

REQUEST - Criteria & Guidance

Who Can Request Support?

The Totally Stoked scheme is tailored to provide support to organisations in the Voluntary Community and Social Enterprise sector (VCSE).

What do we mean by VCSE?

These types of organisations include:

- Voluntary and Community groups,
- Unincorporated Charities
- Registered Charities
- Clubs & Associations
- Trusts
- Foundations
- Community Interest Companies (CiC)
- Charitable Incorporated Organisation (CIO)
- Non-for-Profit Company, Limited by Guarantee (not share capital)

Location

Your organisation must be either:

1. Based in Stoke-on-Trent **and** directly benefit people who live inside the city.
2. Possibly based outside Stoke-on-Trent, **but you must** be delivering a project that directly benefits people living in Stoke-on-Trent.

You must be able to demonstrate how your work is supporting our local communities. We don't need to know each street you work in but we will be interested to know which of the six towns,

What Totally Stoked Will Support.

Totally Stoked supports projects and organisations that are:

1. Building a Richer Voluntary Sector
2. Creating a Caring and Sharing Environment
3. Supporting Healthy and Happy Communities

To do this, we expect to see that your activities focus on at least one of our key values:

- **Turning Investment Inwards Towards the City.**
- **Bringing People, Ideas and Energy Together.**
- **Minimising Waste: Time, Money, Energy and Resources.**
- **Valuing Everyone's Contribution**
- **Raise, Challenge, Inspire, Shine.**

For more information about Totally Stoked values read 'Our Values Explained' document

What Totally Stoked Can Not Support:

- Projects and organisations that do not benefit residents of Stoke-on-Trent
- Services or activities that are statutory (already paid for and provided by a council or the government departments – education, health, highways etc)
- political or religious activities
- Purchase of alcohol
- contingency costs, loans, endowments or interest
- profit-making activities that are not for the benefit of the community.
- VAT you can reclaim
- Projects that enhance or structurally develop land or buildings that you do not own, unless you have an official letter from the owner or landlord that says you're allowed to do work on the building.
- Projects that don't have planning permission for building work.
- Organisations without the relevant insurances in place.
- Organisations without adequate policies in place - safeguarding, insurance, GDPR, health & safety etc.
 - NOTE: If your organisation needs support in writing new policies, or understanding what policies you should have in place, please get it touch – we can help you.

What type of things can you ask for?

There are 4 areas of support that you can request :

1. **PEOPLE**
2. **SKILLS**
3. **RESOURCES**
4. **MONEY**

You are not restricted to just one - you can ask for things in all the categories.

What type of things fit in each category?

RESOURCES

Some equipment to keep or borrow.

For example, a lockable filing cabinet for the office, flowerpots for the community garden, a few gazebos for a family fun day, PA system for an event, office table and chairs, video games and a sofa for your youth project.

PEOPLE

Some extra helping hands – from one person who can come to your centre once a week to help out regularly, to a team of volunteers for a one-off event. Maybe you need a large team of helpers to come and tidy out a garden or decorate a hall or you need a volunteer in your café to help clearing tables, serving food, talking to customers and using the cash till.

SKILLS

Help sourcing a training course for your team , maybe in child protection or bookkeeping. Perhaps you need someone from a bigger organisation than yours who is trustworthy, and you can talk to once a month as a mentor as you settle into your new role as manager. Perhaps you want to get advice from someone with the right skills as a one-off, maybe to look at your accounts, your funding bid or business plan. Maybe you need a qualified plumber to fix your boiler, or an accountant, or a surveyor, maybe you want a solicitor to look over a lease agreement before you sign.

MONEY

Totally Stoked wants to help organisations make better use of resources around us - rather than buying more 'stuff'! Totally Stoked is driven by sustainability so, where possible, we want to help you to borrow, share and reuse, save money and make better use of your limited resources.

We love the United Nations 17 Sustainable Development Goals. Ask us for advice if you're not sure how this could make a difference to your organisation.

When there are no resources available , sometimes the only option may be *cold hard cash!* We may not be able to give your organisation any or all of the money you need, but if that's the case we will help your organisation to seek funds or generate funds. These funds might be from public and business donations and sponsorship given directly to Totally Stoked or we may be able to support you to apply from another source such as a grant.

How long does it take to get the resources?

We don't have a set timeline as it depends on what you are requesting. If you are looking for one item, we may be able to find it for you in a few days. If you have a long list of equipment or need someone with skills and time to commit to your project, it can take longer. We advise that you get your request to us as soon as you can. If you are asking for money we may be supporting, you with a grant application and different funders have different closing dates and turn-around times.

We cannot guarantee that we can find everything you are looking for or to find things in a short period of time.

After you receive support

All groups will be asked to provide a short evaluation a few months after they have received the resources requested. We do this because we want to promote the good work that you do ,and by having some evaluation of the impact that the support has made, we can help to write powerful press releases highlighting the benefit that your group makes to the local community.

The Spirit of Totally Stoked

If your organisation makes a 'request' for support from Totally Stoked, we would like to see that your organisation makes an 'offer' back to the scheme at some point keeping the spirit of Totally Stoked. There is a section at the end of the form that asks you to consider this.