

# Community Grants

Information Guide 2011/12





East Lindsey District Council's Community Grants are available to support a range of projects to benefit the people in East Lindsey. This guide provides full details about the grants in terms of what the Council can fund, who is eligible to apply, any restrictions and what you need to provide with your application form.

It is important that all applicants read this guide as it gives additional information to that contained within the application form.

All applications must be made on our appropriate application form and a variety of supporting documentation is required. It is important that each question is fully answered on the form as every application is assessed using a standard process based on answers to the questions. Before sending in your form use the tick list on the front of the application form to check that you have enclosed all the required information.

When reading the Information Guide and completing your Application Form if you have any queries contact the Community Grants Team on 01507 601111.

The Community Grants Scheme is run subject to Council budget approval, East Lindsey District Council retain the right to withdraw the scheme at any point.

## 1 Overview of schemes

### Small Grants Scheme

- Grants up to £250 available
- 100% of project costs can be supported
- Capital and revenue costs supported
- Shorter application form
- Less additional information required
- New or established projects supported

### Community Grants Scheme

- Grants from £251 - £8,000 available
- Maximum of 50% funding up to £8,000, which ever is the lower amount
- Capital and revenue costs supported
- Revenue projects can be supported for up to three years (£8,000 x 3 years = £24,000)
- New or established projects supported

There are two funding rounds per year for both schemes. The 2011/12 Community Grant Scheme application deadlines are listed below. Applicants can expect a decision on their success within 6-8 weeks after the closing deadline.

**1st Round deadline for applications is 9 May 2011**

**2nd Round deadline for applications is 5 September 2011**

## 2 The schemes in more detail

### Small Grants

- Small Grants are available to support community organisations providing a project, event or service in line with our funding outcomes (see section 5).
- Grants can be up to 100% of project costs.
- New or established community groups or voluntary organisations are eligible to apply.
- Applicants cannot reapply for one year after the end of a project.
- Parish Councils are ineligible to apply for a Small Grant.

### Community Grants

- Community Grants are available to voluntary organisations, community groups and Parish Councils. We can support up to 50% of the project costs with a grant from £251 to the maximum of £8,000 in any 1 year.
- Community Grants are for one-off projects and revenue projects up to 3 years.
- Where a revenue grant is requested this can be for up to £8,000 per year for a maximum of 3 years.
- As we can only support up to 50% of the project costs for Community Grants (up to a maximum of £8,000) you need to specify where the remaining funding will come from.
- If you have approached another funding organisation for 100% of your project costs, please do not apply to us until you know whether this other application is successful.
- As part of the other funding, up to 30% can be 'in kind' support. Rates used should be based on government allowances, which at the time of printing are £150 per day for professional services and £50 per day for volunteer time/ adult labour.
- If your application is successful then your project should not commence until all funding is in place and this must be within 6 months of the date of the offer letter.
- You cannot reapply for 1 year after completion of the project and you are only entitled to one grant at any time.
- Unsuccessful applicants can reapply to the next round, although if the project is deemed ineligible then it will not be considered again.

The Community Grants Team would welcome meeting applicants to check that all information is included with the application prior to submission. To arrange a meeting please telephone 01507 601111.

## 3 What we can and cannot fund

### Items that we can fund

#### Capital Costs such as

- Building costs
- Vehicles
- Equipment (Sports equipment, computers etc)

#### Revenue Costs such as

- Salaries
- Rent
- Building regulations application costs
- Heating & lighting
- Training
- Professional fees

Please note that all costs must directly link to your project/service and its delivery.

### What we cannot fund

This list is not exhaustive but includes the following items. If you include ineligible expenses in your application then we will inform you.

- Recoverable VAT
- Depreciation
- CCTV Projects
- Bank, Finance or Audit charges
- Retrospective costs (Costs incurred or committed to before receiving a Grant Confirmation Letter)
- General appeals
- Costs for projects that are entirely or mainly set up to promote religious or political beliefs
- Projects involving activities that are a statutory responsibility
- Projects that do not meet at least one of our funding outcomes.

### Funding calculation examples

Project costs	£250
Potential Small Grant Award	£250

Project costs	£20,000
Potential Community Grant Award	£8,000
(As £8,000 is a lower amount than 50% funding)	

Project costs	£4,000
Potential Community Grant Award	£2,000
(50% of £4,000 = £2,000)	

## 4 Who can and cannot apply

### Who can apply for funding?

You can apply to the scheme if you are a 'not for profit' organisation that falls into one or more of the following categories:

- A local community group / organisation (for example a sports club or Village Hall Committee)
- A local voluntary organisation (for example a support group)
- A Registered Charity
- A Parish or Town Council
- A Community Interest Company (CIC)

Applications from new or existing groups and organisations operating in, or benefiting residents of, East Lindsey District Council area are eligible to apply.

### Who cannot apply for funding?

The following are not eligible to apply for a community Grant:

- Individuals
- Private businesses
- Applicants with projects that will not benefit the residents of East Lindsey
- Organisations with poor financial management
- Groups with an existing ELDC Community Grant
- Groups that have completed a project funded by an ELDC Community Grant in the past 12 months.
- Organisations which hold significant 'free reserves', over £250,000
- Organisations that hold 'free reserves' in excess of 12 months operating costs would be ineligible. Exceptions to this are:
  - i.) where the organisation can prove the reserves are being accumulated for a large project
  - ii.) or where the organisation's reserves and/or operating costs are such that they would be unable to fund the cost of the project

If you are unsure as to whether or not you are eligible to apply please contact the Community Grants Team for further advice

## 5 Funding Outcomes

All applications must satisfy at least one of the ELDC funding outcomes. These outcomes support the overarching ambitions of the Council.

### Our funding outcomes are:

- Active, strong and resilient communities with the skills and capacity to improve wellbeing in their own communities
- Inequalities are reduced in East Lindsey's communities
- A high quality and clean local environment
- A diverse district that is celebrated by residents, businesses and visitors

If you are unsure as to whether your proposed project meets any of the listed outcomes please contact the Community Grants Team for further advice.

## 6 What you will need to supply to us

### For all applications

- A fully completed Application Form, signed by your Ward Councillor (and Parish Councillor for Community Grants).
- A copy of your signed constitution that details: the group is legally eligible to receive a grant and entitled to run the planned project. It must also include a 'dissolution' clause that guarantees any assets 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
- An original recent bank statement in the organisation's name for each account held, or photocopy of your Building Society account pass book. All accounts held must require at least two signatories to withdraw funds
- Up to date annual accounts (or for new groups a 12 month cash flow forecast)
- An Environmental Audit Questionnaire completed (available to download from the ELDC website)
- A completed Equality & Diversity Monitoring Form (also available for download from the ELDC website)
- Quotations for project costs that funding is being requested for

- 2 Quotes for items £1 - £15,000
- 3 Quotes for items £15,000 - £50,000
- Tenders for works over £50,000
- Or a single written estimate from a qualified surveyor or architect for building works

- An Equality & Diversity Policy
- Where applicable other policies such as a Health & Safety Policy, Safeguarding Policy, Use of Volunteers Policy. (If your organisation does not hold such policies, then we may request that you adopt a suitable one)
- There should be a clear community need for the project. Evidence of consultation with users and potential users should be provided with the application.

Where applicable the following information should also be included

- We are keen to support organisations that have recognised quality standards e.g. IIP and Club Mark. Evidence of such standards should be submitted with the application.
- Tenure (your rights to the property) - If you are applying for a grant to build or refurbish, or for works to land, we expect you to own the property or have an appropriate lease or license on it. For requests up to £30,000 you will need a lease with at least 5 years left to run.
- Planning permissions and building regulations - The majority of building works require planning permission, this should be obtained prior to receiving receipt of grant aid.  
Normally, if you are a tenant of a property, you will need your landlord's permission to complete any alterations. We will need to see a letter of consent from your landlord agreeing to the planned works. If you do not think you need this, you must show us evidence in your lease to support this
- Professional support - If you are buying a property, we will need to see a surveyor's report confirming that the building will be fit for its planned use after refurbishment. We will also need to see an independent valuation for the purchase.

For projects involving building works over £50,000 you will need to employ a suitably qualified surveyor or architect to manage the planned works. This will mean that you have to pay professional fees. Please remember to include them in your project costs. Remember to take into account all appropriate planning permission and building regulations.

## 7 Other important information

### A) Branches of larger organisations

Applications are accepted from branches of larger organisations as long as they have:

- An independent constitution
- A bank or building society account
- Trading accounts
- Local management board or committee.

In addition, we will need written support from the applicant's parent organisation for any application from one of their branches.

Evidence of membership of/affiliation to a national body should be provided.

### B) Sports/Leisure Projects

Sport/Leisure projects must also meet the following:

- That the equipment is/will be subject to national safety standards, and is insured and inspected.
- Applicants will be affiliated to one of the District's area based Sports Forums, or a body which is a member.

### C) Children's Play Projects

Children's play projects must also meet the following:

- That any equipment is/will be subject to national safety standards, and is insured and inspected.

### D) Insurance

It is good practice to insure valuable items that you buy with our grant. Remember to include the insurance costs in your project costs if you cannot pay for them from your own funds.

### E) Capital Goods

There is a condition if you sell items purchased with grant aid, which may mean that you have to repay some, or all, of your grant.

## F) Revenue projects

If you need funding for jobs, the following conditions apply:

- For a new post, you will need to provide a detailed job description including salary scale, working hours and a person specification. You will also demonstrate how you have identified the need for this post. In addition please supply an anticipated work plan for the employee. You will also need to show us your planned recruitment process and make sure that you follow the principles of Equality and Diversity.
- For an existing post, you will need to provide a detailed job description including salary scale, working hours and a person specification. You will need to explain how the post was funded before, show that you have assessed the effect of the post so far (for example, the benefits it has delivered), and prepare a suggested work plan for continuing with the post.
- All employees must receive at least the national minimum wage. You will also be asked to show that you understand your responsibilities as an employer and have all appropriate management and communication structures in place.

## G) Disability Discrimination Act and health and safety issues

Under the Disability Discrimination Act you must take all appropriate and reasonable steps to make sure that disabled people have access to buildings and services. If you are in any doubt, contact our planning department for more advice. For capital and revenue projects, you also need to consider all appropriate health and safety issues and get relevant advice and support where necessary.

## H) Sustainability

All project/services supported should show how they are sustainable where a project will continue beyond the life of the grant.

Where a project has an effect on the environment, evidence should be provided on how environmental impacts have been addressed. We are keen to support projects that have a positive impact on the environment.

## I) Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request information that we hold. This includes information received from third parties, such as – but not limited to – grant applicants, grant holders, contractors and people making a complaint. If information is requested under the Freedom of Information Act we will release it, unless exemptions apply. However, we may choose to consult with you first.

## 8 If you are successful!

### Offer Letter

Successful projects will be sent an offer letter detailing the grant awarded and the terms and conditions of the grant, which must be signed and returned prior to commencing the project. The type of offer letter you receive will depend on your project type (one off, building, small or core revenue support).

Generally, the grant must be spent within one year of the offer letter date. The only exceptions are grants towards multi-year revenue costs.

After returning your signed offer letter you will receive notification from us to start your project.

### Monitoring & Payments

As part of this process you need to keep appropriate records and on completion of the project submit a monitoring report that details expenditure, beneficiaries and detail of differences made. You should also send us evidence of promotional material at this stage.

Monitoring reports (except for multi-year revenue projects) are due at the end of the project. Where multi-year revenue funding is awarded then six-monthly monitoring returns must be submitted.

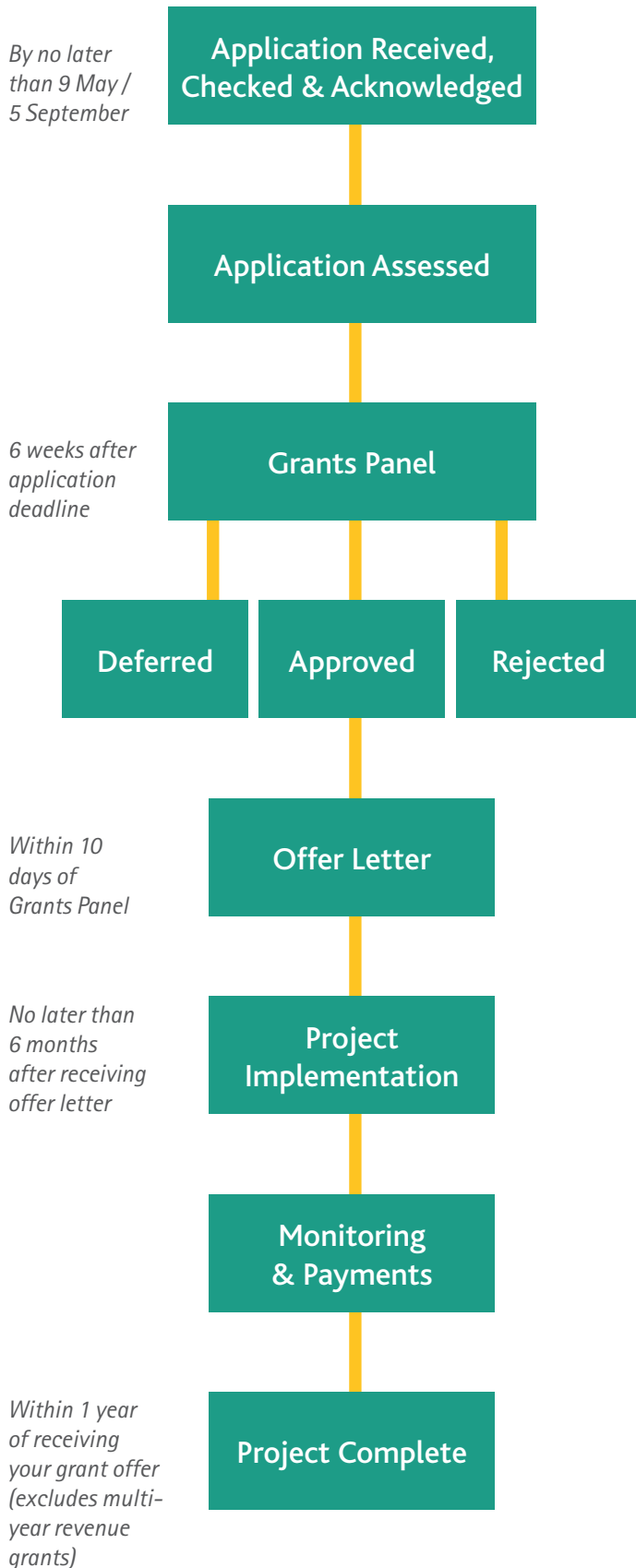
Grant payments will be made as follows:

- Small Projects – under £250 – one off up front payment will be paid to you at the start of the project.
- One off revenue and capital projects including building projects – payments will be made to you when you provide evidence of expenditure and invoices received. In order to avoid cash flow problems, your payments can be staged throughout project implementation and will be paid in proportion to the grant offered. The final payment will depend on the satisfactory completion of your monitoring report. Please note that certain additional conditions are detailed in the offer letter concerning evidence needed for building projects.
- Core revenue projects (1-3 years) – Grant payments will be made 6 monthly in advance and future payments will not be released until your monitoring form has been received. Your grant payment may be reduced if expenditure is less than anticipated. The first monitoring report is due 5 months into the project then six monthly thereafter. We will retain 10% of your final years payment until you have completed your final monitoring form.

All payments will be made directly into your bank account.

## 9 Journey of an Application

Please see flow chart below for a summary of a typical grant application process.



## 11 Data Protection

We will use the information you give us on the application form and during the life of any grant awarded to administer and analyse grants. We may give copies of all or some of this information to individuals and organisations we consult when accessing applications and monitoring grants. These organisations and individuals may include accountants, and other organisations or groups involved in delivering the project. We might also share information with other organisations, government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in ELDC applications and grants or for protection from or detection of fraud.

To help us meet the needs of voluntary organisations, we might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups, and their details will not be made public, except as required by law.

**Remember**  
1st Round deadline is 9 May 2011  
2nd Round deadline is 5 September 2011

## 12 Additional Support and Guidance

East Lindsey District Council contract South Lincs CVS to provide support to the Community and Voluntary Sector within East Lindsey. South Lincs CVS can offer advice, support and guidance on an array of topics including:

- Funding support
- Project development and planning
- Governance and policies
- Volunteering
- Training

All services are free of charge to non statutory organisations.

For more information please contact South Lincs CVS on:

Tel: 01507 329472

Email: [jessica.w@southlincscvs.org.uk](mailto:jessica.w@southlincscvs.org.uk)

Web: [www.southlincscvs.org.uk](http://www.southlincscvs.org.uk)



For Further Information Contact:

Community Grants Team, Community Development,  
East Lindsey District Council, Tedder Hall, Manby Park,  
Louth, Lincolnshire LN11 8UP

Tel: 01507 601111

Email: [community.grants@e-lindsey.gov.uk](mailto:community.grants@e-lindsey.gov.uk)

[www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)

If you would like this information in another language,  
large print or Braille please contact us.

Osoby pragnące uzyskać informacje w innym języku, proszone są  
o zawiadomienie rady lokalnej 01430 457377

如果您想要這份資料的其它語言版本，請告訴 01430 457375

Se desejar obter esta informação num idioma alternativo,  
por favor contacte 01430 457378

Если Вы хотите получить эту информацию на каком-либо другом  
языке, пожалуйста, сообщите об этом 01430 457389