

**Grants for Group Development - RDA Grants for Groups Fund 2018**

Once again, we are very pleased to be able to make funds available for grants to RDA Member Groups – thanks to the support of Players of People’s Postcode Lottery.

Applications open between 1st October and Friday 9th November 2018. **Applications received after Friday 9th November will not be accepted.**

**Please note that there are some specific criteria, of which you should be aware:**

1. You must complete the attached application form in full and supply supporting documents, as appropriate.
2. We are unable to make grants to Groups where the reserves are more than 2 years running costs.
3. Grants will not be made for more than £10,000.
4. 20% of the total Grants pot will be awarded to Grants of £2500 and under.
5. Grants will be made subject to the signing of our standard Grants Agreement, completing the “Looking after funders” E-learning course and the registration of the RDA Tracker. (if you would like to see more information about this, please let us know).
6. Where we make a grant, we may ask to use your Group or the funded project for publicity, to demonstrate the value of such funding.
7. Retrospective Grants cannot be made (we cannot pay for items that have already been purchased).
8. Grants will not be made to Groups who have received an RDA Grant of more than £3,000 in the last 18 months.
9. Grants are only available to full member Groups of RDA. Transitional groups and Accessibility Mark centres are not eligible.
10. Groups who do not comply with all Governance Requirements for RDA Groups will not be awarded a Grant.
11. Grants will not be made to fund running costs
12. Successful RDA groups must report back 6 months after receiving the grant and then after project completion.

We are only able to make grants for projects where the Group can show that the Grant will enable the Group to grow or improve the quality of experience for riders/drivers. We are purposely not defining the required level of growth or improvement, but expect this to be “substantial” and in relation to the size of the grant. In your application, you will need to show what growth or change you expect to achieve, how it will be achieved, who the grant will benefit and why this will be a benefit.

We will not be able to cover general on-going running costs, but please think widely as to how you could apply the funds for this purpose. Remember that the grant does not need to be used for a capital purchase or a building project and there are many ways to help your Group expand. For example, would you like to set up a new after school club, or perhaps expand to include another discipline, could a grant help you with this?

To be successful with your application you must meet at least ONE of our funding priorities. RDA Grants for Groups has three funding priorities. Tell us in your application how your project will meet at least one of them.

**Our Funding Priorities**

1. Increasing participant numbers
2. Developing new activities and opportunities
3. Enhancing participant or volunteer experience

We can fund a wide range of items including training and development experiences and capital projects when they clearly show how they lead to one or more of the 3 funding priorities.

You **cannot apply** for an RDA grant;

* If you are a transitional group or an Accessibility Mark centre.
* Have more than 2 years running costs (unless reasonable reason given e.g. currently fundraising for a capital project)
* Have received an RDA grant of more than £3,000 in the last 18 months.

**How to apply?**

To apply for an RDA Grant for Groups you must completed the attached application form and supply the supporting documents as appropriate.

* Your latest set of accounts-which must show your income and expenditure for the year, as well as all of your reserves.
* Evidence of your security of tenure
* Copy of quotations for any purchases or work to be carried out
* Please ensure your group chairperson has signed your application.

Send by post- Fundraising Support Officer Send by email- groupgrants@rda.org.uk

 RDA National Office

 Norfolk House

 1A Tournament Court

 Edgehill Drive

 Warwick, CV34 6LG

If you need any further information or help with completing the application form, please contact RDA National Office and ask to speak to the Fundraising Department.

**Good Luck!**

**RDA Grants to Groups Application Form**

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| 1. Basic Charity Information
 |
| Name of Group |  |
| Charity Number  |  |
| Contact Name |  |
| Contact Number |  |
| Contact Email |  |
| Incorporated (Yes/No) |  |

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| 1. Accounts
 |  |
| Accounting year ending (dd/mm/yyyy) |  |
| Total income for the year |  |
| Total expenditure for the year |  |

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| 1. Group Venue
 |
| Is your venue only used for RDA Activities? If no, what is your relationship between the venue and the group?What other activities take place and what proportion of the activity is purely RDA? |
| Does your RDA group own the land which the group operates? If no, please outline the relationship with your landlord and provide security of tenure (e.g details of the current lease/ rental agreement).   |

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| 1. Your Project
 |
| Project Title |
| Funding Priority(Please state which funding priority your application is focusing on)  |
| Summary of Project (no more than 100 words) Please note there is plenty of space later in the application for more detail about the project. |
| Amount applied £ |
| Project Timescale(Your start date must be after Jan 2019 and be completed within 3 years) |
| If needed, has planning permission been granted?  |

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| 1. Project Details
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| Please give details of the project for which you are applying for funds. (If you would like to provide additional supporting documentation that you think would help your application then please do so. However, this is not essential. Please continue on a separate sheet if necessary) – This may include pictures, architects drawings etc if you think necessary for your application. Make sure you refer back to your chosen funding priority.  |

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| 1. Outcomes
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| What will the outcomes of the project be? How will this project affect your RDA group and why do you think it is necessary? Please demonstrate the impact the project will have on your chosen funding priority.The Three main outcomes for this project will be;1.2.3.  |

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| 1. Project Budget
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| Amount Applied for(please note this amount doesn’t need to add up to £10,000) | **£** |
| Budget Breakdown | **£** |
| Total Project Cost(if amount applied will only fund part of the project) £ |
| Amount Already Raised(if applicable)  | **£** |
| If this grant will only take up part of the project funding please include below;* A list of funders who have already agreed to support your project and amounts.
* Plan of action to raise the remaining funds.
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| If your project will lead to an increase in running costs, please state how you aim to support them. |

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| 1. Previous Grants/Loans from RDA UK (including from the region)
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| Date | **Purpose** | **Amount** |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |

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| Chairman’s Signature  |
| *I confirm that the details included in this application are correct. I have also read and agree to the 12 criteria shown on page 1 of this document.* Printed Name SignatureDate |