

**OUTCOMES FROM COMMUNITY FUND WORKING GROUP MEETING 29/09/17**

Amendments have been made to the proposed scheme for devolved budgets for Councillors and the Community Fund Fast Track Application Form and Process. These are set out below:

**Part A: Devolved Budgets for Individual Councillors (Councillor Community Fund Scheme)**

**How the Scheme Would Work?**

The scheme is a one year pilot commencing April 2018 and with a review after 6 months.

The budgets would be used in a similar way to the Community Fund but on a smaller scale by allowing every district councillor to respond to local needs by recommending the allocation of small one-off amounts of money to support projects or activities that benefit the communities they represent.

It is agreed by the Working Group that a separate proportion of the Fund of £56,000 be divided equally between all 56 Councillors, i.e. budgets of £1000 each to use on supporting initiatives within their wards. The level of funding could be reviewed following the review of the pilot scheme which will run for a 12 month period from April 2018. Councillors would be encouraged to avoid grant awards of less than £100 although no restriction will be put on individual award amounts.

Applications forms (**see example below**) would be obtained on-line and submitted to the Councillor at any time during the financial year. Members would need to review the application and complete the “decision” section of the form and confirm that the application complies with the Criteria for Community Funding (as amended to take account of devolved budgets). Once the application is completed and processed by Council staff, payment would be made to the relevant organisation. Direct payments would be made by electronic transfer to an approved bank account.

Councillors would be expected to promote the availability of devolved budgets using party literature, surgeries, leaflets, posters, etc and encourage individuals and groups to submit suggestions for proposed projects and needed work.

Suitable promotional literature (such as a A4 poster) will be made available for members to present to the recipient of the successful award.

To ensure transparency, details of proposals, commitments and actual expenditure by each Councillor will be made available on the Council’s website along with the amount of money still available to be spent / committed, etc.

## **Community Fund – Application for Grant From Your Local Councillor**

<b>Application Form – Please Complete and Submit to Your Local Councillor</b>		
<b>Description of Project</b> Brief summary of what the project is and how it will benefit the local community.		
<b>Please give details of your organisation</b> This should include name and contact details including address, email and telephone number plus a brief description of your organisation		
<b>Project/activity start and finish date</b>		
<b>Outcomes of the Project</b> Please provide a brief description of what you hope to achieve e.g. the number of people attending etc		
<b>Total Cost of the Project</b>		
<b>Amount of Grant Required</b>		
<b>Please give details of any match funding available</b>		
<b>Please give Bank Details - Sort Code, Account Number &amp; Account Name</b>		
I declare that the above information is true and complete and that if funding is secured for this project I will:		
<ul style="list-style-type: none"><li>a) ensure that any publicity and promotional material produced during the delivery of the project will give full acknowledgement to the funding given by the Council</li><li>b) if the project is offered a grant, fully comply in utilising the grant within 12 months of the grant being offered.</li><li>c) Only use the grant for the project/activity set out in this application form</li><li>d) If requested, within one month will provide the Council with additional evidence of the project (for example copies of quotes and receipts of expenditure)</li></ul>		
For and on behalf of: (insert name of group/organisation)		
Signature:	Date:	Position:
<b>Decision - For Use By Local Councillor</b>		
<b>Amount of funding recommended (£)</b>		
<b>I recommend that Funding is awarded as set out above. I confirm that this recommendation meets the Community Fund criteria. I understand that it is my responsibility to notify the Council's Monitoring Officer of any conflict of interest that relates directly or indirectly, to this application.</b>		
<b>Councillor:</b>	<b>Signature:</b>	<b>Date:</b>

## **Part B: Revised Process to Fast Track Grant Applications Up To £2,000**

A revised application form and scheme criteria are set out below: The process will be reviewed after six months.

Supporting projects that deliver community benefit in SKDC

# Fast Track Application Form

## For Community Projects/Events –

### Maximum Grant Funding: £2,000



For office use only	Date received:
	Date acknowledged:
	Reference:

**Please ensure you have read and understood the Community Fund Criteria for grants up to £2,000 before completing this form. Important, please note:**

- **Your group must have its own bank account**
- **You may be required to provide the Council with additional evidence of the project/event (for example, copies of quotes and receipts of expenditure)**
- **Grants are paid 75% in advance and 25% on completion**

#### All sections must be completed

If you require help completing this form (especially if you are a small group) or a copy in an alternative format or language, please contact Lincolnshire CVS on Tel: **01205 510888 (select option 4 – Grantham office)** or Email: [skcommunitygrants@Lincolnshirecvs.org.uk](mailto:skcommunitygrants@Lincolnshirecvs.org.uk)

#### Section 1: Contact Details

##### Please give details of your organisation

This should include your name and contact details including address, email and telephone number plus a brief description of your organization, including website address (if you have one)

#### Section 2: Your Project/Event Proposal

Please provide a brief summary of what the project is and how it will benefit the local community or what you hope to achieve. Explain what you will spend the grant on. (The location of your project must be within SKDC district and for the benefit of SKDC

residents).	
What evidence do you have to show that your project is needed and will contribute to local priorities in your area? For example: Community Led Plans, questionnaires or letters of support.	
Project/activity start and finish date	
If your project requires permissions before it can start, please provide details, e.g. premises, equipment, etc.	

### Section 3: - Financing Your Project/Event

What is the total cost of your project (including VAT)?	£
How much funding are you applying for from the SKDC Community Fund? There is a minimum grant of £500 and a maximum grant of £2,000.	£
Please give details of any match funding available	£

### Section 4: Declaration

In signing this declaration I agree that:

1. I have full authority on behalf of the group/organisation to make this application.
2. I have read and understood the 'Guide to the Criteria, Application Process and Conditions of Funding' and agree to the conditions of funding.
3. The information contained in this application is correct at the time of submission
4. If a grant is awarded, it will only be used for the purpose as stated in this application
5. I will complete and return a Project Completion Form within three months of completion of our project in order to draw down the final 25% grant payment.

For and on behalf of:

(insert name of group/organisation)

Signature:

Date:

Position:

## Section 5: Returning Your Application

Please return your completed form to:

Lincolnshire CVS  
c/o South Kesteven District  
Council  
St Peter's Hill  
Grantham  
NG31 6PZ

**Tel: 01205 510888 (select option 4 – Grantham office)**

**Email: [skcommunitygrants@lincolnshirecvs.org.uk](mailto:skcommunitygrants@lincolnshirecvs.org.uk)**

**For Office Use Only:**

Application Received	SKDC Community Partnership to assess applications	Decision date (Executive)	Date Grant awarded

# **SOUTH KESTEVEN DISTRICT COUNCIL COMMUNITY FUND**

## **CRITERIA – GRANTS UP TO £2,000 FOR PROJECTS/EVENTS**

### **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. The minimum grant is £500

### **2. What can be funded?**

- 2.1 Up to a maximum of 100% of total costs can be applied for although the Council expects organisations to make a contribution from donations, grants, sponsorship or cash.
- 2.3 The kinds of projects and events that can be supported by the Community Fund are shown below:

<b>Project Category</b>	<b>Types of Projects Supported</b>
Community Amenities	Outdoor facilities such as Multi use game areas (MUGAs), shelters, recreation areas, heritage, footpaths etc.
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.
Community Enterprise	Projects which generate an ongoing revenue stream for a community such as community owned pubs, shops, cafes, and community tourism initiatives.
Community Events	Community celebrations, sports events, street festivals, arts and cultural events.
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).

### **3. What will not be funded?**

#### **3.1 The Community Fund will not support:**

- Projects or events which are for private gain.
- Events primarily intended to pass on surplus income to other organisations, eg charity concerts.
- Revenue costs (salaries, project officer or other employee costs, rents, statutory training etc)
- Projects or events which already receive South Kesteven District Council funding.
- Regular events (unless they have a significantly new and different aspect).
- General appeals or sponsorship.
- 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).
- 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 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;
- 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 bank or building society account in the name of your group or organisation and ideally:
- a written governing document or constitution

#### **4.4 You may be required to provide documentation to support your application, including copies of written quotes for items of expenditure over £50**

#### **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.**

### **5. How your application is dealt with – the process has been reviewed and all applications for grants up to £2,000 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 all the requisite information has been provided.

- 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 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 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.
- 5.5 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.
- 5.6 South Kesteven District Council's determination Panel's decision is final and cannot be changed (no appeals or discussions will be entered into).
- 5.7 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.
- 5.8 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 one year 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 may 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.

**Contact us**

South Kesteven District Council  
Council Offices  
St Peters Hill  
Grantham  
NG31 6PZ

**Tel:** 01476 406080 **Email:** [communityfund@southkesteven.gov.uk](mailto:communityfund@southkesteven.gov.uk)

**October 2017**