

DEVON STEP UP FUND

What is the Devon Step Up Fund?

The Devon Step Up Fund is a Global Grants partnership between Devon County Council and the Department for Education & Skills, supported by funding from the European Social Fund. It is managed by Devon Community Foundation. The programme will be open for applications until 31 August 2007 and has a total grant making budget of £247,273.

Aim of the programme

The programme aims to help people of working age improve their skills and build confidence and self esteem by supporting projects helping people on the road to work.

Themes

There are three themes:

1. Increasing employability - for example the spoken word, written word, interview techniques, time management, form filling, problem solving, team work
2. Developing personal skills - for example confidence building, developing interpersonal skills, appearance, timekeeping, motivation, improvements in behaviour
3. Developing practical skills - for example money management, volunteering opportunities, dexterity, new skills

Who can apply?

The programme is aimed at supporting voluntary and community groups to deliver projects and individuals applying through a voluntary or community group. Grants will be available to support the following people:

Unemployed people, including those over 50 and those who have never worked

Black & Minority Ethnic groups (BME) and Lesbian, Gay, Bi-sexual and Transsexual (LGBT) communities

People with disabilities

Lone parents and carers

People with basic skills needs

Offenders

Young people aged 13-19 (or up to 25 for those with learning disabilities)

People on Incapacity Benefit

Grants will be targeted at the most marginalised and hardest to reach communities.

We are not able to make grants to projects already receiving European funding, commercial businesses, grant making organisations, statutory organisations (such as schools), projects promoting politics or religion or in support of projects that have already happened.

Target areas

The programme supports projects for people living in Devon (excluding Exeter, Plymouth and Torbay), with applications benefiting people from the following areas receiving priority: Ilfracombe, Barnstaple, Bideford, Teignmouth, Princetown, rural Torridge, Dawlish, Westward Ho!, Seaton, Tiverton and Newton Abbot. Projects for communities of interest across the County, such as Black and Minority Ethnic groups, people with disabilities, offenders, people

with basic skills needs, lone parents and carers will also receive priority.

What can we apply for?

Groups can apply for any amount between £250 and £10,000, although we expect the average grant to be in the region of £3,500. Grants can only be used to support projects and can be used to pay for items such as project staff costs, premises hire, administration costs directly attributed to the projects (eg postage, phone, stationery), equipment costing under £1,000 in total, minor refurbishment or alterations costing up to £750, travel costs and childcare or care costs.

Groups can also apply on behalf of individuals for any amount between £250 and £500 per person. These grants can be used to pay for items of equipment, for example a pushchair to enable a single parent to take a toddler to nursery whilst they attend a training course, a tool to enable a disabled person to study at home or for protective clothing, to cover care costs or similar.

Grants can't be used to cover core costs or to fund activities that have already taken place.

How do we apply?

You will need to complete an application form, and we strongly recommend you telephone Devon Community Foundation on 01884 235887 for initial advice. There are two different application forms, one for projects for young people aged 13-19 (or up to 25 for those with a learning disability) and one for all other applicants. Forms must be submitted with a copy of your constitution, your most recent accounts and a recent original bank statement (which will be returned to you) and a copy of your Equal Opportunities Policy. If you are working with children and young people you will also need to let us have a copy of your Child Protection Policy.

Free help is available with any aspect of your application. Phone 01884 235887 for details.

Applications will be assessed monthly, with the exception of August and January. A panel of local people will make decisions about the grants to be awarded. Larger grants of between £5,000 and £10,000 will be paid in 3 stages, with 50% paid immediately, 30%, on receipt of a satisfactory mid grant report and 20% on receipt of your final report.

What will we have to do in return for a grant?

Successful applicants must keep records of what their grant has been spent on and submit original receipts for all expenditure. You will need to ensure you do not discriminate on the grounds of race, sex, age, religion and disability. You will also need to complete various project report forms, depending on the size of your grant. Whilst your project is running you must gather the information you will need to complete the forms. We also visit a number of funded projects to see how you are getting on.

For further details or an application pack, contact Devon Community Foundation on 01884 235887

www.devoncf.com

