

Wooden Spoon Project Criteria March 2017

Projects must fall within Wooden Spoon's Vision Statement: "Our aim is to make a positive impact on the lives of children and young people through our commitment to quality charitable work"

If a project is a physical, tangible asset, of a permanent nature the following must apply:

- Must have a minimum predicted life-span of five years (preferably ten years), be non transferable and of a permanent nature. (Special consideration may be given to funding life-enhancing/medical treatment equipment if it can be shown that the useable life of such equipment is likely to be at least five years.)
- Grants will not be considered for salaries, administration costs, professional fees and on-going overheads related to a capital project.

If a project is educational or disability sports focused the following must apply:

- There must be a key rugby element to engage children and young people
- Must have a clearly defined project brief to include detail on: description of project need and objectives, stakeholders, description of participants (age, gender, geography), recruitment of participants, project activity and budget, legacy planning, monitoring and evaluation and finally reporting to Wooden Spoon
- Grants will be considered for kit and equipment, salaries and administration costs

Badging:

For brand recognition purposes all Projects of a physical nature should have the facility of being badged (e.g. 'The Wooden Spoon Playground'). Wooden Spoon's supporters can then recognise their contribution within their local communities and general awareness of Spoon can be increased. It is important that the badging be consistent and of a high standard. This badging will normally be in the form of a wall-mounted plaque.

Beneficiaries:

The project must enhance and support the lives of children and young people (under 25) that are disadvantaged physically, mentally or socially.

The project must work directly with children and young people and have a positive influence on their lives from the activities or service provided.

The beneficiaries must be located in UK.

The project beneficiaries must be a group. Wooden Spoon cannot make grants to individuals.

Contractors and Suppliers:

Wooden Spoon does not recommend contractors or suppliers. If applicants wish to discuss appointing suitable contractors or suppliers they are welcome to speak to organisations who have received previous grants for projects similar to their own.

Grant Amount:

There is neither a minimum nor a maximum grant level. However, it is unlikely that a project of a physical nature that is under £5,000 will have sufficient substance and scale to qualify under the 'projected lifespan' rule. Wooden Spoon's contribution may be up to 100% of the cost, though beneficiary organisations will be encouraged, where practicable, to raise a proportion themselves.

In exceptional cases a project spend of less than £5,000 may be approved if it can be shown that without Wooden Spoon's grant the project would not go ahead or if the making of the grant would result in the region concerned being able to leverage substantial additional support or publicity for Wooden Spoon in the area.

Grant Use:

Wooden Spoon's commitment to a grant remains subject to the raising of funds, although we plan our commitments accordingly.

Grants from Wooden Spoon are for the **sole purpose** of the project and must not be retained or used for any other purpose without the prior agreement of Wooden Spoon.

Should the purpose that the grant is provided change, stop or the organisation ends then a proportion of the grant will be repayable.

Membership:

Subject to the application being approved by Wooden Spoon Trustees, we require a minimum of one new Wooden Spoon membership per £5000 of grant to be taken out by a representative of the applicant organisation, allowing us to keep them informed of our charitable activities.

Minibuses:

Whilst Wooden Spoon does not actively encourage the funding of minibuses, as this requirement is well supported by other charities, consideration will be given to applications where it can be shown that the minibus could not be funded by any other charity and that

the high visibility of such a mobile unit in a region would bring added benefits to Wooden Spoon in raising the level of awareness of Wooden Spoon within the local community.

Monitoring and Evaluating:

Applicants are expected to monitor and evaluate the ongoing performance of the project by providing a case study incorporating (before, during, and after where relevant) photographs and highlighting the benefits that it has brought to an individual member of the user group.

Please note that we will use these photos and case studies on our website and in other marketing literature to promote the projects Wooden Spoon funds (see Publicity below). Applicants should therefore ensure that they have all the right permissions for this information before sharing it with us.

Wooden Spoon is to review monitoring and evaluation expectations of applicants in line with plans to better report project impact on an annual basis.

Organisations:

Wooden Spoon can only make grants to organisations with a legal status. For example; schools, charities, and clubs.

We can fund applications from groups working in partnership but one organisation must take the lead for the application and be the primary beneficiary and point of contact.

We do not accept multiple applications from the same organisation while an application is being considered, unless the organisation is working in partnership, as stated above.

Payment Schedule:

Wooden Spoon would normally expect to make funds available in a single payment to the applicant organisation upon receipt of confirmation that the project 'build' has been completed in line with the grant application and as outlined in the Wooden Spoon grant letter and copy invoices from the supplier to the applicant organisation. Wooden Spoon will make its grant payment by BACS transfer, usually within 14 days of receiving the claim for payment.

Publicity:

Photographic and public relations opportunities should also be taken, where possible. Opportunities might include the cutting of the first sod on site, payment of the cheque from Spoon or the official opening of the project. Except in rare, justified, circumstances beneficiaries of grants are expected to cooperate in appropriate publicity for the project as

it progresses and to allow subsequent occasional pre-arranged access for employees of Wooden Spoon's significant corporate sponsors. This activity helps to raise the Wooden Spoon profile and increase funds for project expenditure.

Safeguarding:

Organisations should expect to demonstrate they have policies in place to protect children and young people in their care whilst also supporting their development. In addition the safeguarding and child protection policies should be in line with the policies adopted by Wooden Spoon.

Financial Sustainability:

We encourage our projects to be sustainable. It is the responsibility of applicants supported by Wooden Spoon to identify localised funding streams to ensure sustainability of the activities and that the project continues to be delivered for the benefit of disadvantaged children and young people under the age of 25.

For more information please contact Projects Department on 01252 773720

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