



# Community Grassroots Fund

Guide for unincorporated groups

Apply for up to

# £2,000

for projects and activities  
which benefit your local area

For more information and to apply, please visit

[www.SK-y-light.org/community-fund](http://www.SK-y-light.org/community-fund)

email us at [community.fund@stockporthomes.org](mailto:community.fund@stockporthomes.org)

or phone 0161 474 3331

# SKylight Community Grassroots Fund

SKylight Community Grassroots Fund (SCGF) is there to help improve the neighbourhoods where Stockport Homes manages properties. This fund will support projects that genuinely make a difference to the lives of our customers and the wider community.

## What can we fund?

The list is endless – and we want the local community to come up with ideas but here are a few ideas to get you started:

Project Aim	Project Examples
<b>Older people</b> - Improve the lives of older residents	Tea dances, day trips, coffee mornings, lunch club.
<b>Young people</b> - Improve the lives of children and young people	An anti-bullying campaign, a sports programme, Scout or Girl Guide groups, a voluntary-led playgroup.
<b>Community Spirit</b> - Bring the local community together	Clean up projects, projects that reduce anti-social behaviour, neighbourhood events such as fun days, or cooking events to celebrate different cultures.
<b>Health &amp; Wellbeing</b> - Improve the health of residents	Start an exercise or walking group to keep people active, start a weight management or support group, singing group, support group, arts & craft activities.
<b>Digital Inclusion</b> - Digital & online support groups, reducing isolation	Peer to peer support, online activities – cook along, reading groups, improving digital skills.

## Eligibility Criteria

- You must not have received funding from the community fund in the last 12 months.
- The project must be based entirely in Stockport and benefit Stockport Homes and SKylight customers or communities.
- The project must be of benefit to at least one of these groups: Young People, Digital Inclusion, Older People, Community Spirit, or Health & Wellbeing.
- You must be an unincorporated association (community group) within Stockport Metropolitan Borough with a turnover of less than £5,000 in the previous financial year.\*
- Your organisation must have a set of annual accounts, unless you are a newly set-up group. Please inform us if this is the case.
- Your organisation must have a bank account open in the name of the group. We will require proof of the bank account in your groups name (e.g. a recent bank statement or letter).
- You will be required to complete an evaluation form of your completed project with evidence of how you spent the money (e.g. provide receipts). Failure to provide these will lead to the group being ineligible to apply for future funding.
- The project should be completed within 12 months of your funding being awarded. Your evaluation will be due within three calendar months once your project is complete.

\*Please note, we will accept applications from a Community Interest Company (CIC), Charitable Incorporated Organisation (CIO), or registered Charity with a turnover of less than £150,000 in the previous financial year. However, priority will be given to grassroots organisation for the £2,000 fund.

# Guidance Notes

## How does the fund work?

A maximum amount of £2,000 per year (from April to March) is available per project per organisation.

Groups who are awarded funding must make a commitment to:

- Have a clear idea for how the funding will be used before applying and evidence this in your application with a full breakdown of costs
- Publicise the project as much as possible within the community and online, and using the SKylight Stockport logo
- Feedback the outcomes to SKylight Stockport within three months of the activity completion, or future funding will not be considered. You will be sent an evaluation report to complete 4 weeks after project completion.

Each application will be reviewed by a customer panel. It is ultimately the decision of the panel to award the funding or reject the application. The panel meet a minimum of twice a year, after each round closes.

## The fund will not be used to support:

- On-going capital or revenue schemes, such as paying salaries or the maintenance on regularly used equipment
- Individual people – awards will only be granted to groups which have their own bank account

## What happens next?

To access the funding, you will need to make an application through the website at:

**[www.Sk-y-light.org/community-fund/](http://www.Sk-y-light.org/community-fund/)**

You can get support to help you with this application from the Customer and Community Engagement Team by emailing **[community.fund@stockporthomes.org](mailto:community.fund@stockporthomes.org)**

## Things to consider when you complete your application

- We require a copy of your organisation's bank account statement for our finance department to authorise any payments.
- If your bid is successful, you will be asked to send a scanned or photographed copy of a recent bank statement before your funding is released. The bank statement must show:
  - The name of your group
  - Registered address
  - Account number
  - Sort code
- Tell us how much your project will cost and how much funding you will need. Include a full breakdown of your project costs and what the SKylight Community Grassroots Fund will be covering. Please include any quotes for the cost of the project you want the fund to cover.
- Tell us about any other funding you have secured for the project.
- Be clear about what your project is and what you want it to achieve.
- Tell us who will be involved in the project and who is supporting the project. Show how the project will be managed, from start to finish.
- Show how many people the project will benefit and whether you're targeting specific groups or underrepresented communities.

- We will be interested to know how your scheme or project progressed. We will require you to complete an evaluation form once you have completed your project. This will be sent to you via email by a member of the Customer and Community Engagement Team.
- When applying, please complete the application form as fully as possible giving as much detail of your project as you can. **Incomplete application forms are likely to be rejected by the panel.**

## Evaluation and Outcomes

Here is some guidance on what you may need to help you prepare for your evaluation, so you'll know what you need to collect during your project:

### 1. Receipts & Financial Records

- a. Submit receipts and invoices as proof of expenditure.
- b. Ensure all spending aligns with the approved budget.

### 2. Participant Feedback

- a. Collect feedback from participants to assess their experience and the impact of the project.
- b. This could include surveys, testimonials, or interviews.

### 3. Project Impact & Benefits

- a. Describe how the project, activity, or event benefited participants and the wider community  
Are there specific groups who benefitted the most? (e.g. families, young people, older adults, underrepresented communities?)
- b. Provide specific examples of positive changes or improvements.

### 4. Photos & Consent Forms

- a. Include photos that showcase the project in action. (if appropriate)
- b. Ensure all photos are accompanied by signed **photo consent forms** from participants.

These materials will help demonstrate the success and effectiveness of the funded project, ensuring accountability and transparency in the use of the **SKylight Community Grassroots Fund**.