



FOREST OF DEAN DISTRICT COUNCIL

COMMUNITY GRANT 2017-18 (ROUND 2)

GUIDANCE NOTES

The Forest of Dean District Council offer not for profit voluntary and community groups - both constituted and non-constituted - the opportunity to apply for one off funding to help develop stronger and more cohesive communities.

This approach is aimed at building capacity of the community rather than directly delivering services. Projects should clearly be able to show that there is local value and leadership in them and demonstrate its importance to the community.

*All applicants are strongly advised to discuss the project with a community engagement officer **before** submitting your application. This will ensure that you have included all the information that the panel will need as well as better understand your aims when evaluating your project.*

Applicants need to identify:

- Who is taking part in the project
- Clearly evidence that the project or activity does not duplicate with other local projects
- Whether they are connecting to other groups in the area & who they are – partnership working
- Evidence of need – Is this what the community wants and need?
- How the project helps to build community capacity and community resilience

Total level of funding available is £6,128

Constituted Groups

One off, revenue* grants up to £2,000 are available.

Non-Constituted Groups

One off, revenue* grants up to £500 are available.

**Please contact the Community Engagement Team if you have any queries regarding the definition of 'revenue grants' on 01594 812617.*

Any projects applying over the maximum limits **will not** be reviewed.

Funding Priorities and Criteria

- Projects which support, strengthen and empower communities
- Activities involving the very young (under 11's)
- Projects tackling an ageing population/healthy ageing

All projects need to address one of the above priorities as well as meet the criteria as set out below and will be scored accordingly on the matrix. It is therefore very important that you demonstrate this in **Section 3** of your application form.

- Volunteering – how the project engages and supports volunteering locally
- Match funding in either volunteer time, financial or both
- Partnership working - working with other community groups
- Activities that involve the skills and knowledge of the community, particularly of those members who are older, vulnerable or disadvantaged
- Sustainable on-going projects which meet the criteria, will take priority

Who may apply

The applicant must:

- Be a not for profit voluntary or registered charitable organisation with a Constitution or set of rules which lay out the aims of the organisation and how it operates and be able to demonstrate how they develop relationships and support networks with the people they are involved with OR
- Be a Community Interest Company
OR
- Be a group of people (minimum of three people) who have come together for a specific project/activity and have a plan of action which clearly identifies what they intend to do, how the award would be spent (*Maximum claim of £500*) and what difference their project/activity will make to their community
- Be committed to building interdependence, connections, self-reliance and resourcefulness in those communities in which they live/work
- Be active in helping all citizens – irrespective of age, gender, ability, sexual orientation, race or creed – to be contributing members of society and to be fully inclusive
- Have a bank account in the name of the organisation and have at least two unrelated signatories to that account

OR

- Have the support of a constituted organisation who has agreed to be the banker of your project

NB: Suppliers can invoice the Forest of Dean District Council direct for payment. Consult with your community engagement officer for further advice and support.

- Be an organisation or a group of individuals living or with a local base in the Forest of Dean District and the project must be directly beneficial to the **residents of the Forest of Dean**
- Be able to demonstrate the extent to which there is a need/demand for their proposed project
- Be able to explain the likely benefits and outcomes
- Demonstrate that the initiative does not duplicate any other existing effective arrangements or projects
- Be able to provide match funding in either money or * “in kind” time

** In kind time is the number of hours that your volunteers contribute to the development and delivery of your project – see application form for a calculator guide.*

If the applicant is a **constituted** organisation, demonstrate why District Council funding is needed. An organisation may have high levels of free reserves which are not adequately explained, or have sufficient funding from other sources from which to deliver the work applied for. If you have free reserves of more than twelve months income we need to know the reason for this.

What are Reserves?

Reserves describe that part of a charities income that is freely available for its general purposes and can be spent for any or all of the charities purpose once it has met its commitments and covered its other planned expenditure.

Who may not apply

- Statutory bodies
- Parish and Town Councils
- Previous applicants of a FODDC community grant who have *not* returned a satisfactory monitoring and evaluation form
- Previous applicants or funded projects applying for the same project work or activity
- Village Halls and Community Centres looking for capital funding for building improvements
- Projects for the advancement of religion
- Individuals (*non-constituted group must be 3 or more active participants through the entire length of the project*)
- Organisations requiring deficit funding
- Organisations requiring 'core' funding unless there is clear explanation and evidence to show that future funding is secured for continued delivery - sustainable on-going projects which meet the criteria, will take priority
- Organisations which could reasonably be expected to fund their activities or needs from member's subscriptions
- National organisations with no specific **local** brief or organisations whose principle activity is outside the district and whose aims and objectives are not specifically directed at the residents of the Forest of Dean
- Organisations with substantial free reserves, the annual turnover of the organisation will be material to the level of the free reserves
- Organisations already in receipt of a Service Level Agreement from the district council
- Lead Applicants under the age of 18 years old

What we will not fund

- Retrospective requests. We cannot support applications for activities or purchases that have taken place before a formal grant offer has been made
- On-going maintenance costs
- Loan payments or endowments

- Items that will only benefit individuals, for example scholarships or bursaries
- Trips and day trips
- Activities that are part of statutory obligations
- Capital costs – such as large items of equipment, building costs etc. *(The scheme will fund essential 'start up' materials for community projects)*

Please ensure that you get an *acknowledgement of receipt* of your application once submitted. This will be *your* responsibility to do so.

Application Timeline

Applications will be assessed on a first come, first served basis until the remaining funding is allocated.

What happens after applications have been completed?

- Applications made will be assessed by Elected Members and the District Council's Community Engagement Team.
- All applications will be assessed and scored against the same set of criteria, as identified in these guidance notes. Those applications with the highest points will be put forward for a successful award.
- Following assessment of the application, a decision will be made whether to contact the applicants for further information, invite applicants to conduct a presentation or whether to award none, some or all of the funds requested - the panel's decision is final.
- Feedback will be given by your nominated Community Engagement Officer to applicants who wish to request it.
- Every project is expected to complete a follow up/evaluation report. This could be either in the form of a video clip/link or by completing an agreed evaluation template.
- Copies of invoices will be required as evidence of how the grant was spent appropriately and this **MUST** be as agreed in the award and as requested through the application form.

Please contact the Community Engagement team for any questions you have regarding this process on 01594 812617.