

## Community Grant 2022 – 23

### 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 the 'Community grant fund' will focus on project which are trying to reinstate community activity which was available pre covid and to community projects which respond to Sustainable Community Food.

*In order to support your application we encourage you to discuss the project with the Community Delivery Lead 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 812609 or email [lena.maller@publicagroup.uk](mailto:lena.maller@publicagroup.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 2022 -23 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

**For 2022– 23.** This year we would like the Community Grants scheme to focus on:

- Projects which support, strengthen and empower communities
- Activities which help to reduce social isolation and improve people's feelings of wellbeing (all ages)
- Projects which enable and establish inclusive activities (this may also be funding to support an existing activity to become more inclusive)
- Community led activities needing support to enable them to be reinstated post covid 19 lockdowns
- Activities that will enable communities to reduce their carbon emissions and/or address the climate emergency.
- Projects which contribute to Sustainable Community Food

**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
- How the project either reduces carbon dioxide emissions (Co2) and/or how it helps prepare or adapt to a changing environment\*.

\* The Forest of Dean declared a Climate Emergency in December 2018 and aim to make the District carbon neutral by 2030. For more information visit. <https://www.fdean.gov.uk/environment/climate-action/our-route-to-carbon-neutral/> .

At a community, level think about things such as:

- How a proposal may reduce the need to travel (people or things)?
- Does the proposal reduce the need or use of energy?
- How does the proposal help prepare for a changing environment (warmer wetter winters – hotter dryer summers)?
- How does your project reduce waste and improve recycling
- Does your organisation have a Climate Change plan.
- In preparing your proposal how has it changed to take account of the causes and impacts of climate change?

For example: By providing new 'nets' a sports club may be providing services more locally and reducing the need to travel. They may make a commitment to do an energy audit of the club facilities to see what improvements they can make to reduce energy and waste. In the future include environmental matters as part of its meetings/agm.

**This is the first time we've incorporated Climate Change into our community grants scheme and we would be pleased to receive feedback on what support groups would like to see.**

## 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	
5.00pm Friday 29 <sup>th</sup> July 2022	- <b>Closing date for applications</b> <i>(Late submissions will not be accepted)</i>
Week Commencing 15 <sup>th</sup> August, 2022	- <b>Notification of result of application</b>

**NB: If you are urgently trying to reinstate a community activity which was available pre covid and our application timeline will hamper your plans please do contact us to discuss in more detail.**

## 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 Wellbeing 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 the Community Delivery Lead to applicants who wish to request it.

### **Other Information**

- 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 Delivery Lead for any questions you have regarding this process on 01594 812609.