

**Fair Trade Wales**

**Small grants fund 2012-13**

Fair Trade Wales is funded by Welsh Government (WG) through the Department of the First Minister, who is responsible for Wales’ international relations. Fair Trade Wales is one of several international development networks supported by the WG ‘Wales for Africa’ programme. This funding represents an investment of public money in the professional development of your organisation, to act as ambassadors for Wales.

Fair Trade Wales (FTW) exists to grow the Fair Trade movement in Wales. In order to maintain and improve Wales' position as a Fair Trade Nation – we support the grassroots movement to increase the awareness and consumption of Fair Trade by the people, organisations and businesses of Wales as well as embedding Fair Trade learning into the Welsh schools curriculum.



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| **Application Checklist**  To make an application to FTW’s Small Grants Fund, please complete the following:   1. *Fair Trade Wales Scheme.* 2. **Application Summary**, 3. **How will you spend your grant?** 4. **Budget** 5. ***Learning*** 6. ***+1 year funding*** 7. ***Signature and date*** |

**Fill in all yellow / shaded boxes briefly and succinctly. WE DO NOT EXPECT MORE THAN 3-5 BRIEF BULLET POINTS PER ANSWER.** For help / advice please ring the Fair Trade Wales team on 02920 803 293 or email grants@fairtradewales.org.uk

**A. The Fair Trade Wales scheme**

**A1. Purpose of the FTW Scheme**

* The scheme aims to enhance and grow the Fair Trade movement by utilising the strength of the Fair Trade groups and individual supporters to engage with the general public and consumers.
* There are 3 streams to which groups and individuals can apply; Campaigns and events, Fair Trade & Young people and Try Something New
* You can apply for a maximum of £500 per application though we do accept applications for up to 2 years (totalling £1,000)
* FTW has a grant fund of £25,000 annually, provided by the Welsh Government. Of this 11,000 is available as part of our small grants pot, which we disperse on behalf of the Welsh Government subject to accountability, rules and conditions that surround public funding.
* There will be one round with funded projects expected to be completed within 1 year. A 1 page report will need to be submitted to Fair Trade Wales within 6 months of funding having been received.
* **If you require funds for your project prior to April 14th please tick Emergency Funding in section 1.**

Grant Themes

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| Theme | Funding Level |
| Campaigns & Events   * public events to raise awareness * meetings to recruit volunteers * Campaigns to encourage businesses/retailers to stock Fairtrade | Up to £500 |
| Fairtrade and Young people   * linking Town groups with Fairtrade Schools * Involving youth in Fair Trade * Work with Universities & colleges | Up to £500 |
| Try something new   * Something that hasn’t been done before in your area e.g working with local sports teams, business projects | Up to £500 |

**A2. Application Deadlines & Expectations**

*FTW will be accepting small grant requests from April 1st 2014 until December 15th 2014. The grants panel will meet to discuss the applications following the December 1st deadline.*

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| **Funding Round** | **Opens from** | **Closes on** | **Funds Dispersed** | **For activities within 1 year from** |
| 2014/15 | April 1st 2014 | **Dec 15th 2014** | Within 1 month of award | April 2014 |

**1. Your Application Summary**

**Please tell us how much funding (up to £500) you are applying for and under which theme**

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| --- | --- |
| **Name of applicant** |  |
| **Phone/Email** |  |

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| **Amount applied for** |  |
| **Theme applied for** |  |

* 1. Your Bank Details

*Fair Trade Wales can pay by Cheque, Bacs or direct payment of invoice. It is important that you complete this section very carefully as this is the information FTW will use to make your payment if your application is successful. Details must be in the name of the group, or an organisation nominated by you to hold the funds on your behalf.*

*BACS PAYMENT*

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| **1.10 Organisation name on Account** |  |

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| --- | --- |
| **1.11 Bank / Building society Name** |  |

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| **Address of Bank / Building Soc** |  |
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| **1.12 Sort Code** |  |  |  |  |  |  | **Account**  **Number** |  |  |  |  |  |  |  |  |

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| **Building society roll number *(if applicable)*** |  |

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| **1.13 Authorised Signatories**  **(Full Names)** |  |

OR

*CHEQUE PAYMENT*

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| **1.13 Name of Account Holder** |  |

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| **1.14 Address** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **1.15 Postcode** |  |  |  |  |  |  |

PLEASE CONTACT [GRANTS@FAIRTRADEWALES.ORG.UK](mailto:GRANTS@FAIRTRADEWALES.ORG.UK) IF EITHER OF THE ABOVE PAYMENT OPTIONS ARE PROHIBITIVE TO YOU.

2. How will you spend your grant?

**Fill in all yellow / shaded boxes briefly and succinctly. WE DO NOT EXPECT MORE THAN 3-5 BRIEF BULLET POINTS PER ANSWER.**

2.1 Grant theme

Which grant theme are you applying for and why?

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| Please state which of the **FTW grant themes** (above) your work will contribute towards. *If more than one, please justify and estimate the relative priority you will place upon monitoring and evaluating different outcomes (eg 75% Try something new + 25% Campaigns).* |
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2.2 Project Outline

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| Please summarise the **project** in ONE brief paragraph (or bullet points) highlighting the activities involved |
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2.3 Project Purpose

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| Please summarise the **purpose of the project** in ONE brief paragraph (or bullet points). Why is it needed and why should Fair Trade Wales fund it? |
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2.4 Your local Fair Trade Group  
*Explain to the grants panel how you will engage with your local fair trade group. If you are applying on behalf of a fairtrade group please mention this here.*

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| How will you involve your local Fair Trade group in the project? |
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2.4 Your Strengths

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| Please highlight the skills that your **group and volunteers** have to deliver such a project. What specialist or technical skills are required? How do you find people with these skills? |
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3. Budget

**Fill in the yellow / shaded boxes briefly and succinctly. WE DO NOT EXPECT MORE THAN 3-5 BRIEF BULLET POINTS PER ANSWER.**

**3.1 Budget plan**

*This section should demonstrate to the Grants Panel exactly how your grant will be spent. Consider opportunities for match funding (e.g the council will provide a free venue or the school will contribute towards funding for Fairtrade ingredients)*

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| **Budget Line** | **Total** | **Amount to be met from FTW grant** | **Match funds** (from other sources) | **Narrative Explanation,**  Include quotes / references, and explanation of specific match funding. |
| *EXAMPLE*  *Stall booking* | *100* | *£100* | *£50* | *100 for stall booking, £50 from Co-op in FT samples* |
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| **TOTAL** |  |  |  |  |

**3.2 Local Support**

*Please let us know what support, if any, you receive from groups in the local community e.g meeting venues etc.*

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| **Please let us know if you receive any support from your local community or council e.g free meeting rooms/venue, refreshments etc.** |
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4. Learning

**Fill in yellow / shaded boxes briefly and succinctly. WE DO NOT EXPECT MORE THAN 3-5 BRIEF BULLET POINTS PER ANSWER.**

**4.1 Project Success**

*Explain to the grants panel how you will measure the progress and reach of your project activities; and how*

*you will reflect and learn. Decide what success looks like. If you are looking to increase involvement consider how many people it would take for your project to be successful. Bear in mind you may need a baseline figure to measure this (e.g 10 people currently know about FT, after the project 100 people will know about FT).*

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| **Think about what success looks like for your project and how you will measure it. Try to give number where possible e.g rather than using words like ‘More’ think about giving a figure. Remember that in order to know if you have been successful you may need to know where you are at before the project.** |
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4.2 Sharing learning

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| How will you **collect learning** as the project/event is progressing? How (and with whom) might you **share learning** from your project once completed?Think about who might benefit from the lessons you learn during the project, |
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5. +1 year funding

**If your project would benefit from recurring funding up to 2015 please outline why this is the case below. An action plan will be required for applications for more than 1 year.**

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| Please outline why you think you’re project would benefit from recurring funding? Action plan |
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6. Signature and Date

1.3 Documents Enclosed and Signed Agreement

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| **Data Protection Act 1998.** The information given will be entered and held electronically by Fair Trade Wales ; all forms and contact data will also be kept. The information will be used by Fair Trade Wales for administration purposes of the grant scheme, collation of statistics, and for the monitoring and promotion of the third sector in Wales. Personal contacts and financial data will be kept secure and confidential. In signing this application you agree to the data provided being held and used for these purposes. |

**I confirm to the best of my knowledge and belief that:**

* The information supplied in this application form is true and accurate;
* I have read the guidance notes
* I agree to my data being used for the purposes outlined above;

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| **Signed** |  | **Print Name** |  |

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| --- | --- | --- | --- |
| **Position** |  | **Date** |  |

**Please retain a copy for your files, and** **return your completed, signed application**

by email to grants@fairtradewales.org.uk

or by post to: Fair Trade Wales , 5th Floor, 5-7 St Mary’s Street, Cardiff, CF10 !AT

**BY December 15th 2014 or sooner.**

**You have NOW COMPLETED YOUR APPLICATION – thank you**