

**1. Introduction**

- 1.1 The Community Fund has been established to support and develop community initiatives within South Kesteven District.
- 1.2 Grants are available for groups and organisations who are involved in community projects and events that benefit the residents of communities in the district. Groups and organisations must demonstrate how their project or event will deliver wide benefit, contributing to the sustainability, vitality and well-being of South Kesteven's communities and the Council's priorities.
- 1.3 Applications for grants up to £2,000 can be made at any time and will be fast tracked through the process. A separate application form is available for this purpose.

**2. How much money is available and what can be funded?**

- 2.1 A total of £300,000 was made available in 2015/16 and a further £40,000 was added to the Fund in 2016/17. As at July 2017, the amount uncommitted is £111,000 and it is intended that the full amount will be awarded. The issue of further funding will be considered as part of the annual budget process.
- 2.2 Going forward, there will be approximately three tranches per annum and funds will be apportioned accordingly. However, if strong applications should come forward in the first tranche, they may be supported even if the total amount awarded exceeds one third of the total available funds.
- 2.3 Up to a maximum of 80% of total costs can be applied for. The minimum contribution (match funding) required from applicants is 20%. This can be made up of own cash contribution, donations, grants and sponsorship and a maximum of 10% in-kind volunteer time or materials.
- 2.5 The value of volunteer in-kind time is calculated at the average hourly pay rate for South Kesteven (for 2016/17 this is £9.90).
- 2.6 The kinds of projects and events that can be supported by the Community Fund are shown in the table at the top of page 2.
- 2.7 Please note that the average level of grant is likely to be in the region of £3,000 and up to a maximum of £10,000. Awards towards the maximum figures will require significant levels of match funding and demonstrable community need and support.

## Project Categories

| Project Category       | Types of Projects Supported   | Minimum/Maximum Grant Levels |
|------------------------|---|------------------------------|
| Community Amenities    | Outdoor facilities such as Multi use game areas (MUGAs), shelters, recreation areas, heritage, footpaths etc.   | Min = £500<br>Max = £10,000  |
| Community Buildings    | Repairs, maintenance and alterations to village halls and other public buildings, contributions to new build community buildings and the purchase of equipment to be used in community buildings.                       | Min = £500<br>Max = £10,000  |
| Community Enterprise   | Projects which generate an ongoing revenue stream for a community such as community owned pubs, shops, cafes, and community tourism initiatives.  | Min = £500<br>Max = £10,000  |
| Community Events       | Community celebrations, sports events, street festivals, arts and cultural events.  | Min = £200<br>Max = £5,000   |
| Supporting Communities | Supporting the work of organisations who support communities, including social enterprises, support organisations and Community Led Planning groups (to support the delivery of projects in their Community Led Plans). | Min = £500<br>Max = £10,000  |

### 3. What will not be funded?

3.1 The Community Fund will not support:

- i. Projects or events which are for private gain.
- ii. Events primarily intended to pass on surplus income to other organisations, eg charity concerts.
- iii. Revenue costs (salaries, project officer or other employee costs, rents, statutory training etc)
- iv. Projects or events which already receive South Kesteven District Council funding.
- v. Regular events (unless they have a significantly new and different aspect).
- vi. General appeals or sponsorship.
- vii. Activities of a mainly political or religious nature, including improvements to the fabric of church buildings (non-religious community activities held within a place of worship may be eligible).
- viii. Contingency funds, income deficits, bridging loans or security against a loan.

**4. Criteria for funding**

- 4.1 We welcome applications from community and voluntary groups, parish and town councils, charities and social enterprises to deliver projects that benefit communities in the South Kesteven District. We do not accept applications from individuals.
- 4.2 Applications will be assessed on their ability to:
  - deliver wide community benefit, contributing to the sustainability, vitality and well-being of communities, such as encouraging volunteering and participation;
  - contribute to locally identified community needs and priorities;
  - contribute to South Kesteven District Council's Corporate Priorities;
  - demonstrate value for money (through obtaining written quotes and estimates);
  - measure the success of a project or event
  - demonstrate equality of opportunity and the elimination of discrimination.
- 4.3 To apply to the Community Fund your group or organisation must have:
  - a written governing document or constitution
  - a bank or building society account in the name of your group or organisation with at least two unrelated signatories
- 4.4 You are required to provide all necessary documentation to support your application, including copies of written quotes and estimates for all items of expenditure of £50 and over. The written quotes and estimates must display the relevant company names and addresses and be less than six months old.
- 4.5 Grants will not be awarded retrospectively (eg for work or equipment already purchased or events which have already taken place).
- 4.6 We will not make more than one award per annum to the same organisation or group unless there are clearly identifiable different projects or events and the first project is completed and a Project Completion Form returned.
- 4.7 It is unlikely that the Community Fund will be able to provide grants for all potentially eligible applications. Therefore, we reserve the right to prioritise applications to achieve best value for money. We also reserve the right to decline applications which do not meet the stated criteria.

**5. How your application is dealt with – Please note that there is a separate application form and process for grants up to £2,000 – please ask for details. These applications will be ‘fast tracked’.**

- 5.1 On receipt of your application we will make an initial assessment to check that your group or organisation and project or event are eligible and that all required supporting documentation has been provided. We may contact you to obtain missing information, documentation or for clarification. However, the emphasis is on the applying organisation to ensure the application is complete and accurate.
- 5.2 We will aim to acknowledge receipt of your application within five working days of receiving it. This will be by email where you have provided an email address but otherwise will be by letter.
- 5.3 Eligible applications which are accompanied by the required supporting documentation will be forwarded to the determination Panel for consideration. The Panel is a forum capable of decision making for community bids and will influence the delivery of community based projects and initiatives that contribute to the sustainability, vitality and well-being of communities in the South Kesteven district.
- 5.4 The Panel will meet for up to three times per annum. Applications will be presented to the Panel in summary format although the full applications will also be made available to them.
- 5.5 Applicants will be informed (usually by email) whether the Panel has recommended their project or event to receive a grant, within five working days of the meeting taking place.
- 5.6 The Panel may request that you attend a short interview with the Panel members to answer queries and provide greater detail of your project or event or they may ask for a site visit where appropriate.
- 5.7 South Kesteven District Council’s determination Panel’s decision is final and cannot be changed (no appeals or discussions will be entered into).
- 5.8 Payment will be made in two stages, with 75% of the grant being paid prior to commencement of the project or event and 25% on completion.
- 5.9 A Project Completion Form will be completed and submitted by the applicant on completion of their project or event in order to draw down the final 25% payment.

**6. Conditions of funding**

- 6.1 Grants must be spent within two years of an award being made (from the date on the grant offer letter).
- 6.2 Grants awarded must be spent on the purpose stated in the application. If for any reason your circumstances change or you wish to vary the way in which you spend your grant, you are required to contact us to request written permission to do so.

- 6.3 In the event of a group or organisation ceasing to operate or failing to undertake or complete the project or event for which the grant was offered, South Kesteven District Council reserves the right to withhold payment, to reduce an award or seek its recovery.
- 6.4 Financial support provided by South Kesteven District Council should be acknowledged on all relevant printed publicity, on websites and in information given to the press. Relevant guidance will be provided to applicants at the time of a grant offer being made.
- 6.5 Your group or organisation must ensure that its project or event operates within the requirements of all legislation.
- 6.6 Your group or organisation should ensure equality of opportunity and the elimination of discrimination in the delivery of its project or event.
- 6.7 You will be required to inform the Council when your project or event has been completed and to submit a Project Completion Form within three months of completion (we will provide you with a template). You will also need to provide relevant invoices and a bank statement showing payments made. Groups or organisations who do not complete and return a satisfactory Project Completion Form may be required to return their funding and will not be considered for future funding.

## **7. Application timetable**

- 7.1 Applications will be assessed approximately three times a year as shown in the timetable below:

| Application deadline | Panel to assess applications | Decision date | Grants awarded |
|----------------------|------------------------------|---------------|----------------|
| TBC                  | TBC                          | TBC           | TBC            |
| TBC                  | TBC                          | TBC           | TBC            |
| TBC                  | TBC                          | TBC           | TBC            |

### **Contact us**

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