

CHARNWOOD BOROUGH COUNCIL



GUIDANCE AND CRITERIA

COMMUNITY DEVELOPMENT

GRANTS 2012/13



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Introduction

Charnwood Borough Council supports a diverse and thriving community and voluntary sector which provides opportunities for regular volunteering and to work in partnership with the Council to deliver projects and services in an effective, local, community-led manner as an alternative to direct provision by the Council. Community Development Grants enable the Council to provide annual grants to a wide variety of community and voluntary organisations within Charnwood that further the Council's aims and that actively assist the community to enjoy a better quality of life, particularly where those projects would not go ahead without financial assistance.

The Council and its partners have identified a number of aims and objectives to improve the well-being of people living and working in Charnwood. These aims and objectives are set out in the Council's Corporate Plan, the Charnwood Sustainable Community Strategy and the Leicestershire Local Area Agreement. Applications should help the Council fulfil at least one of these aims, which are set out in more detail in this guidance.

The Council's Community Development Grant scheme was refreshed at the start of the 2012/13 financial year. This document provides guidance on the amended scheme.

This guidance includes information on the following:

- | | |
|--|---------------|
| 1. Types of projects that receive funding | page 3 |
| 2. Grant aid provided and submitting an application | page 4 |
| 3. When to apply | page 5 |
| 4. Processing Applications | page 5 |
| 5. Assessment criteria | page 5 |
| 6. Grant agreements and conditions of funding | page 8 |
| 7. Support and other sources of funding | page 8 |

1. Types of projects that receive funding

Community Development Grants are revenue grants to cover the running costs of a project, including the costs of employing staff, stationery, heating, lighting, printing, postage and telephones. Applications to deliver specific projects are encouraged and therefore organisations may submit more than one application per year if they organise more than one qualifying project. However, applications to support annual running costs are also accepted. The term project is used to describe the work for which funding is being sought whether that is discrete or ongoing. Community Development grants can provide funding for your project if it meets the preconditions set out in section 2. The rest of this section sets out some special cases and exceptions.

Parish Plans and Village Design Statements

Parish Plans and Village Design Statements are a valuable resource, not only to the Parish that produces one, but also as a useful source of knowledge for the Borough Council on local needs. They are developed by local people for local people and therefore are very well informed, with the added benefit of drawing communities together.

The Council provides support to these processes in the following ways:

- By part funding a Community Development Officer on the Rural Community Council (Leicestershire and Rutland).
- By providing professional advice at various stages to ensure the villages get the most out of the processes.
- Through this Grants Scheme by awarding grants of up to 50% towards printing and publicity costs of the final Plans and Statements subject to a maximum grant of £500 for villages with a population of less than 5,000 and up to £750 for those with a population over 5,000.

Sports Grants

There are specific Charnwood Grants schemes designed to support sports development. Please refer to <http://www.charnwood.gov.uk/pages/charnwoodgrants> for details of the full range of Charnwood Grants.

Limits and Exclusions

Religious Organisations and Festivals

Projects provided by religious organisations will be funded if they are providing an appropriate service to the community. Religious festivals that demonstrate cultural diversity and are open to other communities in order to bring a 'shared experience' will also be eligible for funding. Requests for funding to promote religious beliefs will not be granted.

Ineligible Organisations and Projects

Requests from political organisations or those which are of a purely social nature fall outside the scope of Charnwood Grants.

2. Grant aid provided and submitting an application

The maximum Community Development grant that is available is £10,000. Groups seeking small grants (£500 or less) or individuals undertaking overseas charitable activities can apply for a Community Engagement grant, for which the application and monitoring arrangements are simpler. Community Development grants can provide funding for your project subject to the following qualifying preconditions being met.

- Applications must be submitted by properly constituted community and voluntary groups for activities not conducted for profit.
- The organisation or project must be Charnwood based or carry out activities (other than fund-raising) within Charnwood.
- The organisation to which the application relates should not be exclusive, but should allow access to, or use/participation by, the general public. There must be no restriction on membership by any organisation to which a grant is to be made. Membership must be open to the general public and not refused on grounds of gender, race, disability, sexual orientation, occupation, religious, political or other beliefs.
- The purpose to which the grant is to be applied must not relate to promoting religious belief or party political activities.

The application form for Community Development funding can be requested using the contact details on the front page of the guidance or downloaded from <http://www.charnwood.gov.uk/pages/commdevgrants>.

If you feel that your group or organisation fulfils the preconditions above and the assessment criteria as set out in section 5 you should complete and return the application form to the address on page 1, or e-mail to grants@charnwood.gov.uk. All relevant sections of the application form must be completed. You may also wish to submit supporting information such as your annual report or equivalent.

Applicants will need to provide the following additional information although it is not always necessary to provide this at the time of application:

- Your organisation's Equal Opportunities Policy or a statement that the organisation will abide by the key themes of the Council's Equal Opportunities Policy.
- If five or more staff are employed, your organisation's Health and Safety Policy.
- Where relevant, your organisation's policy statement about how it works to protect children/vulnerable adults and discharges its safeguarding responsibilities. Any grant offered will be dependent on the applicant providing evidence of such a policy or evidence that the group is actively working towards adopting a policy.
- The two most recent bank statements for all your organisation's accounts.
- Audited or independently examined accounts for the most recent financial year. This can be in the form of the documents themselves or a link to a published version on the internet, for example on the Charity Commission website.

In addition, to help ensure projects are sustainable we have developed a **sustainability checklist**. The checklist should help organisations improve their

projects by taking into account social, environmental and economic needs of the local area. The checklist does not need to be submitted with your application but you may find it useful to consider it when completing your application.

Unless there are significantly changed circumstances unsuccessful applications will not be reconsidered within six months.

3. When to apply

All organisations wishing to apply for a Community Development Grant for 2012/13 should submit their application as early as possible. This will enable as many applications as possible to be considered together at the Cabinet meeting on 7th June 2012 and enable organisations to have funding decisions near the beginning of the financial year. Subject to sufficient resources being available, applications may be submitted later in the year for projects for which an application could not be submitted earlier. The timetable for taking those decisions will be:

Decision Date	Application Closing Date
Cabinet: 7 th June 2012	10 th May 2012
Cabinet: 30 th August 2012	2 nd August 2012
Cabinet: 22 nd Nov 2012	25 th Oct 2012

4. Processing applications

Once an application is received by the Council an assessment will be completed, reviewing the application against the criteria set out in section 5. Once the assessment is completed, the application and assessment will be considered by the Council's Cabinet. Reports to the Cabinet will be submitted up to three times per year. This will mean that the Cabinet can consider and compare a number of applications at the same time.

You will be notified in writing of the decision within 10 working days of the Cabinet meeting. Cabinet decisions may be reviewed by the Scrutiny Management Board if they are called-in by councillors and you will be notified if this is the case. If a decision is called-in it does not come into effect until the review process is complete.

5. Assessment criteria

Applications will be assessed against two measures of need:

1. How the project meets the Council's aims and objectives in meeting identified community needs
2. The need of grant funding from the Council to enable the project to succeed.

Both measures will seek to demonstrate the value for money to be obtained in providing grant funding.

How the project meets the Council's aims and objectives in meeting identified community needs:-

Twelve criteria have been identified to assess community need based on the aims and objectives set out in the Council's Corporate Plan.

- How does your project promote stronger, cohesive and balanced communities (in particular encouraging people from different backgrounds to get along together)?
- How does your project promote well-supported volunteering opportunities?
- How does your project promote health and well-being (in particular promoting healthy eating, physical activity, sexual health and mental health)?
- How does your project reduce smoking and the harm caused by drug and alcohol misuse)?
- How does your project reduce the impact of crime and anti-social behaviour?
- How does your project improve the quality of life of people living in priority neighbourhoods?
- How does your project improve the well-being of residents through acknowledging their diverse needs?
- How does your project enable children, young people and older people to make a positive contribution to the communities in which they live?
- How does your project enable older people to live independent lives?
- How does your project promote access of local people to green spaces and the countryside?
- How does your project add value to Charnwood's commitment to reduce the impact of climate change?
- How does your project help promote local businesses to prosper and develop vibrant towns and villages and support rural enterprise?

All 12 criteria listed above form a key part of the application form which asks how your project will meet one or more of these criteria. Applicants should only provide information for those aims/objectives that relate to their project and need not provide information for each aim/objective. Applications are more likely to be successful if they meet one objective very well than if they meet several but only marginally. You can provide further information on the relevant aims/objectives by using the Word version of the form, which enables the boxes to be expanded, or by using the section at the end of the form.

The need of grant funding from the Council to enable the project to succeed:-

Four criteria will be used to assess the need for the Council to provide grant funding. Organisations should demonstrate that their projects are prepared and managed well and will be encouraged to explore other funding sources where appropriate. The criteria for making this assessment and what the Council is looking for are summarised in the following table. In addition, the Council seeks to support a diverse community and voluntary sector including organisations with a range of geographical locations within Charnwood. No specific geographically based conditions or targets will be applied to grant awards but the assessment of need will take the geographical distribution of grants across the Borough into account.

Criteria	What a successful application will demonstrate	Notes
Have you identified a realistic total cost and timetable for the project?	The organisation demonstrates that costs and timescales have been researched, for example through obtaining quotes or using reliable information from previous years.	Project costs can include the annual work of an organisation such as staffing and overheads but a successful application in one year does not guarantee that subsequent applications will be successful.
Have you sought to obtain other funding to enable the project to begin?	The organisation demonstrates that it has sought funding from other sources and that the amount sought from the Council is necessary to secure match funding or because other sources of funding are not available.	
What balances and reserves do you have available?	The organisation demonstrates that it follows relevant guidance on maintaining general balances and reserves and that earmarked reserves reflect its long term strategy. The organisation has considered whether it can fund the activity from its balances.	
What proportion of the cost of the project is the Council being asked to fund?	The organisation demonstrates that the level of funding sought from the Council is justified.	There are no quantitative limits on the proportion of funding that the Council will provide. In order to justify the Council providing a large proportion of the cost of a project you will need to show that the project meets a community need (see community need above) and that other funding options (see items 2 and 3 in this table) are unable to provide the necessary funding.

Applications will be assessed qualitatively against these criteria. Reports to the relevant decision making body will include a description of how the application meets

each of the criteria. In the case of meeting the Council's objectives, applicants will be expected to clearly identify how they will measure the success of the project, especially in relation to identifying its outputs and outcomes. In the case of assessing need, reference will be made to relevant guidance such as that provided by the Charity Commission.

6. Grant agreements and conditions of funding

The Council needs to ensure that the public money it spends is used effectively. This includes monitoring and evaluating the effectiveness of grant funding and partnership working. Therefore, the Council needs to ensure that Community Development Grants are contributing to delivering its corporate aims and are achieving value for money. No further grant applications will be considered until the Monitoring Report Form has been returned.

In most cases, Community Development grant awards will be achieved through an offer letter which includes the conditions on which the award is made and the payment arrangements for the grant. The specific conditions will be based on the provision of the measurement and monitoring information set out in the application form.

Grant payment terms will be on a grant by grant basis, depending on the nature of the organisation/project and level of grant awarded. Payment may be made in stages, and copy invoices, or proof of project expenditure may be requested.

A Monitoring Report form will be sent out to all successful applicants, and this must be completed and sent back to the Grants Administrator at the end of the financial year, along with copies of any annual/financial reports available, and photographs or feedback from the project if required. No further grant applications will be considered until the Monitoring Report Form has been returned.

The following conditions apply to all approved projects:

- Any changes to the project or activity for which the funding was originally granted require further approval from the Council.
- The Charnwood Borough Council logo must be included on all publicity material relating to the project or activity. To obtain an electronic or hard copy of the logo please contact the Communications Team on 01509 634989.
- You must use the grant within 12 months of receiving it.

If you do not comply with the conditions attached to a grant or do not use it for the purposes for which it was awarded the Council may seek to reclaim some or all of the grant awarded.

7. Support and other sources of funding

If you are still in doubt, then please do not hesitate to telephone the Council on 01509 634710 to speak to the Grants Administrator to discuss your project or e-mail

grants@charnwood.gov.uk. Alternatively you are welcome to visit Southfields and have an informal discussion about your particular needs.

It is our aim to help support you on finding the appropriate funding for your project. For additional support and assistance please contact the following:

- The full range of Charnwood Grants can be viewed at <http://www.charnwood.gov.uk/pages/charnwoodgrants> or information can be requested using the contact details on the front page of these guidance notes.
- Grants Administration for alternative funding sources
Charnwood Borough Council
Tel: 01509 632516
Email: grants@charnwood.gov.uk
- Voluntary Action LeicesterShire for alternative funding sources
Tel: 0116 257 5050
Email: info@valonline.org.uk
<http://www.valonline.org.uk/looking-funding>