



## FOREST OF DEAN DISTRICT COUNCIL

### COMMUNITY GRANT 2020 - 21 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. Small informal groups (a minimum of three people) can be considered.

**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.**

**Please note\* This year Covid-19 has brought unprecedented challenges for people in and around the Forest of Dean and their communities and the 'Community grant fund' will focus on projects within those communities which respond to emerging needs that may arise as a result of this crisis or are aimed at reinstating community activities safely.**

*In order to support your application we encourage you 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. **Please ring 01594 810000 and ask for a member of the Community Engagement Team or email [community.engagement@fdean.gov.uk](mailto:community.engagement@fdean.gov.uk) or see our FAQ section on the Website.***

#### **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 or how it supports those 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 needs?
- How the project helps to build community capacity and community resilience
- How the project aims to be sustainable after the funding has been spent

#### **Total level of funding available in 2020 -21 is £19,800**

##### Constituted Groups

One off, revenue\* grants up to £3,000 are available.

##### Non-Constituted Groups

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

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

## Funding Priorities and Criteria

This year we would like the Community Grants scheme to focus on supporting the community to return to activity safely or support new or modified activities that enable communities to engage whilst living with the Covid 19 outbreak on an ongoing basis.

- Projects which support, strengthen and empower communities
- Activities involving children and young people
- Projects tackling an ageing population/healthy ageing
- Projects which enable and establish inclusive activities for all
- Covid specific activity that is aimed at supporting regeneration of community projects or enabling groups to continue in a safe way.
- Projects which help to restore confidence in communities and help vulnerable people to get back to what they were doing before Covid 19

***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 disadvantaged
- Sustainable on-going projects which meet the criteria, will take priority

## Who may apply

All applicants must:

- 1a) 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*
- 1b) Be a Community Interest Company *OR*
- 1c) 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
- 2) Be committed to building interdependence, connections, self-reliance and resourcefulness in those communities in which they live/work
- 3) 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
- 4a) Have a bank account in the name of the organisation and have at least two unrelated signatories to that account *OR*
- 4b) Have the support of a constituted organisation who has agreed to be the banker of your project

- 5) 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**
- 6) Be able to demonstrate the extent to which there is a need/demand for their proposed project
- 7) Be able to explain the likely benefits and outcomes in relation to the Community Grant's specific priorities and criteria, and that of Forest of Dean District Council:
  - ❖ *A great place to live, learn, do business and enjoy*
  - ❖ *Improve community wellbeing, supporting and celebrating our distinctiveness*
  - ❖ *Protect and enhance the local environment and address the climate emergency*
- 8) Demonstrate that the initiative does not duplicate any other existing effective arrangements or projects
- 9) 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.*
- 10) VCS agreement holders (formally SLA) can apply for activities that are not connected or enhance or support VCS agreement activity.

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 or political activities
- 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

- members' 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 organisations will be material to the level of the free reserves
- Organisations currently in receipt of a VCS agreement (formally SLA) from the Forest of Dean District Council (unless they meet the criteria above).
- 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. All applications submitted after the closing date and time, will *not* be reviewed.**

## Application Timeline

Closing date for applications is 5pm on 30 October 2020.

We will notify applicants of the results week commencing 16 November 2020.

## What happens after applications have been completed?

- Applications made will be assessed by a panel of Elected Members and Officers of 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 a nominated Community Engagement Officer to applicants who wish to request it.

## Other Information

Publica is a company wholly owned by Cotswold District Council, Forest of Dean District Council, West Oxfordshire District Council and Cheltenham Borough Council to deliver local services on their behalf.

- 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.
- A visit to your project may be made in later years by the Council to follow up on the progress of your project
- 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 810000.