



**APPLICANT  
GUIDANCE NOTES**

**MEMBER GRANTS SCHEME**

## Introduction

Member Grants enable Councillors to provide grants to a wide variety of community and voluntary organisations within Charnwood to further the Council's aims and actively assist the community to enjoy a better quality of life.

Each Borough Councillor has been allocated an annual budget of £1,000 which can be used to support projects that bring benefits to their ward. The decision on how to allocate their grants budget is the responsibility of each individual Councillor.

To find out the details of the appropriate councillor you may need to apply to, please use the following link <https://www.charnwood.gov.uk/councillors/all>

**This guidance includes information on the following:**

- 1. Organisation eligibility**
- 2. Project eligibility**
- 3. How much you can apply for**
- 4. The application process**
- 5. Conditions of the grant**
- 6. Further information**

## 1. Organisation Eligibility

Organisations operating in Charnwood and working with local people may apply.

They must:

- Have a constitution / set of rules / articles of association
- Have a group bank account with more than one signatory
- Be 'not for profit'

In addition, organisations must:

- Be inclusive and allow access to, or use/participation by, the general public. Membership should not be refused on the grounds of gender, race, disability, sexual orientation, and occupation, religious, political or other beliefs. An organisation which supports individuals based on a protected characteristic should demonstrate they are inclusive on all other grounds
- Not apply for projects which promote a religious belief or party political activities
- Be able to provide their two most recent bank statements
- Be able to provide a safeguarding policy if working with children / adults at risk
- Comply with the Prevent Duty requirements.  
The Counter Terrorism & Security Act 2015 places a duty on certain bodies to have 'due regard to the need to prevent people from being drawn into terrorism' in the exercise of their functions.  
(<https://www.gov.uk/government/publications/prevent-duty-guidance>)

## 2. Project Eligibility

# CHARNWOOD BOROUGH COUNCIL

The Council have identified a number of aims and objectives set out in the Council's Corporate Plan. Applications should fulfil at least one of these aims:

1. Promote stronger, cohesive and balanced communities
2. Provide well-supported volunteering opportunities
3. Improve physical health and well-being
4. Promote and support improved mental health and emotional well-being
5. Reduce the impact of crime and anti-social behaviour
6. Improve the quality of life of people
7. Improve the well-being of residents with diverse needs
8. Enable children, young people or older people to make a positive contribution to the communities
9. Enable older people to live independent lives
10. Promote access of local people to green spaces and the countryside
11. Reduce the impact of climate change
12. Engage with local businesses to prosper, develop vibrant towns/villages and support rural enterprise

Examples of **eligible organisations and projects** include:

- Provision of equipment e.g. IT equipment, craft materials, furniture
- Funding towards costs of community events/activities – e.g. community fun day, tree planting day, grassroots sports clubs, trips, summer fete
- Funding towards specific projects – e.g. school holiday youth project, playscheme, coffee morning, gardening group projects
- Uniformed Groups (e.g. Scouts / Guides / Cubs / Brownies)
- Residents' associations
- Community groups

Examples of Member grants awarded last year can be seen at the link below:

[https://www.charnwood.gov.uk/pages/member\\_grants](https://www.charnwood.gov.uk/pages/member_grants)

Examples of **ineligible organisations and projects** include:

- Funding towards running core costs – e.g. rent, utilities, salaries (project specific sessional worker costs can be funded)
- Political organisations
- Statutory bodies including Town/Parish Councils
- Schools/Universities (excluding PFA/PTA groups)
- Exclusively religious activity
- Retrospective funding for projects which have already taken place.
- Any form of gambling (except small fundraising activities e.g. raffle, tombola etc.)
- Grants to private/commercial sector organisations.
- Grants to individuals

Please ensure you have Landlord consent before submitting an application, for projects/activities taking place on their land, or for modifications to public spaces or facilities. E.g. if your project will be taking place on land belonging to Leicestershire

# CHARNWOOD BOROUGH COUNCIL

County Council, landlord consent will be needed and a formal arrangement will need to be in place for ongoing maintenance (if applicable).

## 3. How much you can apply for

- Councillors can spend their allocated amount of £1,000 on one project, divide it over several projects, and can combine it with other funding from another councillor.
- You can apply to more than one councillor in your ward or councillors in other wards if your project supports communities in more than one ward.
- The minimum you can apply for is £250 from each councillor, the maximum you can apply for is £1,000 from each councillor.
- An organisation can submit more than one application in a financial year but the application must not relate to the same project/scheme.
- If the total project cost is more than you are applying for, please provide details of other sources of income, including grants, fundraising and membership subs etc, that will be used to cover the full project cost.

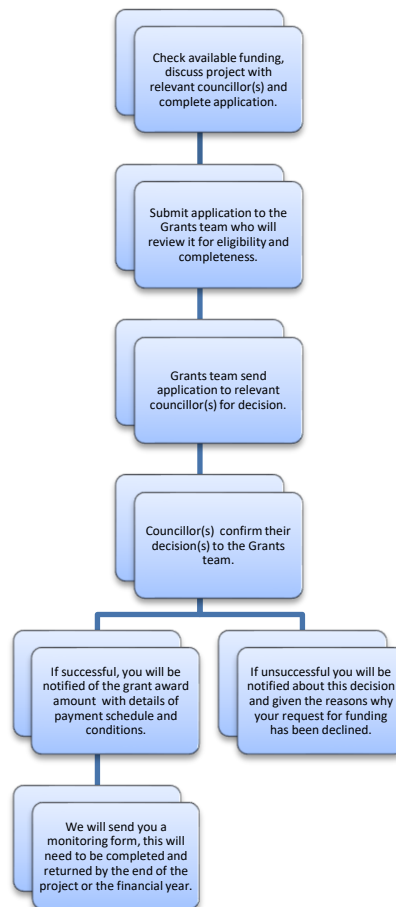
## 4. The Application Process

Organisations wishing to apply will need to complete an application form and provide documentation to evidence eligibility. The process is as follows:

1. Organisations should check to make sure that the relevant councillor(s) still have funding available. Details of spend to date can be found on our website: [https://www.charnwood.gov.uk/pages/member\\_grants](https://www.charnwood.gov.uk/pages/member_grants)
2. If funding is available organisations should discuss their project with their local councillor **before applying**. Councillor contact details can be found on our website: <https://www.charnwood.gov.uk/councillors/all>
3. The organisation will need to complete an application form and submit this, with all the required additional documentation, to the Grants team. If an organisation is applying to more than one councillor they must state clearly on the application which ward councillors have been approached.
4. All applications must be received by the Grants team by 28<sup>th</sup> February 2020.
5. The Grants team will check the eligibility of the organisation and review the application for completeness before sending the application to the relevant councillor/s.
6. The councillor(s) will then make a decision to support the application either in full or partially, or will reject the application.
7. If the councillor you are applying to is a member of your organisation, or there is a conflict of interest, a decision may need to be made by the Cabinet Lead Member. This may cause a delay in the communication of the decision, and the Grants Team will keep organisations updated as to when they can expect to receive a decision letter.
8. Organisations will be notified of the outcome of the application within a maximum of 28 days from the date on which a complete application (including all required additional documentation) is received (except if the decision is to be made by the Cabinet Lead Member – see above). If an application is only partially approved or refused then the reasons for this will be given to the

# CHARNWOOD BOROUGH COUNCIL

- applicant.
9. Grants awarded by individual Councillors will be published online on the Council website: [https://www.charnwood.gov.uk/pages/member\\_grants](https://www.charnwood.gov.uk/pages/member_grants)
  10. The Grants team will arrange a payment to successful organisations. 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.
  11. A Monitoring Report form will be sent out to all successful applicants, and this must be completed and sent back to the Grants team at the end of the project or financial year, along with copies of receipts/invoices, and photographs or feedback from the project if required.



## 5. Conditions of the Grant

The following conditions apply to all approved projects:

- Any changes to the project or activity for which the funding was originally granted will require further approval. If there are any changes the organisation should contact our Grants Team who will seek approval from relevant councillor(s).
- The Charnwood Borough Council logo must be included on all publicity material relating to the project or activity.

## CHARNWOOD BOROUGH COUNCIL

- The grant must be spent within 12 months of receiving it.

If an organisation does not comply with the conditions attached to a grant or does not use it for the purposes for which it was awarded the Council may seek to reclaim some or the entire grant awarded.

### 6. Further Information

For any queries regarding the Member Grants Scheme please contact the Grants team on Telephone: 01509 634730, or E-mail: [membergrants@charnwood.gov.uk](mailto:membergrants@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>**