

COMMUNITY GRANTS SCHEME Capital & Revenue in association with Westleigh Partnerships

Blaby District Council Community Grants Scheme supports the voluntary and community sector to develop and strengthen community facilities and activities. If you are applying for a small capital or revenue grant, your application may be considered suitable for a grant solely funded by Westleigh Partnerships. Please note this may result in your application being assessed by representatives from Westleigh Partnerships as well as the main Grants Panel.

These guidance notes apply to the following funding programmes – Capital Grants and Revenue Grants. Please read these notes carefully to ensure that you are applying for the grant most suitable for your needs. The table on page 2 fully explains the different types of grant and what you can and cannot apply for.

In order to be eligible, your organisation must: -

- (1) Be a properly constituted voluntary or community group.
- (2) Adhere to Equalities principles and non-discriminatory practice with a policy or statement in place (this may already be part of your constitution.)
- (3) Have a safeguarding policy, if working with children and young people and/or vulnerable adults.
- (4) Have a bank account.
- (5) Be able to provide a copy of the most recent accounts (organisations with more than £25k in their bank account will be asked to demonstrate why grant funding is needed)
- (6) Have adequate insurance covering the project.
- (7) Be able to commence work on the project within 6 months of the date of any approval to this application and complete your project within 12 months of the date of any approval.

For capital projects requiring building works or alterations to buildings only: -

The applicant must be the owner of the land or building or a tenant with a written agreement/lease which will not expire within the next five years.

- If planning permission is required for the proposed alterations to premises or a change in use of the property will occur as a result, permission must already have been agreed by the relevant authority. If your request is supported we will ask to see all necessary consents (including for example a copy of any planning permission.)
- If building regulation approval is required for the proposed work to premises and your request is supported, approval must be sought from the relevant authority. All necessary consents (including, for example, a copy of any approved building regulations application) must be received within 4 weeks of the panel's decision.

	Large Capital Grants	Small Capital Grant	Revenue Grants
Maximum grant	£3,000	£500	£750
Match funding	50% match funding for grants over £500		50% of anything over £500
Who is it open to?	<ul style="list-style-type: none"> • Youth Clubs, Sports Clubs, Community Groups • Charities, not-for-profit organisations and social enterprises • Parish or Town Councils • Schools/Academies (for extra-curricular activities) • Religious & Faith-based organisations (for non-religious projects that are open to all irrespective of belief) 		
How often can organisations apply?	Two applications can be made within a financial year providing the funding being sought is for a different project or for a successful project to be replicated in a different parish area within the District.		
What sort of things will be funded?	<ul style="list-style-type: none"> • Equipment • Vehicle purchase • Alterations to buildings • One off maintenance which involves replacing and/or improving the fabric of a building 	<ul style="list-style-type: none"> • Purchase of small items of equipment • Start up costs 	<ul style="list-style-type: none"> • Venue or coach hire • Marketing and promotion • Project development • Project start up or running costs • Artists/Tutor fees • One off project costs • Equipment hire
Examples of projects	<ul style="list-style-type: none"> • Refurbishment of a village hall • Furniture • Large items of equipment 	<ul style="list-style-type: none"> • Purchase of a projector for a film club • Equipment for a youth club 	<ul style="list-style-type: none"> • Speakers for social events • Start up costs for an over 50's group in a rural village • Transport for outings
What specific costs/projects are excluded?	<ul style="list-style-type: none"> • Work that has already been undertaken or purchases that have already been made. • Staff costs or overheads • Funds cannot be used to replace statutory provision, including statutory school/academy provision. • Day to day maintenance or repairs. • Individuals 		

If you need any assistance or have any questions regarding eligibility issues, please contact Blaby District Council on 0116 272 7718. We can offer support to help constitute your group, adopt child protection policies or understand the Disclosure & Barring Service.

1. Deadlines

Grant decisions are made on a quarterly basis. The following deadlines apply for 2018/19: -

Deadline	Decision Due	Cheques Paid
10th May 2018	23 rd May 2018	6 th June 2018
31st August 2018	13th September 2018	27th September 2018
23rd November 2018	6th December 2018	20th December 2018
22nd February 2019	7th March 2019	21st March 2019

Applications will not be accepted after the deadline. If your application is received after these dates it will automatically be put forward for consideration in the next round which means it could be over 4 months before you receive a decision.

If we require additional information Blaby District Council will normally contact you within 21 days of receiving your application. Large capital applications require a site visit; you will need to schedule one before the application deadline.

2. How your application is assessed

All eligible applications for the Capital & Revenue Grants are assessed by our Community Grants Panel. The panel is made up of: Portfolio Holder for Planning, Housing Strategy, Economic & Community Development, an Elected Member from each of the main political parties, Voluntary Sector representation, Leicestershire Police, Leicestershire & Rutland Sport, a member of Blaby District Council staff who resides in the district and where appropriate an employee of Westleigh Partnerships. The panel normally meets within 14 days of the quarterly application deadline. You will be notified of the outcome within 3 days of the panel's decision.

Decisions will be made as follows: -

- Approve
- Approve with conditions – the timescale in which applicants have to meet conditions will be variable depending on the nature of the activity and expenditure.
- Defer – pending further information. A decision will be made post panel meeting on receipt of the information requested.
- Reject – where projects are identified as having the potential to meet programme objectives but gaps have been identified or where the funding round is oversubscribed.

The panels assess applications to ensure priority is given to projects that meet the relevant priorities and objectives as well as demonstrating the greatest community benefit, effectiveness, efficiency and long-term sustainability.

The following criteria will be applied in considering applications for funding: -

Community Benefit

The project contributes towards the achievements of Blaby District Councils key priorities and objectives (see section 3)

The project meets purely local needs or can demonstrably provide significant benefit to the local community.

Effectiveness

The project will develop a new activity or result in widening participation within the community.

The outcomes clearly demonstrate the difference made to the beneficiaries of the project.

Efficiency

The organisation can demonstrate they have applied for funding from other sources e.g. their local Parish Council, other funding bodies or self-fundraising initiatives.

The organisations financial situation, including free reserves and capacity to generate income, will be taken into consideration and evidence may be required as to why the grant is needed.

Long Term Sustainability

The project has the ability to achieve financial sustainability i.e. it would not expect to rely on this grants scheme for regular funding.

Applications are usually unsuccessful if they: -

- Do not fit with our strategic priorities
- Don't demonstrate that they will complement and work with existing projects without duplication.
- Don't show that they will be sustainable in the long-term, or the project is likely to become dependent on BDC for funding
- Are too expensive with little or no collateral.
- Don't convince the committee of the need for the project
- Don't show how the wider town community will benefit, or don't include enough of the local community
- The organisation has received significant funding from BDC over many years.
- Appear to have poor governance or internal control.
- Are too risky.
- Don't supply enough information to reach a decision.
- Have a high level of reserves without a good reason.

In the event that the funding round is oversubscribed priority will be given to: -

Community & voluntary sector groups.

Organisations that have not received a community grant previously.

Organisations with limited resources.

3. Blaby District - key priorities

The Blaby Plan sets out the long term vision for the District of Blaby and what we plan to do to achieve it. Key priorities for our district have been agreed, so that together the organisations that provide local services can bring about real improvements for the people living in, working in and visiting Blaby.

Successful applicants for the capital and revenue grants scheme will need to demonstrate that their project focuses on **at least one** of these priority areas.

Priority Area 1 - Economy & Skills – A vibrant local economy and job market	Priority Area 2 – Health and wellbeing – Residents are healthy, fulfilled and confident for their future	Priority Area 3 – Homes and Communities – Safe, strong and happy local communities
<ul style="list-style-type: none"> • Create skills and training opportunities for people to improve their chances of employment • Provide greater opportunities for people to travel by sustainable transport • Improve community infrastructure including public facilities and open spaces • Continue to improve the environment • Prevent crime, anti-social behavior or other community safety issues 	<ul style="list-style-type: none"> • Contribute to improved health and wellbeing of residents, including prevention measures • Reduce isolation of older people in the district • Promote positive mental health • Support vulnerable people to feel safe and be involved in their communities • Promote community cohesion and encourages communities to work together 	<ul style="list-style-type: none"> • Build capacity or resilience within our communities • Support new models of service delivery to communities • Promote volunteering within the community • Enable people to become involved in decision-making processes

4. What happens next

If your application is successful, we will send your organisation a notification letter inviting you to receive your cheque at an awards ceremony. If there are any conditions attached to the grant, they will be specified in the letter and will require your agreement before the cheque is awarded.

Blaby District Council will be happy to supply feedback on unsuccessful applications.

5. Terms & conditions of grant

If your organisation is awarded a grant you must:

- Acknowledge the support of Blaby District Council or Westleigh Partnerships in all of your project's promotional material.
- Ensure that you have provided all requested documentation, including proof of planning permission and/or building regulations approval where appropriate.
- Grant money will not be paid to projects until relevant documentary proofs have been received.
- Ensure that it is spent in accordance with the proposed works as detailed on your application and is not used in any way for any work that has been undertaken before notification of the award.
- Commence expenditure on your project within 6 months of notification of the award and complete your project within 12 months.
- Comply with periodic checks and visits and complete and return our monitoring form at the end of your project, including providing copies of invoices showing the expenditure on your project as well as any evidence of the intended outcomes being achieved.

6. Data protection

Blaby District Council (BDC) is classed as a data controller which means that BDC decides what personal information we need from you. Information collected about you i.e. your contact address; telephone and/or email will enable us to maintain contact with you during the application process and for project monitoring purposes. We will only have access to personal data that you provide to us. The legal basis for the collection and processing of your personal data is that you have given consent to be included.

Where necessary, we may share this information with, and obtain information about you, from other departments within Blaby District Council or other public bodies in order to prevent or detect crime. Your information will otherwise only be shared with panel members making a decision about your grant application.

Please note that we do publish details of projects or organisations who are awarded grants (on our website or in Contact Magazine.) We will contact you for permission for any other marketing we may do.

The information you provide will be stored on a password protected database managed by the Partnerships & Community Development Team at Blaby District Council and is not directly accessible by other parties or the general public. We will only keep your information for as long as you consent for us to do so. You have a right to withdraw consent at any time and you can do this by contacting the Partnerships & Community Development Team at strategic.partnerships@blaby.gov.uk or by calling 0116 2727718.

This information may be shared with third parties as described above but will not be transferred outside the UK. We don't use any computers or automated means to make decisions about you based on the information that you provide.

You have a number of legal rights in respect of your personal data which are: the right to be informed about how it is being used and why; the right of access to it to check that we are acting lawfully and, in some cases, the right to rectify it or to have it erased; the right to restrict our processing of it; the right of data portability; and the right to object to automated decision taking.

Contact us

If you have any questions about the way in which Blaby District Council handles your personal information, or want to raise a concern, you may contact:

Name: Louisa Horton, Data Protection Officer

Telephone: 0116 275 0555

Email: gdpr@blaby.gov.uk

You can also contact the Information Commissioner's Office (The ICO) to find out more about your rights as a data subject (a person that we hold personal data about) if you think there is a problem by email to casework@ico.org.uk or by telephone on 0303 123 1113. You can also visit the ICO's website www.ico.org.uk

7. Useful contacts

Your Local Parish Council

For more information go to <http://www.blaby.gov.uk/about-the-council/councillors-committees/parish-and-town-councils>

Leicestershire County Council (LCC)

0116 232 3232

The LCC website has a webpage that can signpost you to a Funding Toolkit and other useful links. www.leicestershirecommunities.org.uk/grants

Voluntary Action Leicestershire (VAL)

0116 257 5050

VAL's Group Support Service offers advice, support and information to Voluntary and Community Sector Groups in Leicester and Leicestershire on a range of issues, including funding. www.valonline.org.uk

Leicester-Shire & Rutland Sport

01509 226 745

Leicester-Shire & Rutland Sport employs a full time Funding Advice Officer who can provide support for your club to access small sums of money to help develop your club. www.lrsport.org

Notes for completing your application

Please ensure that you answer all relevant questions on the application form carefully. Should you need more space, please continue on a separate sheet. These notes give further information for each section of the application form. However, if you require assistance completing the application form please contact Blaby District Council on 0116 272 7718.

Section 2 - Your Organisation

Address of organisation - This is the formal address registered for your organisation (this should be the address that appears on the organisation's bank account.)

Geographic area i.e. what neighbourhood(s), village(s), district(s) or counties does your organisation cover.

If your group needs a child protection policy or vulnerable adult policy and does not yet have one, please contact Blaby District Council for assistance. For more information about Disclosure & Barring Service (DBS) checks, visit:

www.gov.uk/government/organisations/disclosure-and-barring-service

Section 4 - Your Application

How have you identified a need? - The need could be identified through local statistics, letters of support, a local survey or by identifying the hopes and expectations for the project.

What will be the outcomes? - Outcomes are the improvements that will come about for the community or individuals as a result of the funding. For example, "Older people in the village will feel more connected and lead more active lives" as a result of a new coffee morning; or "Young people will learn about healthy eating and exercise" as a result of funding for a Keep Fit project.

Do you have local support? - If you are working with volunteers then the answer to this will be **yes**, you could also be getting help in kind or working in partnership with service users or businesses?

Which of Blaby District Council's key priorities do you feel your project addresses? - **See page 4 of these notes.** You must demonstrate that your project fits at least **one** of these priorities.

Will your project be open to all on an equal basis? - The Equality Duty (Equality Act 2010) ensures that public bodies consider the needs of all individuals in their day to day work and functions. Blaby District Council is committed to ensuring fairness and accessibility for all and takes the following general public duties very seriously:

- Eliminate discrimination, harassment, victimisation and other conduct that is unlawful under the Act
- Advance equality of opportunity between people who share a protected characteristic (see below) and those who do not
- Foster good relations between persons who share a protected characteristic and those who do not

The council will pay due regard to the nine protected characteristics: Age; Gender; Gender re-assignment; Disability (including physical disability, learning disability, mental health and long-term illness); Ethnicity & Race; Sexual orientation; Religion & belief; Marital status & civil partnership; pregnancy & maternity.

In operating a grants scheme, Blaby District Council expects any recipients of funds to have regard to these duties.

Does your project involve any alterations to land or buildings? - If your project requires planning permission, please contact Blaby District Council's Planning office on 0116 272 7705.

Please note that applicants must have been granted planning permission to be eligible for a grant and be able to provide evidence to support this. In some cases we may need to see a copy of correspondence from the council confirming that Planning Permission is not required.

If you are unsure if your project requires Building Regulation approval, please contact Blaby District Council's Building Control Service on 0116 272 7533.

Please note that successful applicants will be expected to obtain building regulation approval within 4 weeks of the panel's decision and be able to provide evidence to support this before any grant payment will be made. In some cases we may need to see a copy of correspondence from the council confirming that Building Regulation approval is not required.

Section 5 - Budget

Please provide as much detail as possible on the budget for your project. Please list all items being purchased as part of your project and indicate clearly those that are being met by the grant.

If figures are not exact, please indicate that they are estimates. Quotes should be obtained for all major expenses before the grant application is completed.