

Councillors' Community Grants Scheme



Policy & Information Guide
2020 / 2021

Important Update - In response to the COVID-19 pandemic the Council is making an additional £1,000 available to each District Councillor to award specifically to not for profit organisations delivering community resilience projects that mitigate issues caused by COVID-19.

This additional £1,000 is available until 30 September 2020. Councillors may also award their existing allocation of £1,000 to community resilience projects.

There is no minimum grant for community resilience projects and the maximum grant is £2,000.

The Councillors' Community Grants Scheme provides grant funding to community projects run by not for profit voluntary and community organisations in East Lindsey. This guide provides details of what the Scheme can fund, who is eligible to apply, any restrictions, the application process, the general terms and conditions of funding and frequently asked questions. It is important that all applicants read this guide before making an application.

All applications must be made on the electronic application form. It is important that each question is fully answered on the form. Failure to do so may result in your application being delayed or rejected. If you have any queries regarding this guide please contact: community.grants@e-lindsey.gov.uk

East Lindsey District Council (ELDC) retains the right to withdraw this grant scheme at any point.



1. Summary of the Scheme

The Councillors' Community Grants Scheme is designed to be supportive, responsive and uncomplicated for organisations delivering community projects and activities to bid into.

The Scheme is intended to support smaller projects that are easily deliverable. The key points of the Scheme are detailed below:

- Your local District Councillor will decide whether to support or decline your request for funding
- You must contact your local District Councillor to discuss your project and to receive an application form
- Multiple Councillors can contribute to your project, joint applications must be submitted on the same application form
- Grants range from £100 to £1,000 per project, with the exception of community resilience projects
- There is no limit on the number of grants an organisation can receive
- Match funding is not required but may be requested by the Councillor
- Completed applications must be received via email at community.grants@e-lindsey.gov.uk by **26 February 2021**. Applications received after this date will be rejected
- Applications received will be checked for compliance with the Scheme criteria; applications which do not comply with the criteria will be rejected
- Projects must complete within 12 months of funding being awarded
- Both 'Revenue' & 'Capital' costs can be supported
- The Grants are paid in advance and usually within two weeks of being approved

2. Who can and cannot apply for a Councillors' Community Grant?

To apply for a grant your organisation must be some type of formally governed 'Not for Profit' organisation with a written governing document (e.g. Constitution, Trust Deed, Articles of Association etc). The governing document must 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 governing document must 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).

The organisation must possess a UK based bank account registered in the name of the organisation and it must require a minimum of two unrelated persons not living at the same address to authorise withdrawals.

Examples of eligible and ineligible organisations are listed in the table below:

Eligible	Ineligible
Registered charities	Individuals
Constituted community and voluntary groups	Private businesses/Profit making organisations
Social enterprises	Organisations that can distribute surpluses/profits among its members
Parochial church councils	Informal groups *
Town & parish councils - due to being a tier of local Government they are not required to complete Q6	Political groups
Not for profit companies	Statutory organisations
Schools - whilst schools can apply into the scheme, the project must be able to provide a wider community benefit and not solely benefit the pupils or the school	

* Eligible groups can act as an accountable body for informal groups that wish to undertake projects with community benefit. Further information can be found in the FAQ section of this guide.

3. What the grants can and cannot fund

Applications must demonstrate that they support one of the following:

- Support community resilience in light of the COVID-19 pandemic
- Help enable a supply of homes that meet needs and aspirations
- Support our town centres to remain vital and viable as shopping habits change
- Adapt to meet the challenge of a changing natural environment
- Maximise healthy and active lives
- Create an environment that helps businesses to survive and grow
- Improve equality of opportunity across the district and in target areas

We can fund a wide range of items and below are some examples of these.

We can fund

Capital costs such as:

- Building improvements
- Playground equipment
- Recreation facilities
- IT equipment
- Sports equipment
- Disabled facilities
- Energy efficiency measures
- Repairs to heritage assets
- General equipment

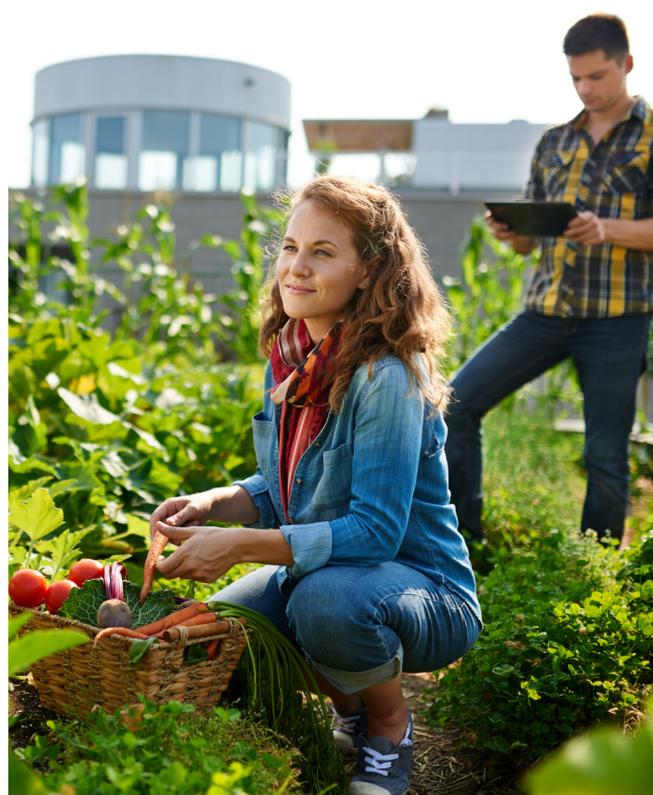
Revenue costs such as:

- Salaries
- Rent
- Training fees
- Professional fees such as architect fees
- Event costs
- General repairs and supplies

We cannot fund

- Anything unlawful or illegal
- Anything contrary to Council Policy
- Recoverable VAT
- Bank, finance or audit charges and repayment of loans or interest costs
- Retrospective costs (i.e. costs incurred before the date of the grant confirmation letter) with the exception of community resilience projects that address issues caused by COVID-19 which may be retrospectively funded if there is demonstrable requirement for this
- General appeals for funds and fundraising initiatives
- Statutory obligations/activities
- Contingency costs
- Hospitality (catering/refreshment costs)
- Projects that specifically benefit an individual and do not have a wider community benefit
- Projects where permissions are not yet in place (e.g. planning permission, land/building owner permission)
- Projects that directly or indirectly place additional service delivery requirements on the Council (e.g. new bins)
- Projects based outside East Lindsey

- Projects that do not have a clear and demonstrable benefit to the community represented by the District Councillor
- Projects that promote or support a particular political view
- Projects that directly promote a religious belief
- Projects where the grant (items/activities purchased with the grant) will be donated/transferred to another organisation
- Projects that are currently in receipt of ELDC grant funding
- Lobbying activities
- The same project twice in the same financial year
- Grants where the supporting Councillor has an interest with the grant (subject to discretionary approval of the Chief Executive where such an interest has been declared)



4. Application Process

- Contact your local District Councillor to discuss your project proposal. (Councillor details can be found at www.e-lindsey.gov.uk/councillors)
- If the Councillor is supportive of the project idea they will email you an electronic application form
- Complete the application form and email it back to your Councillor
- The Councillor reviews your application and decides whether to support or decline the funding request
- The Councillor completes the Councillor's declaration section of the application form and submits the completed application to the Council
- The Council will undertake standard verification checks to ensure the application complies with the policy. If your application is ineligible you and the Councillor receive confirmation of this
- If the application is eligible you receive a 'grant confirmation letter'
- Your grant is paid directly into your nominated bank account within 2 weeks and you receive a remittance advice
- You deliver the project and advise your awarding Councillor when the project is completed or if you experience any difficulties in delivering the project

ELDC may request supplementary information to check that your application meets the eligibility criteria.

The Chief Executive retains the right to reject any applications for funding which are not considered to fall within the permitted activities or 'intended spirit' of the scheme. In the event of there being differing interpretations or application of policy regarding a particular award, the Chief Executive's decision will be final.

5. General Terms and Conditions of Councillors' Community Grant Funding

The general terms and conditions of Councillors' Community Grant funding are detailed below:

1. No grant shall be used on expenditure made prior to the date of the grant confirmation letter with the exception of community resilience projects that address issues caused by COVID-19 which may be retrospectively funded if there is a demonstrable requirement for this.
2. The project must complete within 12 months of receiving the grant funds. Any delays to the project must be notified to the awarding District Councillor.
3. You must use the grant exclusively for the project.
4. You must get our written permission before making any significant changes to the project.
5. You must advise the awarding Councillor when your project is completed.
6. Should the project not progress the grant must be returned.
7. Should project costs be less than the grant awarded, the remainder of the grant must be returned.
8. Records must be kept of all expenditure (all invoices, receipts and other relevant documents) relating to the project for three years and must be available for inspection at any reasonable time.
9. You must provide us promptly with any information we request prior to or post grant award in relation to compliance with these terms and conditions and the criteria as detailed in the Councillors' Community Grant Scheme Policy and Information Guide.
10. You must provide us promptly with any information and reports we require about the

project and its impact, both during and after the end of the project.

11. If it is proposed that any goods, equipment or land/buildings purchased or improved with ELDC grant aid are to be disposed of, then written details of the proposed disposal should be sent to ELDC at community.grants@e-lindsey.gov.uk ELDC has the right of return of all or part of the grant upon any such disposal.
12. The grant will not be increased if there is an over-spend on the project and you will be responsible for any excess sums required over the amount of the grant awarded.
13. You must comply with all relevant statutes and other laws and regulations relating to the project, the work you, your employees, staff or members of the public connected to you carry out or the goods you purchase.
14. You must ensure that the necessary permissions are in place for the project to proceed.
15. You must notify us of any legal claims made against you (including any claims made against members of your governing body or staff in connection with the organisation) during the period of the grant.
16. You must notify us as soon as possible of any investigation concerning your organisation, trustees, directors, employees or volunteers carried out by the Police, Charity Commission, HM Revenue & Customs or any other regulatory body during the period of the grant.
17. The grant and related expenditure must be shown as a restricted fund in your organisation's annual accounts. Where you have more than one restricted fund, there must be a note to the accounts identifying each restricted fund separately. Unspent funds and/or assets in respect of all grants must be identified separately in your accounting records.
18. Our staff, council members and advisers cannot give you professional advice and will not take part in carrying out your business. We cannot be held responsible for any action you take, any action you fail to take, or for your debts or liabilities. Even though we may give you funding and talk to you about your activities, you are still fully responsible for every part of the project, your business and the decisions about it. We will not be responsible to anyone else who may take, or threaten to take, proceedings against you.
19. Details of the grant awarded will be published on the Council's website in line with the Government's transparency requirements.
20. You agree to us publicising and sharing information about you and your project including your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish any project information you give us. You will let us know when you provide the information if you don't have permission for us to use it in this way.
21. ELDC must be acknowledged in any publicity associated with a Councillors' Community Grant Scheme funded project and where using the ELDC branding this must be in accordance with the relevant brand guidelines.
22. The Freedom of Information Act 2000 ('the Act') applies to us. This means that any information you give us could be released to any person who asks for it under the Act.
23. Where your project involves working with children, young people or vulnerable adults, you must adopt and implement an appropriate written safeguarding policy, obtain written consent from legal carers or guardians and carry out background checks for all employees, volunteers, trustees or contractors as required by law or guidelines.
24. These terms and conditions will continue to apply for one year after the grant is paid or until the project has been completed, whichever is later. Clauses 8, 19, 20 and 21 shall survive expiry of these terms and conditions.

6. Frequently asked questions

- Q.** We are an informal group wishing to deliver a community project and don't have a governing document and/or bank account. How can we benefit from this scheme?
- A.** There are a couple of ways in which you could benefit from the scheme. Firstly you could decide to formalise the group by adopting a governing document and opening a bank account in the group's name with two signatories required to withdraw funds. Alternatively we will allow another eligible group to act as an accountable body for the grant. In this case the accountable body must complete and submit the grant application as it becomes legally accountable for the grant. You will therefore need to discuss your project with the accountable body to gain their support and work with them to complete the application form and delivery the project. Please note we will not accept applications from informal groups.
- Q.** Can I apply for a second Councillors' Community Grant for the same project?
- A.** No, you can only receive one grant each financial year for the same project. Our financial year runs from 1 April to 31 March.
- Q.** Can I submit multiple Councillors' Community Grant applications for the same project at the same time?
- A.** No – if multiple Councillors wish to support your project they must all complete one application form. We will not accept any subsequent applications for the same project even if submitted together.
- Q.** What if my Councillor is unable to or decides not to award funding to our project even though we are eligible for support?
- A.** If your Councillor is unable to, or declines to fund your project you have the following options available to you:
1. Apply to another local District Councillor in your area for support
 2. Contact Lincolnshire CVS (01205 510888) for advice on alternative funding opportunities
- Q.** What if our project is delayed and we can not complete it within the 12 month timetable?
- A.** You should inform your Councillor as soon as you become aware that a deadline may be missed. Because we understand that projects do not always go quite to plan and often are delayed by factors outside your control 'project extensions' are usually granted. However, if the project has not been started and is seriously behind schedule because of mismanagement or negligence on your behalf we may request that the grant funds are repaid.
- Q.** We need support in developing our project and/or organisation before we apply for grant funds, who can help?
- A.** Lincolnshire CVS is a local registered charity that provided support and advice to the Community and Voluntary Sector. They will be able to provide support and guidance for your organisation around a variety of topics from:
- governance advice (e.g. adopting an governing document)
 - funding options and bid writing
 - volunteer recruitment
 - training



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

www.e-lindsey.gov.uk

E: community.grants@e-lindsey.gov.uk

T: 01507 601111