

CHARNWOOD BOROUGH COUNCIL



GUIDANCE NOTES

LOUGHBOROUGH COMMUNITY GRANTS

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This guidance was last updated on 29 May 2018, please check our website to make sure that you are using the latest guidance and application form

<http://www.charnwood.gov.uk/pages/charnwoodgrants>

Introduction

Charnwood Borough Council supports a diverse and thriving community and voluntary sector which provides opportunities for regular volunteering 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.

Loughborough Community Grants enable the Council to provide grants that further the Council's aims and that actively assist the community to enjoy a better quality of life.

The scheme is funded out of the Loughborough Special Rate (the part of the Council Tax paid by people living in Loughborough) and therefore only groups working to benefit communities/residents in Loughborough can apply. It is organised in a way that means the terms and conditions attached to such grants are not onerous.

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. Applications should help the Council fulfil at least one of these aims, which are set out in more detail in this guidance.

This guidance includes information on the following:

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

1. Types of projects that receive funding

Loughborough Community Grants provide funding for properly constituted Community and Voluntary Sector organisations and projects to deliver activities with community benefits in Loughborough. These grants can cover running costs (for up to one year) or one-off equipment costs.

Loughborough Community 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.

Limitations and exceptions

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 Loughborough Community Grant that can be awarded is £2,000. Loughborough Community 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 sector organisations or projects for activities which are not conducted for profit.
- The project must deliver community benefits (other than fund-raising) within Loughborough. Loughborough is defined as within the following Council wards: Loughborough Ashby, Loughborough Garendon, Loughborough Hastings, Loughborough Lemyngton, Loughborough Nanpantan, Loughborough Outwoods, Loughborough Shelthorpe, Loughborough Southfields, Loughborough Storer and the part of Loughborough Dishley and Hathern ward that is not part of Hathern parish.
- 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.

If you feel that your group or organisation fulfils the preconditions above, and the assessment criteria as set out in section 5, you should e-mail your application and supporting information to grants@charnwood.gov.uk . If this is not possible you can post it to us (see contact details on the first page of this guidance). All relevant sections of the application form must be completed and you should include additional information which is required at the time of application - see section below.

All applicants need to provide additional information, and some of this must be included with your application (see below).

These documents must be submitted with your application:

- Two most recent bank statements.

This information must be submitted with your application if your project involves working with children and / or adults at risk)

- Working with children / adults at risk safeguarding policy or policies.

We may ask you to provide extra information at a later stage, this may include the following documents:

- Latest audited or independently examined accounts.
- Health and Safety Policy (if you employ five or more staff).
- Equal Opportunities Policy (if you are not using the Council's policy).

If you do not submit all the essential information required by the application deadline we may not be able to consider your project for funding.

3. When to apply

Applications can be made at any time but applicants are encouraged to apply as early as possible in the financial year as otherwise the budget available may be allocated. Please note that the Grants panel usually meets quarterly and you should apply in plenty of time before you wish your project to start. You can also apply from January for projects taking place in the following financial year. The latest timetable for grants decisions (including application deadlines) is shown on our website at http://www.charnwood.gov.uk/pages/loughborough_community_grants

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 are referred to the next scheduled meeting of the Charnwood Grants Panel. Councillor(s) whose ward(s) may benefit from your project may be consulted about your application. Any comments made will be taken into account when the decision about your application is made.

Each application is considered on its merits, and meeting the minimum criteria is not a guarantee that a grant will be awarded. The Panel usually meets quarterly and applicants will normally be notified in writing of the decision within 10 working days of the Panel Meeting.

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. It is not essential to meet every criterion; however, applicants are advised to provide information for every aim / objective that relates to their project. You can provide further information on the relevant aims/objectives by using the Word version of the application 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. 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 Loughborough 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.	

Criteria	What a successful application will demonstrate	Notes
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.

6. Grant agreements and conditions of funding

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.

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, successful applicants will be expected to provide the Council with a short report on how the grant was spent and how successful the project was.

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 project or 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.

In addition, 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 634603.
- 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

The full range of Charnwood Grants can be viewed at <http://www.charnwood.gov.uk/pages/charnwoodgrants>.

It is our aim to help support you with finding the appropriate funding for your project - the web page above gives information about other potential sources of information.

If you need any further guidance or advice, or if you are not sure whether your organisation or project is eligible for consideration, please feel free to call us on 01509 634730 or e-mail grants@charnwood.gov.uk.

Data Protection

For information about how and why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice

<https://www.charnwood.gov.uk/pages/privacynotice>