

## COMMUNITY GRANTS SCHEME

Blaby District Council Community Grants Scheme supports the voluntary and community sector to develop and strengthen community facilities and activities for the benefit of Blaby District residents.

**In order to be eligible, your organisation must be able to provide: -**

- (1) An agreed and signed constitution or formal set of rules (appropriate to the legal status of the organisation)
- (2) An equality policy/statement (this may already be within your constitution)
- (3) A copy of your child protection policy and/or vulnerable adults policy (if applicable)
- (4) A copy of your latest bank statement showing the account details and balance
- (5) 3 quotes for all purchases and works over £1,000, (if you are unable to obtain 3 quotes you will need to explain why)
- (6) Evidence of any permission required in order for the project to take place. This **must** be secured before the application is submitted

**The Community Grants Scheme supports Blaby District Council in meeting the following corporate priorities (Capital & Revenue Grants):**

**Live** - Strong, healthy, safe, sustainable communities where the most vulnerable are supported

**Work** – A thriving, prosperous, innovative local economy with a skilled and healthy workforce contributing to the local community

**Visit** - A strong leisure and tourist sector and well maintained and accessible attractions available in the local area encourage visitors to the District

**In addition Blaby District Youth Council supports applications that focus on the following key priorities for Children and Young People:**

- Ensure the best start in life for our children
- Keep children safe and free from harm
- Support children and families to be resilient
- Ensure vulnerable families receive personalised, integrated care and support
- Enable children to have good physical and mental health

**Everyone Active supports applications that focus on the following health and wellbeing priorities:**

- Access to physical activity so people of all ages and abilities can keep fit, healthy and are encouraged to be physically active
- Improving health and wellbeing of local communities including mental health
- Reduction of obesity
- Increasing participation in young adults
- Being inclusive and having a diverse programme

Please read these notes carefully before making your application. The table on page 3 fully explains the different types of grant and examples of what you can and cannot apply for.

# 1. Criteria

Our application criteria are designed to make the application process as fair as possible. Please read the criteria carefully to ensure that your application has the best chance of success.

## **Community Benefit**

- The project contributes towards the achievements of the key priorities and objectives
- 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

## **Long Term Sustainability**

- The project has the ability to achieve financial sustainability
- Where appropriate, organisations should demonstrate that they have applied for funding from other sources, other funding bodies or self-fundraising initiative
- The availability of other funding sources, which may be more appropriate, will be taken into account when applications are considered
- The organisations financial situation, including free reserves and capacity to generate income, will be taken into consideration

## **Applications are usually unsuccessful if they: -**

- Do not fit with the 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 community will benefit, or don't include enough of the local community
- Appear to have poor governance or internal control (are too risky)

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

- Community & voluntary sector groups over statutory organisations
- Organisations that have not received a community grant previously
- Organisations with limited alternative resources
- Projects that have evidenced that other additional sources of funding have been identified for the project, or are in the process of being explored
- Groups that can demonstrate future sustainability

**N.B – Organisations are not eligible to apply where the total cost of the project is more than £25k**

	<b>Large Capital Grants</b>	<b>Small Capital Grant</b>	<b>Revenue Grants</b>	<b>Youth Grants</b>	<b>Everyone Active</b>
<b>Maximum grant</b>	£4,000	£500	£500	£500	£500
<b>Match funding</b>	50% match funding for grants over £500  Volunteer time can be used for match funding (see guidance notes page 9)	None	None	None	None
<b>Who is it open to?</b>	<ul style="list-style-type: none"> <li>• Youth Clubs, Sports Clubs, Community Groups</li> <li>• Charities, not-for-profit organisations and social enterprises</li> <li>• Parish or Town Councils</li> <li>• Schools/Academies (for extra-curricular activities)</li> <li>• Religious &amp; Faith-based organisations (for non-religious projects that are open to all irrespective of belief)</li> </ul>				
<b>How often can organisations apply?</b>	One application can be made per financial year				
<b>What sort of things will be funded?</b>	<ul style="list-style-type: none"> <li>• Equipment</li> <li>• Vehicle purchase</li> <li>• Alterations to buildings</li> <li>• One off maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase of small items of equipment</li> <li>• Start up costs</li> </ul>	<ul style="list-style-type: none"> <li>• Venue or coach hire</li> <li>• Marketing and promotion</li> <li>• Project development</li> <li>• Project start up or running costs</li> <li>• Artists/Tutor fees</li> </ul>	<ul style="list-style-type: none"> <li>• Activities</li> <li>• Equipment</li> <li>• Projects</li> <li>• Outings</li> <li>• Taking part in events</li> <li>• Workshops/courses</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment</li> <li>• Activities</li> <li>• Coaches</li> <li>• Start up costs for a new activity</li> <li>• Health improvement projects</li> </ul>
<b>Examples of projects</b>	<ul style="list-style-type: none"> <li>• Refurbishment of a community space</li> <li>• Furniture</li> <li>• Large items of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase of a projector for a film club</li> <li>• Equipment for a youth club</li> </ul>	<ul style="list-style-type: none"> <li>• Speakers for social events</li> <li>• Start up costs for an over 50s group in a rural village</li> </ul>	<ul style="list-style-type: none"> <li>• Sports sessions</li> <li>• An after school club</li> <li>• Self esteem courses</li> <li>• Camping equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Hire of a specialist coach aimed at reducing obesity</li> <li>• A group running a sports based activity</li> </ul>
<b>What specific costs/projects are excluded?</b>	<ul style="list-style-type: none"> <li>• Work that has already been undertaken or purchases that have already been made.</li> <li>• Staff costs or overheads</li> <li>• Statutory provision, including statutory school/academy provision.</li> <li>• Day to day maintenance or repairs.</li> <li>• Projects that benefit individuals</li> </ul>				

This year the amount of grant funding that we have available has been boosted by proceeds from the Love Blaby Lottery. Any projects that receive this funding must still meet the criteria for one of our grants (e.g. Small Capital, Revenue, Youth etc). If you do not want your project to be part or fully funded from lottery proceeds, you should make the Funding & Awards Officer aware at the time of your application.

## 2. Deadlines

Grant decisions are made on a quarterly basis (with the exception of youth grants, which can be applied for on a rolling basis.) The following deadlines apply for 2019/20: -

<b>Deadline</b>	<b>Panel Meet</b>	<b>Payments Made</b>
6 <sup>th</sup> June 2019	19 <sup>th</sup> June 2019	3 <sup>rd</sup> July 2019
5 <sup>th</sup> September 2019	18 <sup>th</sup> September 2019	2nd October 2019
28 <sup>th</sup> November 2019	11 <sup>th</sup> December 2018	23rd December 2019
27th February 2020	11 <sup>th</sup> March 2020	25 <sup>th</sup> March 2020

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 contact you within 7 days of receiving your application. Large capital applications require a site visit; you will need to schedule one before the application deadline.

## 3. How your application is assessed

All eligible applications for the Capital, Revenue & Everyone Active Grants are assessed by our Community Grants Panel. The panel is made up of: Portfolio Holder for Community Development, Work & Skills, an Elected Member from each of the main political parties, Voluntary Sector representation, Leicestershire & Rutland Sport, a member of Blaby District Council staff who resides in the district and an employee of Everyone Active. 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.

Applications for the Youth Grants are assessed by Members of Blaby District Youth Council. The Youth Council meets every 4 weeks on a Monday and, where possible, applications will be assessed at the meeting closest to submission. There are no deadlines for Youth Council applications.

### **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.

## 4. What happens next

If your application is successful, we will send the lead contact of your organisation a notification letter or email.

Payment will be made via BACS unless specifically requested otherwise.

If there are any conditions attached to the grant, they will be specified in the letter and will require your agreement before the payment 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:**

- Make sure that you, your organisation and all of your volunteers follow relevant health and safety legislation when you/they carry out work (including risk assessments, where necessary.)
- Take into account national legislation on equal opportunities, disability, access, safeguarding children and vulnerable adults.
- Acknowledge the support of Blaby District Council, Blaby District Youth Council, or Everyone Active in all of your project's promotional material.
- Own or have secure tenure of any land involved in your project. If you are using someone else's land or buildings you must be able to supply proper written authority from them.
- Ensure that you have provided all requested documentation, including proof of planning permission and/or building regulations approval where appropriate.
- Ensure that the grant 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 Community Development, Work & Skills 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 and up to a maximum of six years. You have a right to withdraw consent at any time and you can do this by contacting Information Governance Team at [GDPR@blaby.gov.uk](mailto:GDPR@blaby.gov.uk) or by calling 0116 275 0555.

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)

## **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 7756.

### **Section 1 – You & Your Organisation**

**Total project cost** - The total overall cost of your project (we cannot support applications where the total project cost is more than £25k.)

**The grant** - The amount of grant funding you would like to apply for.

**Name of group/organisation** - The name on your group/organisation's bank account. Payments can only be made to community groups or organisations with bank accounts that require the signatures of at least two people who are not related.

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

**Name/Address/Contact Details/Email** - The name and contact details for the person who will be dealing with the grant application.

**Names of others in organisation** - Names of the 3 main Committee Members.

**What does your group/organisation do?** – Tell us about the aims of your group/organisation.

**Does your group/organisation work with young people under the age of 18 years?** - If yes, then you must provide a copy of your child protection policy.

**Does your group/organisation work with vulnerable adults?** A person who is 18 years of age or over, who by reason of mental or other disability, age or illness and may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation. If yes, then you must provide a copy of your vulnerable adult's policy.

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)

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

**Does your organisation run a membership scheme?** – If yes, please give details regarding any annual fees, session charges etc.

**Is your group/organisation 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.

## Section 2 – About Your Project

**What are you requesting funding for?** - Please give a detailed description of the proposed project/activity and how it meets the aims of the fund as outlined in the criteria. Explain how the funding will help to deliver your project/run your activity.

**How do you know this project/activity is needed?** - 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 and benefits for residents of Blaby District?** - 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.

**How many people living in Blaby District will directly benefit from your project/activity?** - Please include the number of people who will **directly** benefit and not just numbers of people in the local area/community.

**Permissions and Consents** - Please provide details of any relevant legal and liability aspects of the project/activity such as planning permissions, landowner consent. These will be required before funding can be awarded.

If your project requires planning permission, please contact Blaby District Council's Planning office on 0116 272 7705.

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

## Section 3 – Budget

**Have you sought funding or support from any other sources for your proposed project including any 'in kind' support?** - Please provide details of any additional funding you may have secured e.g. sponsorship, fundraising, contribution from other funding body/parish council or volunteer time (see below.)

**Volunteer Time** - Up to half of the 50% match funding can be claimed as volunteer time. **Example** - Total project cost = £3,000. 50% match funding = £1,500. Volunteer time = £750. Volunteer time @ £10 per hour would be 75 hours of volunteer time on a project.

**Are you registered for VAT?** – VAT payments that can be reclaimed cannot be grant aided.

**Quotes Received** - For purchases over £1,000, 3 quotes for all purchases and works should be provided. You are NOT obligated to select the cheapest quote but in all cases, please record decision justification and how it represents value for money. If you can't obtain 3 quotes, record your justification for having fewer.

### **Expenditure**

Please list **all items being purchased** as part of your **total project/activity** 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.

### **Income**

Please list **all sources of income** that are contributing towards the **total project/activity** whether this is other potential sources of funding that have been applied for or income from your own fundraising, membership etc. Do not include this grant in the income figures.

Please ensure before submitting your application your **totals figures** add up for expenditure and income. Example below: -

### **Expenditure**

Item description	Amount	VAT Amount	Amount grant will cover
Coach Hire	£400	£0	£300
Publicity	£100	£0	£50
Printing	£50	£0	£50
<b>Total</b>	<b>£550</b>	<b>£0</b>	<b>£400</b>

### **Income**

Description	Anticipated	Confirmed
Fundraising	£150	£150
<b>Total</b>	<b>£150</b>	<b>£150</b>