

Tyfu Powys Grants

Questions you might have, answered

What will we need to do for the grant/s?

- **Put on an event** planned and delivered with your site volunteers, under one of the themes and for new audiences - you'll need to think about what you want to do at the event, who might come along and how you will reach them.
- **Deliver the event**, making sure you get attenders to sign in (we will provide a sign-in sheet). Have roles for your existing volunteers.
- **Talk to attenders** during and after event activities.
- **Take photos** (and get photo consent – again, provided).
- **Record** who is interested in either (again, we will provide a sheet for this):
 - Returning to your site to volunteer
 - Returning to your site as a visitor at another event
 - Taking what they have learnt at your event and doing something further with it – making a 'pledge'. This might be growing at home, cooking more seasonal food, or taking to family/friends about what they have done or learnt.
- **Provide your site contact details** to attenders
- **Take contact details** of your attenders, if they are happy to provide them (we will provide some GDPR support around this)
- **Follow-up with attenders** (again, only those who are happy to be followed up). This might be at another event, for a volunteer induction or about their 'pledge'.
- **Record** your follow-up activity (again, we will provide a sheet).
- **Think and record** what worked and what didn't.
- **Submit** all your receipts and recorded evidence for release of payment - see payment schedule below.

What can the Tyfu Powys event grant go towards?

Funding is available to help you run your community event and follow-up:

- Resources e.g. seeds, compost, craft materials, activity sheets, plug-plants for attenders to take home.
- Staffing time e.g. workshop leaders, volunteer expenses, follow-up with attenders, undertake evidence gathering and analysis, creating monitoring and evaluation resources. NB you'll need to keep either signed timesheets or have invoices for this.
- Refreshments e.g. locally sourced cakes.
- Promotion e.g. flyer printing, signage, flyer distribution, 'bus' stops for buses – see below!
- Monitoring and Evaluation e.g. talking to visitors and/or volunteers after the event, photography.
- Venue hire (e.g. renting a community hall, gazebo or Portaloo) if you really need it.

What can Tyfu Powys not fund?

Tyfu Powys event funding cannot pay for:

- Capital equipment – Tyfu Powys offer a separate site infrastructure grant for this purpose.

What else can Tyfu Powys help with?

We can also help provide transport (e.g. minibus hire) if your site is too far to walk from town. This is additional to the grants.

You might also like to apply for your own local '[Have a Grow](#)' day, which is £200 for putting on an 'open-day' with existing volunteers to attract new visitors/volunteers, but without the follow-up (you'll still need to provide receipts, photos, sign-in sheets and information on what existing volunteers did during the event).

Can we apply for funding to run more than one themed event?

Yes, Powys community growing groups are eligible to apply for:

- **£1500 per group towards** - People and Planet event, follow-up and evidence/receipts
- **£1300 per group towards** - Eat Well event, follow-up and evidence/receipts

Your site might decide to run a series of People and Planet or Eat Well themed activities for the same grant amount. This is entirely valid. You might also have already planned an event that fits in well with the theme, which this strand of work could support. This would also be a valid application.

When should I apply for a grant and when can I run my event?

- Apply now! We will sit every two weeks from 13 August to review applications and make awards. We have 10 People and Planet and 10 Eat Well event + follow-ups to distribute. We aim to have all allocated by 30 October 2024.
- Events should take place between – **August and 30 November 2024.**
- **ALL** receipts and evidence need to be submitted by 4 December 2024, but you can submit as soon as you have completed your event/follow-ups.

How do we apply for an event grant?

Fill in the application form to tell us about your event and follow-ups, how it fits with our themes, who you hope to invite and what you hope to achieve.

How will payment of the grant be made?

Payment will be made to your group when we receive:

- Production of receipts and a completed expenses form (provided by us).
- Completion of evidence (your event promo material, sign-in, returning interest record, photographs from event day, follow-up sheet).

Ideally, this would be one payment when all your activities have been completed but we understand this may be difficult for some groups. Therefore, we can make up to three payments, on your request and subsequent discussion and agreement.

We cannot make payment without receipts, invoice or timesheets for expenditure plus completed evidence sheets.

Please keep a record of all your receipts, for event expenditure listed on your application form. You'll need a photograph of each receipt for each expense you want to apply for. ALL claims need to INCLUDE AND SHOW VAT, where applicable.

More questions? Attend our online information session on Monday 12 August 2024 at 12.30 on Zoom. Register your interest [here](#).