



## FAIR SHARE TRUST PROGRAMME

Organisations operating in or with a track record of delivering services as outlined in the Fair Share Trust Document are invited to submit an Expression of Interest for a grant to deliver a programme to support the local priorities in one or more of the Fair Share Trust areas of DUDLEY, SANDWELL or WALSALL

### Expression of Interest Guidelines

#### Section 1: About You and Your Group

Name of your group: We need to know the full name of your group/organisation

Name of Main Contact: We need this to be someone who is able to answer any questions we may have about your proposal. Preferably this person will be the person completing the form.

Address: Please provide the contact address that you want all correspondence to be sent to regarding this application

Telephone no: We need telephone contact details for the main contact named in this section.

Email address: If you have an email address for the main contact please provide it here

When is the best time to contact you: Community Foundation staff may need to discuss your proposal with you. Please indicate here the best time for this.

Do you have any communication needs: Please advise us of what they are and we will aim to accommodate them.

Note for applicants: apart from the name of your group all of the information above will be treated with confidence and will not be circulated to panel members.

Please give a brief description of your current activity: what does your group/organisation do at the moment. Please do not provide details of your proposal in this section.

#### Section 2: About Your Project

Outline your proposed project and how it fits in with the Fair Share Trust objectives and local priorities: Please refer to the background information provided to ensure that your proposal meets the Fair Share aims and Objectives and can meet at least one of the 2 local priorities.

At this stage we would like to ask that you do not exceed 1000 words.

How do you know there is a need for your project: Please refer to any consultation you have carried out or are aware of that demonstrates a need for your project. This can be through feedback from your own service users or linked to local strategy documents that are relevant.

Which local groups are supportive of the project and how: Fair Share Trust would like to encourage a consortium approach to funding applications. It is possible organisations invited to full application who are submitting proposals under the same priority will be asked to form a consortium to ensure a strategic approach to distributing Fair Share Trust funding in the ward.

### Section 3: Funding

Note to applicants: the emphasis of this programme is on revenue funding. If you would like to apply for a grant that includes some element of capital costs please contact the Community Foundation immediately for guidance on how to do this.

What is the total cost of the project: The minimum size of grant is £5,000 and the maximum £250,000. Grants above £10k or those with a high capital element will be required to submit a full project proposal plan if invited to full application.

How much are you applying for: Fair Share Trust can meet 100% of the proposed project costs. Remember Fair Share Trust cannot fund a purely capital project.

Outline the budget breakdown: Please provide budget headings for revenue costs. Acceptable revenue costs include: salaries, volunteer's expenses, room hire, training.

If the amount requested is NOT the total cost of your project, please list your other sources of funding: Please note that you will be asked to provide evidence of any match funding that you have already secured.

### Section 4: Declaration

We need 2 people from your organisation to sign this declaration. The first person should be the person named in section 1, the main contact. The second person needs to be a senior member of staff or trustee board.

It is important to note that the Birmingham Foundation cannot accept unsigned applications. Faxed and emailed copies of the application cannot be accepted.

Note for applicants: all of the information above will be circulated to panel members.

Please return your Expression of Interest to:

Birmingham Community Foundation, Nechells Baths, Nechells Park Road,  
Nechells, Birmingham B7 5PD.

Faxed and emailed applications cannot be accepted.

# Fair Share Trust – Expression of Interest Form

Fair Share Trust Area:

Local Priority:

Name of your Group:

## SECTION 1: ABOUT YOU AND YOUR GROUP

Name of Main Contact

Address

Telephone no.:                      Day:                                      Eve:

E-mail address:

When is the best time to contact you?

Do you have any communication needs, if so what are they?  
(We shall try to accommodate them).

Please give a brief description of what your group's current activity is.

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## SECTION 2: ABOUT YOUR PROJECT

Outline your proposed project and how it fits in with Fair Share Trust objectives and local priorities (1000 words maximum)

How do you know there is a need for your project?

Which local groups are supportive of the project and how?

### SECTION 3: Funding

What is the total cost of the project? £

How much money are you applying for? £

Outline the budget breakdown below:

If the amount being requested is NOT the total cost of your project, please list your other sources of funding.

DECLARATION

#### SECTION 4: DECLARATION

We confirm that the information in this Expression of Interest Form is correct. We understand that further information about the organisation's infrastructure and proposed project will be required if invited to submit a full application.

Signatures of 2 people from your group are required:

Name: (named main contact in Section 1)

Signature:

Name: (2<sup>nd</sup> senior member)

Signature: