

Introduction

Healthy Communities has established a small fund for early development of community initiatives with grants of up to £500.

The aim is to support the start up of small community projects that have the potential for broader use.

Healthy Communities is a partnership between Lincolnshire County Council and NHS Lincolnshire.



Eligibility

The PIP Fund will support projects that are undertaking one of the following:

1. Pilot Projects

Projects that have had their initial start up, have established there is a need or demand and now want to proceed on to be a longer term project.

2. Health Initiatives

Projects that promote healthy eating and exercise in the community.

3. Feasibility studies, small-scale research and community consultation

The PIP Fund can support the community consultation often required when applying for large amounts of grant funding for capital costs and small-scale research.

Who Can Apply?

Voluntary and community organisations and groups, charities and Parish councils are eligible to apply for PIP Funding 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.

Who Cannot Apply?

The following are not eligible to apply for PIP Funding:

- 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 member directly profits from any awarded grant or project work.

What We Can Fund

PIP Funding 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 only receive a maximum of 2 PIP Funding Grants in one financial year (1st April to 31st March).

The PIP Fund will cover:

- Revenue and Capital Costs
- Hall/Meeting Room Hire
- Leaflet Design and Printing Costs
- Equipment Hire or Purchase
- Training Costs
- Any other costs deemed to be suitable in supporting your project

The future maintenance of items purchased will be the responsibility of the applying organisation/group.

What We Cannot Fund

The PIP Fund 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

Application Form

Application Forms can be obtained by contacting the Healthy Communities Team. An initial assessment will be conducted to ascertain if a project is suitable to apply for a PIP Fund grant.

All sections of the PIP Fund 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 6 sections:

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

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 estimates or written conversations

- **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, testimonials, policy documents, articles and photo's.

Application Process

Applications to the PIP Fund 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.

- PIP Funding grants are available up to £500 to fund full or part project costs.
- Other sources of funding for the project is preferred. This can be through group/organisation funds, another grant, donated materials or in-kind volunteer time.
- Groups and organisations can receive a maximum of 2 PIP Fund grants in any one financial year (1st April to 31st March). The applications must not be for the same project.
- Priority will be given to groups/organisations that have not previously received a PIP grant.
- Any work undertaken before the date of the offer letter will be ineligible as funding cannot be used for retrospective spending.
- All grant money must be spent 6 months from the date of the offer letter unless other arrangements are agreed with Lincolnshire County Council.
- 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 and in full.

Monitoring

As part of the criteria for receiving PIP Funding a group/organisation must complete monitoring. Monitoring is conducted by completing a Monitoring Form and providing Financial Evidence to clearly show the 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 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.
- Although not a requirement of PIP Funding we would also like to receive other supporting evidence such as Official Reports, News Articles and Photographs of the project.
- Monitoring visits will be conducted by the Funding & Monitoring Officer or other relevant officers from Lincolnshire County Council.

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 NHS Lincolnshire.

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

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

Application Support

Guidance and support will be given on all applications to the PIP Fund by the Funding & Monitoring Officer or a Community Development Officer.

You can contact the Community Development Team on:

Telephone: 01522 550522

E-mail: communitydevelopment@lincolnshire.gov.uk

Completed Applications

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

PIP Fund
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 PIP Fund 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