



South Kesteven District Council Community Fund

Criteria, Application Process and Conditions of Funding

If you require this document in an alternative format, please contact the Corporate Operations Team on Tel: **01476 406080** (extn 6161) or e mail: communityfund@southkesteven.gov.uk

Please read these guidance notes carefully and refer to them when completing the application form.

1. Introduction

- 1.1 The South Kesteven Community Fund has been established to support and develop community initiatives within South Kesteven District. South Kesteven District Council's Corporate Operations Team administers this fund. The Team will also be able to assist groups with all aspects involved in choosing the correct fund and completing the application forms.
- 1.2 Grants are available for groups and organisations that are involved in community projects and events that benefit the residents and 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.

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

- 2.1 The fund total of £100,000 is available and it is intended that the full amount will be awarded.
- 2.2 Payment will be made in 2 stages, with 75% of the grant being paid prior to commencement of the project or event and 25% after completion.
- 2.3 80% of total eligible costs, up to a maximum award of £5000 can be applied for toward the cost of community projects or events. 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% (of total costs) in-kind volunteer time or materials.
- 2.4 The value of volunteer in-kind time should be calculated at the average hourly pay rate of £9.90.
- 2.5 The kinds of projects and events that can be supported by the Community Fund are shown in the table below.

2.6 Awards towards the maximum figure available will require significant levels of match funding and demonstrable community need and support.

Project Category	Types of Projects Supported
Supporting Communities	Supporting the work of organisations that support communities. Project that support communities to tackle issues of loneliness, social or rural isolation, mental health and wellbeing.
Community Amenities	Outdoor facilities such as 'Multi-Use Games Areas', community shelters, recreation areas, community orchards 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	One-off community celebrations, sports events, street festivals, arts and cultural events.

3. What will not be funded?

3.1 The SK Community Fund is not open to applications from Parish and Town Councils, clubs that require people to pay a membership fee in order to participate, closed groups e.g. resident's associations (set up costs for new groups and free, open-access events may be eligible). Other events/projects that will not be supported include:

- i. Projects or events that are for private gain.
- ii. Events primarily intended to pass on surplus income to other organisations, e.g. charity concerts.
- iii. Revenue costs - salaries, project officer or other employee costs, rents, statutory training etc. (Sessional worker fees requested as part of an Events application may be considered).
- iv. Projects or events that already receive SKDC District Council funding (e.g. SKDC Ward Member Grant Scheme, Foodbank Support Fund etc).
- 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, improvements to the fabric of church buildings, and its fixtures and fittings (**non-religious community activities only**, held within a place of worship, may be eligible).
- viii. Piece-meal adaptations/refurbishments to community facilities.
- ix. Contingency funds, income deficits, bridging loans or security against a loan.

4. Criteria for funding

- 4.1 We welcome applications from constituted community and voluntary groups, charities and social enterprises to deliver projects that benefit communities in 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 SKDC's communities, such as encouraging volunteering and participation
 - Contribute to locally identified community needs and priorities (such as loneliness, social or rural isolation, mental health and wellbeing etc.)
 - Contribute to South Kesteven District Council's 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 SK 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 signatories who are unrelated and do not live at the same address
 - Relevant policies and procedures
 - Where possible photographic evidence should be supplied with your application.
- 4.4 You are required to provide all necessary documentation to support your application including copies of two written quotes for all items of expenditure of £50 - £2,499 (incl VAT) and three quotes for all items of expenditure of £2,500 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.
- 4.5 Grants will not be awarded retrospectively (i.e. for work or equipment already purchased or events which have already taken place).
- 4.6 We will not make more than one award in a financial year to the same organisation or group. Groups can apply up to a maximum of 3 times. All applications must be for clearly identifiable different projects or events and previously funded projects must have been completed prior to the submission of any subsequent application.
- 4.7 It is unlikely that the SK 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.
- 4.8 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.

5. How your application is dealt with

- 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. The Corporate Operations Team 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 The Corporate Operations 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 otherwise will be by letter.
- 5.3 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 that will influence the delivery of community-based projects and initiatives. Projects and events must provide wide community benefit and contribute to the sustainability, vitality and well-being of communities in the South Kesteven district.
- 5.4 The Panel will meet at regular intervals to review applications. It is expected Panel meetings will take place approximately 4-6 weeks after the closing date for applications being submitted for consideration.
- 5.5 Applicants will be informed (usually by email) whether or not the Panel has recommended their project or event to receive a grant, within five working days of the meeting taking place.
- 5.6 South Kesteven District Council's Awarding 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% after completion.
- 5.8 A Project Completion Form must 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 the Corporate Operations Team 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 are 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 (The Corporate Operations Team will provide you with a template). You will also need to provide relevant invoices and bank statements showing payments made. 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).

7. Application timetable

Applications will be assessed at regular intervals. Please refer to South Kesteven District Council's website for current timelines and dates. <http://www.southkesteven.gov.uk>

Contact the Corporate Operations Team:

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