



## SK Community Fund

# Criteria, Application Process and Conditions of Funding

If you require this document in an alternative format, please contact the Community Engagement Team on Tel: **01476 406080** (extn 6161) or e mail: [communityfund@southkesteven.gov.uk](mailto: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 Community Engagement 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 constituted groups and organisations 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 Fund's priorities.

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

- 2.1 The fund total of £90,000 is available annually and it is intended that the full amount will be awarded. Funding is allocated for projects that meet with the Fund's priorities to tackle issues of loneliness, social and rural isolation and mental health and wellbeing.
- 2.2 80% of total eligible costs up to a maximum award of £5000 can be applied for towards 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.
- 2.3 Any volunteer in-kind time should be calculated at the average hourly pay rate of £13.70.
- 2.4 The kinds of projects and events that can be supported by the Community Fund are shown in the table below.
- 2.5 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. Projects 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 Events       | Community celebrations, open to all sports events, street festivals, arts and cultural events. Applications for recurring events <u>must</u> have a significantly new or different aspect. |

### 3. What will not be funded?

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

- Projects or events that are for private gain.
- Projects or events that are deemed to be within the 'business as usual' of groups and organisations or, in the case of Parish and Town Councils, projects or events that could be supported through the Precept process.
- Events primarily intended to pass on surplus income to other organisations, e.g. charity concerts.
- 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. Sessional worker fees do not include fees for existing or regular employees or owners of the commissioning agency).
- Car Parks, footpaths and roadways
- Projects or events that already receive SKDC District Council funding (e.g. Food Support Fund, Section 106, UK Shared Prosperity Funding etc).
- Event costs incurred for catering/refreshments
- General appeals or sponsorship
- Activities of a mainly political or religious nature, monuments, improvements to the fabric of church buildings, and its fixtures and fittings (**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 constituted community and voluntary groups, charities and social enterprises to deliver projects or events 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 the priorities of the SK Community Fund
- 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
  - The written endorsement of the [District Councillor](#) in whose Ward the project/event will take place. If the project/event has a district-wide remit, applicants should seek endorsement from the serving Chairman of SKDC.
  - 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 each item of expenditure of £50 - £5,000 (incl VAT). 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.
- 4.5 Applications for events at which performers or artists are commissioned must include evidence of performers/artists being at least provisionally booked along with a cost 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.
- 4.6 Grants will not be awarded retrospectively (i.e. for work or equipment already purchased or events which have already taken place).
- 4.7 We will not make more than one award in a financial year to the same organisation or group.
- 4.8 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 was made (1<sup>st</sup> April - 31<sup>st</sup> March), no application for further funding can be made until the financial year after the project was completed and closed off.
- 4.9 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 that do not meet the stated criteria.
- 4.10 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 Community Engagement 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.
- 5.2 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 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. 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 Failure to provide any of the required documentation and quotations will render the application ineligible.
- 5.5 Applications will not be considered without the endorsement of the relevant District Councillor(s).
- 5.6 We will not accept hand-written applications.
- 5.7 The Panel will meet quarterly to review applications. It is expected Panel meetings will take place approximately 2-3 weeks after the closing date for applications being submitted for consideration.
- 5.8 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..
- 5.9 South Kesteven District Council's Awarding Panel's decision is final and cannot be changed (no appeals or discussions will be entered into).
- 5.10 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% after completion.

## **6. Conditions of funding**

- 6.1 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 Community Engagement Team to request written permission to do so.
- 6.2 Groups will only be able to draw down awards from the SK Community Fund when confirmation of the success of any supporting grants from other funders is received and evidenced.
- 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 Your group or organisation must ensure that its project or event operates within the requirements of all legislation.
- 6.5 Your group or organisation should ensure equality of opportunity and the elimination of discrimination in the delivery of its project or event.
- 6.6 You are required to inform the Council when your project or event has been completed. 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.
- 6.7 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).

- 6.8 Grants must be spent within a maximum of one year of an award being made (from the date on the grant offer letter). The Community Engagement Team must be informed of any slippage on the completion date stated within the application and terms agreed for any changes required to the project/event timeline to guarantee final payment of any grant.
- 6.9 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.

## 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 Community Engagement Team:

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