

## Greenway Community Practice PPG Small Grants Fund - Guidance for Applicants

### What is the Greenway Community Practice PPG Small Grants Fund

This is a fund of money raised by the staff and patients at the Greenway Community Practice which the Patient Participation Group (PPG) administer. The PPG assess applications for funding and agrees whether or not to grant the money to applicants.

### Who can apply

You can apply if your organisation is a local:

- Voluntary or community organisation
- Registered charity
- Constituted group or club
- Community interest company (CIC)
- Social enterprise
- School

We cannot accept applications from:

- Individuals
- Sole traders
- Organisations that are aimed at generating profits primarily for private distribution
- Applications made by one organisation on behalf of another

These organisation categories are for guidance only. If you are unclear whether you can be funded, please contact us.

### What will we fund

- Training costs
- Volunteer expenses
- Staff costs
- Small capital projects
- One-off events / outings, etc.
- Transport
- Equipment

If you want to fund something that is not listed please contact us.

We expect all applications to explain how the funding will be used and why it is relevant for a GP Practice fund to support this use.

### How much you can apply for

Typically we would expect grant awards to be between £50 - £75 unless it is for an exceptional reason. The maximum any organisation can apply for is £200. Applicants may only receive one grant per calendar year.

### How and when do you apply

There is a simple application form that needs to be completed electronically and submitted by an authorised member of your organisation. **If your application is successful we will need a formal signature from the applicant prior to releasing funds.**

You can apply at any time but a minimum of 6 weeks' notice is required between receipt of your application and a decision being made. **You should apply for funds at least 6 weeks before you need them.**

### How you will be paid the grant

You will need to provide bank details to receive the funds.  
The grant will be paid direct to your organisation's bank account.

### After the grant has been spent

We would like to know how successful the grant was in making a difference to your organisation, so we will ask for feedback and photographs if appropriate. Please ensure that you have received written consent for people's images to be used by you and us.

**Completed application forms should be emailed to: [fundgreenwayppg@yahoo.com](mailto:fundgreenwayppg@yahoo.com)**