accurate.

Funding/Financial Information

- Attach any additional information such as supplementary report sheets and most recent summarized financial statements.
- Explain any anomalies in your financial statements in your application form.

What Happens Next?

- Check the application form is complete and then (e)sign and date it. The Trusts have limited resources and so cannot chase for missing information. Incomplete forms will be returned to the sponsor. Email your completed application to the Trusts' Administrators as detailed on the form, along with all supplementary sheets. All information contained in your application is treated as confidential.
- Group awards are only remitted to the name of the organisation applying so ensure

that the full legal name is correctly recorded on your application form. Duplicate or Third-Party cheques will not be issued.

- You are responsible for ensuring that a Group award is only used for the purpose agreed by the Trustees and for ensuring that receipts are provided if requested.
- If successful, your organisation may use the Trust's Name in its publicity material by way of acknowledgement for the support it has received.
- Please note: If this is a repeat grant application you must include a feedback report (no longer than 3 sides A4) giving details of how the previous grant money has been used. An invitation to visit your project may be requested by our Trustees.
- The Trustees' decisions are final.

Please return the completed application form by email to grants@reliefinneed.co.uk