

SK Community Fund

Small Grants Fund – Application Process

Please read this document prior to completing the application form.

Application is open on a rolling basis therefore groups and organisations are able to submit an application at any time. Application forms are available by contacting the Community Engagement Team on communityfund@southkesteven.gov.uk. When requesting an application form, please provide information relating to the project or event for which you are seeking funding.

The time period for decisions can be up to 12 weeks. Applicants should allow for this time frame when planning their project as grants will not be awarded retrospectively (i.e. for work or equipment already underway, purchased or completed or for events which have already taken place).

South Kesteven District Council (SKDC) has grant funding for community based and community led projects and events. This funding will be allocated by application to constituted community groups, charities and Community Interest Companies, within South Kesteven through the SK Community Fund.

Applications will be assessed based on how the project or event responds to a local need, the benefits for the community and on how the project or event contributes to SKDC's priority of Connecting Communities. Projects and events must demonstrate equality of opportunity and the elimination of discrimination and must evidence wide community support and participation.

It is important that all applicants note - **eligibility does not guarantee funding – the pot is finite and decisions of the Awarding Panel are final.**

We will not make more than one award in a financial year to the same organisation or group.

Previously funded projects must have been completed, all required completion documents received and closed off by SKDC prior to the submission of any subsequent application. If a project is not completed within the financial year the award is made (1st April - 31st March), no application for further funding can be made until the financial year after the project is completed and closed off.

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Making an application

1. Applicants are required to provide all necessary documentation to support their application. This includes:
 - a completed application form
 - a copy of the governing document of the group (e.g. constitution, standing orders, community interest statement, memorandum and articles of association, operating rules etc)
 - copies of up-to-date bank statements for accounts held by the group (including accounts which hold reserves etc)
 - evidence of community need and support for the project/event (letters of support, surveys etc)
 - a copy of any lease or rental agreement held (minimum of 5 years remaining)
 - copies of two written quotes for each item of expenditure of £50 and above. The written quotes and estimates must display the relevant company names and addresses and be less than six months old. Your chosen quotation should be highlighted and should **exactly match the amount on your application form**. We will not accept invoices as a substitute for any required quotation
 - relevant policies and procedures
 - written endorsement of the [District Councillor](#) in whose Ward the project/event will take place
 - photographic evidence (where applicable)
2. Financial information provided along with any application is open to question by the Awarding Panel. The Panel reserves the right to question an applicant's non-commitment of funds if a bank statement shows sufficient funds are available to support a project without a grant being given. The Panel will also question a stated commitment of funds when there is insufficient evidence to show such funds are available to the applicant.
3. Applications for events at which performers or artists are commissioned must include evidence of performers/artists being at least provisionally booked along with costings of their participation in the event. This can be in the form of an email confirmation from the performer/artist. **No application will be considered without this evidence.**
4. It is unlikely that the Small Grants 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 that do not meet the stated criteria.

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Once your application is received

5. On receipt of your application the Community Engagement Team will make an initial assessment to check its eligibility and that all the required information and documentation has been provided. A member of the Team may contact you to obtain missing information, documentation or to seek clarification regarding your application. The responsibility is on the applying organisation to ensure the application is complete and accurate.
6. The Community Engagement Team 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 will otherwise be by letter.
7. Eligible applications that are accompanied by the required supporting documentation will be put before the Awarding Panel for consideration. The Panel is a forum of elected members capable of decision making for community bids. Projects and events must provide wide community benefit and contribute to the sustainability, vitality and well-being of communities in the South Kesteven district.
8. The Awarding Panel will meet quarterly to review applications.
9. Failure to provide any of the required documentation and quotations will render the application ineligible.
10. Applications will not be considered without the endorsement of the relevant District Councillor(s).
11. We will not accept hand-written applications or applications made by a group on behalf of an individual or other, un-constituted group.
12. Applicants will be informed (usually by email) within five working days of the meeting taking place whether or not the Panel has recommended their project or event to receive a grant.
13. South Kesteven District Council's Awarding Panel's decision is final and cannot be changed (no appeals or discussions will be entered into).
14. Successful applicants will receive grant payments in two stages, with 75% of the grant being paid prior to commencement of the project or event and 25% following completion.

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General conditions of funding

15. Grants awarded must be spent on the purpose stated in the application. If, for any reason, your circumstances change, there is any slippage in the stated timeline or you wish to vary the way in which you spend your grant, you are required to contact the Community Engagement Team to request written permission to do so.
16. Groups will only be able to draw down awards from the SK Community Fund when evidence of the success of any supporting grants from other funders has been provided.
17. Grants must be spent within a maximum of one year of an award being made (from the date on the grant offer letter).
18. 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 or to seek its recovery.
19. Groups or organisations must ensure that the project or event operates within the requirements of all legislation and should ensure equality of opportunity and the elimination of discrimination in the delivery of the project or event.
20. 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.

On completion of your project

21. A Project Completion Form must be completed and submitted by the applicant **within three months** of the project/event completion date (as stated in the application) in order to draw down the final 25% payment.
22. You will also need to provide relevant invoices and bank statements showing payments made.
23. Groups or organisations that do not complete and return a satisfactory Project Completion Form and provide the required documentation within the agreed timetable will not be eligible to draw down the final 25% of any grant awarded and may be required to return the funding paid to them at the outset of the project. **Groups that do not fulfil this obligation will not be considered for future funding** (no appeals or discussions will be entered into).