

Frequently Asked Questions

Eligibility Criteria

Can I still apply for a community grant if my project does not relate to Covid-19?

Yes. Whilst we will prioritise Covid-related grants during the first two rounds for this year's community grants programme, the scheme is still open to applications across all grant categories and for all projects that meet the criteria. We would encourage you to apply.

Can I apply for a capital grant and a revenue grant in the same year?

You can only be awarded one grant from our main grants scheme per financial year (April – March) and we award grants on a 'one at a time' basis. This means that you must finish expenditure on a grant and submit your end of grant monitoring form and all proof of expenditure before you are eligible to apply again, even if a new financial year has started.

If you are unsuccessful with an application, you are able to re-apply to the scheme during the same financial year for the same or a different type of grant. Depending on the reason as to why you were unsuccessful, you may need to change your application rather than simply re-submit it.

Can I re-apply if I am unsuccessful?

If your application is unsuccessful, you can re-apply to the scheme. The Funding and Awards Officer will tell you why your application was unsuccessful. Depending on the reason, you may need to alter the original application rather than simply re-submit it. It's a good idea to discuss this with the Funding and Awards Officer to help improve your chances of success in a later grant round.

Can I apply for a VCS Re-Start Grant if I already have a grant open?

Yes. The VCS Re-Start Grant is a small, one-off payment that is not a permanent part of the main community grants scheme. For this reason, we are allowing organisations to apply for this even if they already have an open grant. If your open grant relates to Covid-related costs you may be asked to propose a variation to it to avoid duplication.

If you are awarded a Re-Start grant this does not prevent your organisation making an application to the main grants scheme during the same financial year, assuming all other eligibility criteria are met.

We are a new group and don't have any accounts yet, can we still apply?

Yes. You will need to be set up with proper governance arrangements in place. You must have a governing document (such as a constitution or Articles of Association) appropriate to your legal status. You will also need to have a bank account set up in the name of the organisation with at least two unrelated signatories. We also expect organisations to have an equality policy or statement in place for the group, along with safeguarding policies if appropriate. If you are a new group that has been established less than a year, we do not expect you to have a formal set of accounts.

Can churches apply to the scheme?

Yes. Churches or other faith-based organisations can apply to the grants scheme as long as all other eligibility criteria can be met. However, the project to be funded must not be for a religious purpose and must be open to the whole community. For example, we have funded improvements to church halls that are also used by the wider community or community events that are open to all, irrespective of faith.

We have more than £25,000 in our bank account. Can we still apply?

Yes. However, you will need to explain in your application why the community grant is needed and why the costs of the project cannot be met by your organisation. There is a specific question in the application form about this.

Project Costs and Budget

What is the difference between capital and revenue costs?

It's not always easy to know what counts as capital or revenue expenditure or costs. It can also vary depending on what the core purpose is of your organisation.

A **capital cost** is expenditure relating to the purchase or construction of a fixed asset (land, building, vehicle, equipment) or enhancement of an existing asset. Capital expenditure is usually substantial and improves the value and life expectancy of existing assets. Examples might include:

- Purchase of new items of equipment or machinery that are expected to last a long time
- Extension to a building or remodelling to make a building fit-for-purpose
- Large scale refurbishment of the interior to a community building
- Enhancements or upgrades to facilities, for example, double-glazing installation, lift/ramps
- Replacement of integral features such as central heating/boiler, lighting
- Installation of permanent outdoor features, such as development of a community garden or new play equipment, youth shelter
- Professional fees relating to a capital project
- Development of a new website

For all large capital grant applications, including the green capital grant, your match-funding must also relate to capital expenditure on the project. We will only count fees that have not already been paid for at the time a grant is awarded.

A **revenue cost** is generally defined as an operating expense: the day-to-day costs to run your organisation. They tend to have a short life span of up to a year. Examples might include:

- staff costs or volunteer expenses
- insurances
- software licences
- venue hire
- membership or affiliation fees to a governing body
- 'overheads' such as rent or utility bills
- Grounds or pitch maintenance
- Day to day repairs or minor works to maintain an asset in its current state

There are some revenue costs that we do not normally* fund under our grants programme. These are specified in the main guidance notes and include: stand-alone professional fees, staff costs or overheads, day-to-day maintenance and repairs. We expect organisations to be financially sustainable enough to meet these kinds of costs through good governance and planning.

*We have made some exceptions during the Coronavirus pandemic and allowed greater flexibility of revenue expenditure to help organisations that can demonstrate a significant financial loss.

If you are unsure what costs can be included in your grant application, please contact the Funding and Awards Officer for further advice at grants@blaby.gov.uk or by calling 0116 2727566.

We want to fund one of our members to train as a coach, can we apply?

No. We do not fund projects that primarily benefit one individual. For information about other funding for sports coaches or talented athletes, please contact our Health and Leisure Team at 0116 272 7703 or leisure@blaby.gov.uk

Can we use volunteer time as match funding?

Volunteer hours can be counted for up to half of the match-funding required and no more than £2000 (whichever figure is lower) **for large capital and green capital grants only**. This can only be used where the volunteers are specifically carrying out work that would otherwise be paid for to complete the project, such as a volunteer that carries out painting work as part of a refurbishment project. General volunteer hours at your organisation cannot be counted as match-funding. Volunteer hours are calculated at £10 per hour.

How do I show volunteer hours in my budget?

Volunteer hours should be shown in both your project expenditure and income breakdown. The following example is for a large capital project costing £5000 in total to install a new accessible toilet at a sports club. Two club members are volunteering their time to do some of the tiling and painting work required as part of the project.

Project Expenditure:

Item description	Amount	VAT Amount	Amount grant will cover
Toilets R US – purchase of and installation of fittings and all plumbing works	£4840.00 (inclusive of VAT)	£806.67	£2500.00
16 hours of volunteer time: two members over 2 days for 8 hours per day.	£160.00	00.00	00.00
Total	£5000.00	£806.67	£2500.00

Project income

Description	Anticipated	Confirmed
Blaby District Council grant	£2500.00	
16 hours of volunteer time		£160.00
Contribution from Club funds		£2340.00
Total	£2500.00	£2500.00

Do you have any tips for calculating your budget?

Always prepare your budget before you start the application form as you should know exactly what your project is going to cost. Get quotes for higher value items: don't just estimate as you won't be able to ask for more money if a project costs more than you think. You may also have to repay some of your grant if your project ends up costing less.

Your budget should be specific and accurate: gaps or vagueness may suggest that your organisation or project presents a financial risk. A well planned budget will also help to determine which is the most appropriate grant to apply for. Remember to include all costs associated with the project, not just the items for which you intend to use the grant, but specify which items/costs you want the grant to fund.

Finally, always double-check your calculations and make sure everything adds up!

Application Process

Who can I speak to about an idea I have for a grant proposal?

If you would like to talk through your grant proposal, please contact our Funding and Awards Officer who will be happy to help you. Please email grants@blaby.gov.uk or call 0116 272 7566.

Our Green Officer is also available to talk through ideas you may have and offer advice about a Green Grant application. Please email nick.fear@blaby.gov.uk or call 0116 272 7605

How will I know if you've received my grant application?

If you apply using our online form you will receive an email confirmation if your application has been submitted successfully. Please check your junk email folder if it does not arrive in your mailbox. If you apply via email or post, the Funding and Awards Officer will always acknowledge receipt of your application within a few working days. If you do not receive an acknowledgment it may mean that your application has not been received so we recommend that you contact the Funding and Awards Officer in order to resolve the situation before the grant deadline.

When will I find out the result of my grant application?

Applications to our main grants programme are assessed by a panel. The panel usually meet two weeks after the grant deadline. The Funding and Awards Officer will notify you of the outcome as soon as possible after the grant panel meeting has taken place and within one week at the latest. If there is going to be any delay the Funding and Awards Officer will contact you in advance.