



Community Development Grant

Guidance Notes

<u>Section</u>	<u>Page</u>
1. Introduction	2
2. Eligibility	2 & 3
3. Who Can Apply	4
4. Who Cannot Apply	4
5. What We Can Fund	5
6. What We Cannot Fund	5
7. Application Form	6
8. Application Process	7
9. Monitoring	8
10. Publicity	8
11. Application Support	9
12. Completed Applications	9

1. Introduction

The Community Development Team has established a funding scheme for community groups and voluntary organisations who wish to undertake projects in Lincolnshire.

2. Eligibility

The team aims to make a positive contribution to communities across Lincolnshire and has identified the following themes to support. Projects applying to this grant should fit into at least one of the following:

- ▶ Regular Volunteering
- ▶ People involved in decision making
- ▶ Harmony and integration in the community
- ▶ Increase access to services and information
- ▶ Quality networking opportunities
- ▶ Promote healthy lifestyle
- ▶ Opportunities for training or personal development

Regular Volunteering

Regular volunteering is defined as taking part in formal volunteering at least once a month for 12 months. Formal volunteering is defined as giving unpaid help through groups, clubs or organisations which support social, environmental, cultural or sporting objectives.

Projects that give opportunities for new or existing volunteers can contribute to this theme, and where the project does not last for 12 months the applicant should explain how volunteers will be encouraged and given further opportunities to continue volunteering.

Harmony and Integration in the Community

The aim is to create strong and thriving communities and ensure that the economic and cultural benefits of diversity are experienced by everyone in each community, recognising this means promoting similar life opportunities for all.

Projects that work towards the integration of groups into the community, with an aim to increase understanding of each group's needs, can contribute to this theme. Applicants should identify how such relationships will be developed and/or sustained in the long term.

Opportunities for Training or Personal Development

Training can contribute to personal development for individuals; however the benefit to the group and wider community must be demonstrated. The individuals should commit to remaining within the group for a reasonable amount of time in order that the benefit of the training can be reaped.

People Involved in Decision Making

Getting involved in decision making can be a path to greater involvement in your local community on a variety of levels e.g. school governor; Parish, District or County Council meetings. A project may give opportunities for involvement in decision making by encouraging people to become a member of an active community group or local councillor.

Provide Healthy Lifestyle

Encouraging people to be aware of their own health and well being. An active involvement in the well being of the whole community is also important, including reducing social isolation and increasing awareness of the impact of poor mental health. A project that encourages a healthy lifestyle through promoting healthy diet or exercise is eligible under this theme.

Increase Access to Services and Information

Increasing access to information and services in local communities and therefore reducing the need to travel far away. Projects that allow isolated and rural communities to access services and information are eligible under this theme. The application must demonstrate that the project will be of benefit and accessed by the majority of the community and not just individuals or certain groups.

4. Who Can Apply?

Voluntary and community organisation and groups, charities and Parish/Town Councils are eligible to apply for a Community Development Grant on the basis that they must have the following:

- **A constitution or a set of rules** to show that the group is legally eligible to receive a grant and entitled to run the planned project. The constitution must have a **'dissolution' clause** that guarantees any assets or monies are kept for community benefit even if the group comes to an end or is 'dissolved'. The constitution should also have an **open membership policy** (one that does not discriminate against potential members and actively encourages community participation and access with non-prohibitive fees where applicable). Town/Parish councils do not have to submit a constitution.
- **A bank or building society account** in the organisations name, with the **signatures of at least two unrelated members** of the group needed for each cheque or payment.

The project must be within the County of Lincolnshire.

5. Who Cannot Apply?

The following are not eligible to apply for a Community Development Grant:

- Individuals
- Private Businesses
- Other Local Authorities
- District or Borough Councils
- Businesses or Organisations that seek to make profit
- Groups or Organisations that have already received funding from Lincolnshire County Council within the same financial year (except in exceptional circumstances)
- Groups or organisations where the applicant or other members directly profits from any awarded grant or project work.

6. What We Can Fund

The Community Development Grant is to pay for specific costs of a project and should be used within 6 months of the date of offer or as agreed in exceptional circumstances. A group/organisation can receive only 1 Community Development Grant in one financial year (1st April to 31st March).

The Community Development Grant will cover:

- Running costs (see note below)
- The purchase of equipment
- The provision of additional facilities
- Improved publicity material
- Any other costs deemed to be suitable in supporting your project

The future maintenance of items will be the responsibility of the applying organisation/group. Running costs, for example, salaries, heat & light, rent, maintenance costs, travel, of an organisation can only be funded for a limited period. This will be subject to satisfactory plans in place to illustrate how these costs will be met beyond the agreed period, therefore demonstrating that the project will become self-sustaining. We support the purchase of re-conditioned equipment (with suitable guarantee) and sharing of resourced between groups if properly managed.

7. What We Cannot Fund

The Community Development Grant will not cover:

- Replacement of consumables, including reprints or annual revisions of existing publicity materials
- Routine repair or maintenance
- Funding of trophies, awards or competitions
- Retrospective applications
- Projects of a political nature
- Projects or work that are the responsibility of a local or district authority
- Applications from businesses or individuals
- Projects that promote religion or of a religious nature that do not benefit the wider community

8. Application Form

Application Forms can be obtained by contacting the Community Development Team. An initial assessment will be conducted to ascertain if a project is suitable to apply for a Community Development Grant

All sections of the Application Form should be completed with as much information and detail as possible. Specific guidance notes are detailed in each section of the Application Form.

The Application Form contains 7 sections:

- | | |
|-------------------------------|----------------------------------|
| 1. Group Details | 5. Future of the Project |
| 2. Project Details | 6. Additional Information |
| 3. Project Description | 7. Declaration |
| 4. Project Finances | |

Along with a completed Application Form the following **MUST** also be provided:

- **CONSTITUTION**
A copy of the groups/organisations Constitution
 - It **MUST** be signed and dated
 - It **MUST** be a copy of your current constitution
- **QUOTES**
Quotes for items and services or evidence of intended purchase
 - Quotes **MUST** be official quotes from providers
 - Evidence **MUST** clearly show the products, providers and prices
 - Quotes **CANNOT** be personal un-official correspondences.
- **BANK STATEMENT**
A copy of the groups/organisations most recent Bank Statement
 - It **MUST** be in the name of the group/organisation
 - It **MUST** show current balance and recent transactions
- **ADDITIONAL INFORMATION**
Any other Additional Information to support your application
 - For example: Letters of support, policy documents, photo's

9. Application Process

Applications for the Community Development Grant are assessed on a monthly basis with the closing date being the final date of each month. Applications will be approved at the discretion of representing officers from Lincolnshire County Council's Healthy Communities Team and the selected Review Panel.

- Funding grants are available for £500 to £2,500 to fund up to 90% of the total project costs.
- 10% of the total project costs must be provided by the group/organisation. This can be through group/organisation funds, another grant, donated materials or in-kind volunteer time.
- Groups and organisations can receive only 1 funding grant in any one financial year (1st April to 31st March).
- Any work undertaken before the date of any funding grant offer will be ineligible as funding cannot be used for retrospective spending.
- All funding grant money must be spent within 6 months from the date of funding receipt unless specified otherwise within special conditions.
- Once all monies have been allocated, groups will be informed and applications may be held for the next financial year if appropriate (budget depending).

Following a Review Panel we aim to notify groups/organisations within 2 weeks if their application has been approved or declined. If approved an offer letter will be sent along with a Grant Acceptance Form which must be completed, signed and returned before payment will be processed. Grants should then be paid within 14 days.

Successful applicants will receive 50% of their awarded grant up-front. The remaining 50% will be made available at a set date to be agreed by Lincolnshire County Council or once evidence of projects expenditure has been received by the Community Development Team.

10. Monitoring

As part of the criteria for receiving a Community Development Grant groups/organisations must complete monitoring. Monitoring is conducted by completing a Monitoring Form and providing Financial Evidence to clearly show the funding grant has been spent on the identified items/services.

- A Monitoring Form and Financial Evidence must be completed and submitted no more than 6 months after the date of the grant offer.
- Financial Evidence can be in the form of Invoices, Receipts or Bank Statements. Bank Statements must clearly show all the relevant transactions in relation to the project.
- Supporting evidence for the project should also be submitted. This can include Official Reports, News Articles and Photographs of the project.
- Monitoring visits will be conducted by the Funding & Monitoring Officer.

11. Publicity

As part of the Community Development Teams effort to support and promote community engagement we will fully support all positive forms of publicity.

When publicising the project we would appreciate recognition of the contribution and support provided by Lincolnshire County Council and the Community Development Team.

The Lincolnshire County Council logo is available electronically for such purposes on request.

Lincolnshire County Council will also seek to promote and publicise support given to community groups/organisations and may use some information about a project in various publicity and end of year reports.

12. Application Support

It is strongly recommended that you contact the Community Development Team prior to completing an application form. Guidance and support will be given by the Funding & Monitoring Officer or a Community Development Officer to make sure your application is completed with as much detail as possible.

You can contact the Community Development Team on:

Telephone: 01522 550522

E-mail: communitydevelopment@lincolnshire.gov.uk

13. Completed Applications

When you have completed your application you can post or e-mail to:

**Community Development Grant
Lincolnshire County Council**
Healthy Communities
Beech House
Witham Park
Waterside South
Lincoln
LN5 7JH

E-mail: communitydevelopment@lincolnshire.gov.uk

Documents prepared by Lincolnshire County Council are available in large print, on audio cassette, in electronic format and in alternative languages

For more information please contact the
Community Development Team on Tel. 01522 550522



Lincolnshire County Council is working to the principles and codes of the Lincolnshire Compact. It could help your organisation.

By signing up to the compact, voluntary, community and statutory organisations are making a commitment to work together more closely and to respect each others rights and responsibilities, differences and duties.

For more information please visit: www.compactlincs.co.uk



The Community Development Grant is operated by the Community Development Team which is part of Healthy Communities, a department within Lincolnshire County Council that delivers countywide health promotion, community development and voluntary sector support across the county.

Healthy Communities has produced the Really Useful Stuff (RUS) Handbook and Grant Funding Handbook, available to download free from:

www.lincolnshire.gov.uk/RUSHandbook

For a full list of where copies of RUS are available for reference please contact the Community Development Team on Tel. 01522 550546