

## COMMUNITY GRANTS SCHEME Children & Young People in association with Blaby District Youth Council

Blaby District Council Community Grants Scheme supports the voluntary and community sector to develop and strengthen community facilities and activities. These guidance notes apply to the Youth Grant funding programme managed by Blaby District Council. The table below fully explains what you can and cannot apply for.

### In order to be eligible, your organisation must: -

- (1) Be a properly constituted voluntary or community group. (\*see below)
- (2) Adhere to Equalities principles and non-discriminatory practice with a policy or statement in place (this may already be within your constitution.)
- (3) Have a safeguarding policy.
- (4) Have a bank account.
- (5) Be able to provide a copy of the most recent accounts (organisations with more than £25 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.

### N.B – Organisations may not apply where the total cost of the project is more than £25k

	Youth Grant
<b>Maximum grant</b>	£1000
<b>Match funding required</b>	None
<b>Who is it open to?</b>	Organisations that are developing activities/projects that make a positive difference to children and young people aged 8-19 (or up to 24 with additional needs)
<b>How often can organisations apply?</b>	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.
<b>What sort of things will be funded?</b>	<ul style="list-style-type: none"> <li>• Activities</li> <li>• Equipment</li> <li>• Mental health and wellbeing projects</li> <li>• Outings</li> <li>• Taking part in events</li> <li>• Workshops/courses</li> </ul>
<b>Examples of projects</b>	<ul style="list-style-type: none"> <li>• Tennis sessions</li> <li>• An after school club</li> <li>• Self esteem courses</li> </ul>

**What specific costs/projects are excluded?**

- Work that has already been undertaken or purchases that have already been made.
- Ongoing project running costs of a scheme after its first year of operation.
- Staff costs
- Funds cannot be used to replace statutory provision, including statutory school/academy provision.
- Day to day maintenance or repairs.
- Schemes which are the statutory responsibility of - or which are controlled by - a statutory organisation (except in the case of Parish Councils).  
Individuals

## 1. Deadlines

There are no deadline dates therefore decisions will be made at the Youth Council meeting which falls immediately after an application has been submitted. If the funding round is oversubscribed your application will automatically be put forward for consideration at the next meeting, which will fall in the following month.

## 2. How your application is assessed

All eligible youth grant applications are assessed by Blaby District Youth Council. 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 meets at least one of the children & young people's priorities.  
Young people have been involved in identifying a need for the project.

### Effectiveness

The project will develop a new activity or result in widening participation within the community.  
The outcomes show the difference that this project will make.

### Efficiency

The organisation/group has applied for funding from other sources or are using their own funds towards the project

### Long Term Viability

The project has the ability to continue to run successfully and would not expect to rely on further grants.

### 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.

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.

## 3. Blaby District - key priorities

Successful applicants will need to demonstrate that their project focuses on **at least one** of Blaby District Council's key priorities for children and young people and the key priorities identified in the children and young people's consultation feedback (see below.)

<b>All children and young people get a good education that helps them develop ideas about what to do in the future and go on to achieve these goals.</b>	<b>All children and young people are ready, willing and able to get involved in their communities and make a positive contribution</b>	<b>All children and young people are happy, healthy and free from poverty</b>	<b>All children and young people feel that they are cared for, valued and that they are safe and secure</b>
<ul style="list-style-type: none"><li>• Help with being ready for work.</li><li>• Support for children and young people who are experiencing poor mental health (feeling sad, self harm.)</li><li>• Help to build self confidence (e.g. feeling good about yourself and the skills you have.)</li><li>• Being ready for school.</li></ul>	<ul style="list-style-type: none"><li>• Jobs and opportunities for school leavers (it is important for young people to know what jobs are available and what they need to apply.)</li><li>• Apprenticeships (gain a qualification and develop skills while earning money.)</li><li>• Help with life skills – how to manage your money.</li></ul>	<ul style="list-style-type: none"><li>• Providing help and advice to people with emotional health difficulties (e.g. feeling sad, self harm, managing anger.)</li><li>• Providing advice on healthy eating and cooking (for young people and families.)</li><li>• Providing access to physical activity (so young people of all ages can keep fit and healthy) and all children and young people are encouraged to be physically active.</li></ul>	<ul style="list-style-type: none"><li>• Help with problems at home or in the family (e.g. divorce, violent relationships.)</li><li>• Help to feel safe when out and about (going to the park or youth club.)</li><li>• Help with peer pressure.</li></ul>

## 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 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](mailto: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](mailto: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](mailto:casework@ico.org.uk) or by telephone on 0303 123 1113. You can also visit the ICO's website [www.ico.org.uk](http://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. <http://www.leics.gov.uk/shire>

### 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](http://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](http://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](http://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 3 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.