

## COMMUNITY GRANTS SCHEME GUIDANCE NOTES

Blaby District Council (BDC) Community Grants Scheme supports the voluntary and community sector (VCS) to develop and strengthen community facilities and activities for the benefit of Blaby District residents.

### What does the scheme offer?

We offer a range of grants from £500 to £4000 that cover different types of project costs. A breakdown of the different grants available with examples of what can be funded is on page three of these guidance notes.

### Who can apply?

Our grants scheme is open to applications from a range of VCS organisations:

- Community groups, youth clubs and sports clubs
- Registered Charities
- Social Enterprises (such as Community Interest Companies)
- Schools, Academies and PTA/fundraising groups for extra-curricular activities or projects only
- Religious or faith based organisations for non-religious projects open to all irrespective of faith
- Parish and Town Councils

Organisations are expected to provide copies of the following to support their application:

- A governing document (e.g. Constitution or Articles of Association)
- An equality policy/statement (if not included within the governing document)
- A child safeguarding policy and/or vulnerable adults policy (if applicable)
- A bank statement dated within three months showing the organisation's name, account details and balance. Bank accounts must require the signatures of at least two unrelated people.
- The organisation's most recent set of accounts
- Three quotes for any single items or works over the value of £1,000
- Evidence of any consents/permissions in order for the project to take place e.g. Planning Permission, Advertising Consent or Landowner Consent. These **must** be secured before the application is submitted.
- Where the project involves alterations to land or buildings, the applicant must provide evidence of ownership or a written agreement/lease with at least five years remaining.

Please note that organisations can only be awarded **one grant per financial year**. Organisations may only apply for **one grant at a time** i.e. an organisation that has previously received a BDC grant must complete their project (including submission of evidence of expenditure) before a further application to the scheme can be made.

### What we don't fund:

- Projects that have already started or items that have already been purchased.
- Projects with a total cost of more than £25,000 to deliver
- Projects/activities that support a specific political or religious view or that show bias or risk damaging the Council's reputation.
- Professional fees that must be paid for prior to a project starting or stand alone (e.g. feasibility studies, planning application costs, legal fees)
- An organisation's staff costs or overheads (e.g. utility bills)
- Statutory services e.g. statutory school/academy provision
- Day to day maintenance or repairs.

- Applications from, or projects that benefit only, an individual(s)\*

\*Please note that a separate grants scheme for Coaches and Talented Athletes is administered by the Council's Health & Leisure Team. For further information contact Nathan Smith at [Nathan.smith@blaby.gov.uk](mailto:Nathan.smith@blaby.gov.uk) or call 0116 272 7707. An eligible organisation can apply to both the Coach & Talented athlete and main grants scheme in the same financial year.

## What we fund

The Community Grants Scheme funds projects that contribute to at least one of the Council's three corporate priorities:

- **Live** - Strong, healthy, safe, sustainable communities where the most vulnerable are supported
- **Work** – A thriving, prosperous, innovative local economy with a skilled and healthy workforce contributing to the local community
- **Visit** - A strong leisure and tourist sector and well maintained and accessible attractions available in the local area encourage visitors to the District

Full details of our corporate priorities can be found in the Blaby Plan 2018-2021 at <https://www.blaby.gov.uk/media/2255/blaby-plan-2018-2021.pdf>

Applications for **Youth Grants** must also contribute towards achieving at least one of the following key priorities for Children and Young People:

- Ensure the best start in life for our children
- Keep children safe and free from harm
- Support children and families to be resilient
- Ensure vulnerable families receive personalised, integrated care and support
- Enable children to have good physical and mental health

Applications for **Everyone Active** grants must contribute towards achieving at least one of the following health and wellbeing priorities:

- Access to physical activity so people of all ages and abilities can keep fit, healthy and are encouraged to be physically active
- Improving the health and wellbeing of local communities, including mental health
- Reduction of obesity
- Increasing participation in young adults
- Being inclusive and having a diverse programme

Applications are more likely to be successful if the project demonstrates the following:

- It closely meets the corporate and other relevant priorities as applicable (above)
- There is evidence of a need for the project e.g. offering something new or complementing existing provision, meeting increased demand or widening participation
- It will make a positive difference to residents and the wider community of Blaby district (outcomes)
- The project and organisation will be sustainable and not reliant on BDC grants in the future
- The project and organisation are set up properly (good governance, sound planning)
- The project offers value for money
- The project takes positive account of its environmental impact

|   | Large Capital Grant   | Small Capital Grant  | Revenue Grants  | Youth Grants   | Everyone Active Grant  |
|---|---|--|---|--|--|
| <b>Maximum grant</b>                      | £4,000  | £500   | £500  | £500   | £500   |
| <b>Match funding</b>                      | 50% match funding for grants over £500<br><br>Volunteer time can be used as part of match funding (see page nine of guidance notes).  | None required  | None required   | None required  | None required  |
| <b>Who can apply?</b>                     | <ul style="list-style-type: none"> <li>• Community groups, youth clubs and sports clubs</li> <li>• Registered Charities</li> <li>• Social Enterprises (such as Community Interest Companies)</li> <li>• Schools, Academies and PTAs/fundraising bodies for extra-curricular activities or projects only</li> <li>• Religious or faith based organisations for non-religious projects open to all irrespective of faith</li> <li>• Parish and Town Councils</li> </ul> |  |   |  |  |
| <b>How often can organisations apply?</b> | <ul style="list-style-type: none"> <li>• One application can be made per financial year (April – March)</li> <li>• Only one grant at a time</li> </ul>  |  |   |  |  |
| <b>What sort of things can be funded?</b> | <ul style="list-style-type: none"> <li>• Purchase of equipment, including vehicles</li> <li>• Alterations or refurbishment to a community building or space.</li> </ul>   | <ul style="list-style-type: none"> <li>• Purchase of smaller items of equipment</li> <li>• 1<sup>st</sup> year Start Up costs</li> </ul> | <ul style="list-style-type: none"> <li>• Venue hire</li> <li>• Transport hire</li> <li>• Marketing and promotion activities</li> <li>• Tutor / speakers' fees</li> <li>• Activity or event costs</li> </ul> | <ul style="list-style-type: none"> <li>• Equipment</li> <li>• Events</li> <li>• Outings</li> <li>• Projects</li> <li>• Workshops/ courses/ training</li> </ul> | <ul style="list-style-type: none"> <li>• Equipment</li> <li>• Activity or event costs</li> <li>• Coaches /tutor fees</li> <li>• Start up costs for a new activity</li> <li>• Venue hire</li> </ul> |

The amount of grant funding that we have available is made up in part by proceeds from the Love Blaby Lottery. For more information visit: <https://www.blabylottery.co.uk/support/blaby> If you do not want your project to be part or fully funded from lottery proceeds, you should make the Funding & Awards Officer aware at the time of your application.

## Grant deadlines for 2020-21

Grant deadlines and decisions are made on a quarterly basis. The deadlines for 2020-21 are:

### Application Deadline

14<sup>th</sup> August 2020  
2<sup>nd</sup> October 2020  
25<sup>th</sup> November 2020  
24<sup>th</sup> February 2021

### Grant Panel Meet

26<sup>th</sup> August 2020  
14<sup>th</sup> October 2020  
9<sup>th</sup> December 2020  
10<sup>th</sup> March 2021

### Payments Made

4<sup>th</sup> September 2020  
30<sup>th</sup> October 2020  
18<sup>th</sup> December 2020  
19<sup>th</sup> March 2021

**Applications will not be accepted after the deadline.** Please ensure that you provide all supporting documents and information required (see page one of this guidance) with your grant application before the deadline. Large capital applications require a site visit. We recommend that you arrange this at least one week prior to the application deadline.

## How to apply

The same application form is used for all of our grants and you can submit your application in one of three ways:

**Apply online:** at [www.blaby.gov.uk/communitygrants](http://www.blaby.gov.uk/communitygrants)

You do not have to set up an online account but will need to provide an email address if you would like to work on your application in stages. We recommend that you save your work regularly when using the online application. You will need to have all supporting documents ready to upload.

**Apply by email:** [grants@blaby.gov.uk](mailto:grants@blaby.gov.uk)

Request an application form from the Funding & Awards Officer and submit your completed application form and supporting documents and information using the email above.

**Apply by post:** Blaby District Council, Desford Road, Narborough LE19 2EP

Request an application form from the Funding & Awards Officer on 0116 272 7566 and send your completed application form and supporting documents and information to the above address.

## How your application is assessed

All eligible applications for the Capital, Revenue & Everyone Active Grants are assessed by our Community Grants Panel. The panel is made up of: the Portfolio Holder for Community Development, Work & Skills at Blaby District Council, an Elected Member from each of the other two main political parties, representatives from Citizens' Advice (VCS representative), Leicestershire & Rutland Sport, and Everyone Active, as well as a member of Blaby District Council staff who resides in the district. The panel will meet on the dates listed above.

Applications for Youth Grants are assessed by a panel of members of Blaby District Youth Council. The Youth Council meets monthly and your application will be assessed at the first available Youth Council meeting after the application deadline. The Funding & Awards Officer will confirm the date your application will be assessed on receipt of your application.

In the event that the funding round is oversubscribed, assuming all other criteria are met, priority will be given to:

- Community & voluntary sector groups over statutory organisations (e.g. Schools/Academies and Parish or Town Councils)
- Organisations that have not received a community grant previously
- Projects that most closely meet the corporate and other relevant priorities or meet more than one priority.
- Projects that address a local need(s) and will make the biggest difference to residents and the wider community in Blaby district
- Organisations that can demonstrate the future sustainability of the project
- Projects that demonstrate best value for money
- Projects that take positive account of the environment and address any negative impacts

The following options are available to both grant panels when assessing applications:

- To Approve
- To Approve with conditions
- To Defer – pending further information.
- To Reject – where projects are identified as having the potential to meet programme objectives but gaps have been identified or where the funding round is oversubscribed.

You will be notified of the outcome of your application as soon as possible and within one week of the panel's decision.

## What happens if your application is successful?

If your application is successful, we will send the lead contact for your application a notification letter or email. If there are any conditions attached to the grant, these will be specified in the letter. You will also be sent a grant agreement. An authorised member of your organisation will need to sign the grant agreement and return this to the Council before we will process your grant payment. All payments are made via BACS transfer direct to the organisation's bank account provided as part of your application.

Our standard grant terms and conditions are as follows:

- Acknowledge the support of Blaby District Council, Blaby District Youth Council, or Everyone Active in all of your project's promotional material.
- Ensure that your organisation is adequately insured to carry out its activities and that all staff/volunteers follow relevant health and safety legislation when carrying out their duties.
- Adhere to national guidance and legislation on equal opportunities, disability, access and safeguarding of children and vulnerable adults.
- Own or have secure tenure (minimum five year lease) of any land involved in your project. If you are using someone else's land or buildings you must have proper written consent from the owner for your project.
- Ensure that all statutory permissions and consents are in place including planning permission and/or building regulations approval where appropriate.
- Ensure that the grant is spent in accordance with the proposed works as detailed on your application and is not used in any way for any work/costs that has been undertaken before notification of the award.

- Commence expenditure on your project within 6 months of notification of the award and complete your project within 12 months.
- Comply with periodic checks and visits and complete and return our monitoring forms, including providing copies of invoices/receipts relating to all expenditure on your project as well as any evidence of the intended outcomes being achieved.
- Notify the Funding & Awards Officer immediately if there is any change that results in your organisation/group no longer being eligible for the grant.
- The Council can require repayment of funds which have not been spent in accordance with the criteria of the scheme.

## Privacy notice

Blaby District Council (BDC) is classed as a data controller which means that BDC decides what personal information we need from you. Information collected about you i.e. your contact address; telephone and/or email will enable us to maintain contact with you during the application process and for project monitoring purposes. We will only have access to personal data that you provide to us. The legal basis for the collection and processing of your personal data is that you have given consent to be included.

Where necessary, we may share this information with, and obtain information about you, from other departments within Blaby District Council or other public bodies in order to prevent or detect crime. Your information will otherwise only be shared with panel members making a decision about your grant application. Please note that we do publish details of projects or organisations who are awarded grants (on our website or in Contact Magazine.) We will contact you for permission for any other marketing we may do.

The information you provide will be stored on a password protected database managed by the Community & Economic Development, Work & Skills Team at Blaby District Council and is not directly accessible by other parties or the general public. We will only keep your information for as long as you consent for us to do so and up to a maximum of six years. You have a right to withdraw consent at any time and you can do this by contacting Information Governance Team at [GDPR@blaby.gov.uk](mailto:GDPR@blaby.gov.uk) or by calling 0116 275 0555.

This information may be shared with third parties as described above but will not be transferred outside the UK. We don't use any computers or automated means to make decisions about you based on the information that you provide.

You have a number of legal rights in respect of your personal data which are: the right to be informed about how it is being used and why; the right of access to it to check that we are acting lawfully and, in some cases, the right to rectify it or to have it erased; the right to restrict our processing of it; the right of data portability; and the right to object to automated decision taking.

### Contact us

If you have any questions about the way in which Blaby District Council handles your personal information, or want to raise a concern, you may contact:

Name: Louisa Horton, Data Protection Officer

Telephone: 0116 275 0555

Email: [gdpr@blaby.gov.uk](mailto:gdpr@blaby.gov.uk)

You can also contact the Information Commissioner's Office (The ICO) to find out more about your rights as a data subject (a person that we hold personal data about) if you think there is a problem by email to [casework@ico.org.uk](mailto:casework@ico.org.uk) or by telephone on 0303 123 1113. You can also visit the ICO's website [www.ico.org.uk](http://www.ico.org.uk)

## Notes about the application form

Please ensure that you read and answer all relevant questions on the application form carefully. Should you need more space, please continue on a separate sheet. These notes give further information for each section of the application form. However, if you have any questions about your eligibility or when completing the application form please contact **the Funding & Awards Officer on 0116 272 7566 or email [grants@blaby.gov.uk](mailto:grants@blaby.gov.uk)**

## Section 1 – You & Your Organisation

The total project cost is the total amount required to deliver the project for which you are seeking funding, not just the amount of the grant. We do not accept applications where the total project cost is more than £25,000.

When telling us what your organisation/group does, don't assume that the grants panel will know. This should include a brief outline of what the aims of your organisation/group are, your key activities or services and who you help.

All organisations/groups that have contact with children and young people under the age of 18 years must have a safeguarding policy in place and provide a copy of this with their application.

A vulnerable adult is someone who is 18 years old who is experiencing, or at risk of, abuse or neglect and, as a result of their care and support needs, is unable to protect themselves from these types of harm. Those care and support needs could include: learning, physical and/or sensory disabilities, mental ill health, frailty due to their age, dementia, brain injuries and drug or alcohol problems. All organisations that come into contact with adults who are or may be vulnerable must have a vulnerable adults or adult safeguarding policy in place and provide a copy with their application.

If your organisation/group needs help to develop a safeguarding policy, please contact the Funding & Awards Officer.

The Equality Duty (Equality Act 2010) ensures that public bodies consider the needs of all individuals in their day to day work and functions. Blaby District Council is committed to ensuring fairness and accessibility for all and takes the following general public duties very seriously:

- Eliminate discrimination, harassment, victimisation and other conduct that is unlawful under the Act
- Advance equality of opportunity between people who share a protected characteristic (see below) and those who do not
- Foster good relations between persons who share a protected characteristic and those who do not

The nine protected characteristics are: Age; Gender; Gender re-assignment; Disability (including physical disability, learning disability mental health and long-term illness); Ethnicity & Race; Sexual orientation; Religion & belief; Marital status & civil partnership; pregnancy & maternity. In operating a grants scheme, Blaby District Council expects any recipients of funds to have regard for these duties and promote fairness and equality.

## Section 2 – Your Project

This section is arguably the most important one as it is your chance to explain what your project will deliver, why it is needed and what the outcomes will be for Blaby District residents. The better

your project is thought through and planned, the stronger the application. Please take time to answer these questions fully.

When explaining why your project is needed, include any consultation you may have done or feedback from previous projects. Specify if there are local statistics, policies or partner organisations that support the need for your project.

Outcomes or benefits are the improvements that will come about for residents and the wider community as a result of the project for which you are requesting funding. Be specific about these, including targets if possible. Your outcomes should relate to the need for your project and the local priorities detailed on page two of these notes.

Blaby District Council is committed to tackling Climate Change and becoming carbon-neutral by 2030. We are keen to fund projects that demonstrate that they have considered the environment and taken steps to address any potential negative impacts. For example: using re-usable cups at groups, reducing waste and increasing recycling by members, using renewable energy sources or improving air quality through project activities or works.

Some projects will require special permissions and/or consents and applicants are expected to have these in place prior to applying for a grant and to provide evidence with your application. The list below is not exhaustive. If you are unsure if your project needs any permissions or consents, contact the Funding & Awards Officer:

- If you are making any alterations to land or property that does not belong to you, you will need to provide written proof of the owner's consent (letter) and/or proof of your responsibility or authority to make such changes (such as a copy of your lease).
- For information and advice as to whether your project needs Planning Permission, Listed Building Consent or Advertising Consent contact Blaby District Council's Planning Team on 0116 272 7705 or visit: <https://www.blaby.gov.uk/planning-and-building/>
- For information and advice about Temporary Event Notices, Lottery Registration, Street Collection Permits and more, contact the Licensing Team at Blaby District Council on 0116 272 7782 or visit: <https://www.blaby.gov.uk/licensing/>

Some building or refurbishment works may need Building Regulation approval, please contact Blaby District Council's Building Control Service on 0116 272 7533 or visit: <https://www.blaby.gov.uk/building-control/>

## Section 3 – Your finances and budget

Organisations that have more than £25,000 of funds in their name are not prevented from applying. However, the grant panel will want to understand why the grant is needed so please provide an explanation along with your most recent set of accounts.

The grant panel will also want to see value for money in the projects that they fund. For this reason, applicants should provide three quotes for any individual items or works that cost more than £1000. Exceptions will only be made in special circumstances or for very specialist works/items where suppliers are limited.

Make sure your project costings and budget add up: include all costs (expenditure), what the grant will fund and any other sources of income, including what your organisation is contributing and any other match-funding. Remember that the total project cost and grant figures in your budget should match the figures you provide on page one of the application form.



Volunteer hours can be counted up to 50% of the match-funding required (or grant value) **for large capital grants only** and where the volunteers are carrying out work that would otherwise be paid for to complete the project, such as a volunteer that carries out painting work as part of a refurbishment project. Volunteer hours are calculated at £10.00 per hour. For example:

- For a large capital project costing £5000 in total, an organisation could apply for a maximum £2500 capital grant of which a maximum of £1250 of match funding could be made up by volunteer hours (assuming 125 hours of volunteer time is reasonable for the task).
- For a large capital project costing £22,000 in total, an organisation could apply for a maximum £4000 capital grant of which a maximum of £2000 of match-funding could be made up by volunteer hours (assuming 200 hours of volunteer time is reasonable for the task).

Volunteer hours should be shown in both the expenditure and income breakdown of your application if you are counting them towards match-funding.

#### *Sample Budget for Revenue Project – Primary School Cycle Safety Scheme*

#### **Expenditure**

| <b>Item description</b>  | <b>Cost</b>    | <b>VAT Amount (if applicable)</b> | <b>Amount Grant will cover</b> |
|--|----------------|-----------------------------------|--------------------------------|
| <i>Cycle Safety Tutor fees – 3 x 3hr sessions at £15.00 per hour</i> | <i>£135.00</i> |                                   | <i>£135.00</i>                 |
| <i>Venue Hire –£20.00 per hour</i>                                   | <i>£180.00</i> |                                   | <i>£180.00</i>                 |
| <i>Staff time* @£15.00 per hour for 15 hours</i>                     | <i>£225.00</i> |                                   | <i>£00.00</i>                  |
| <b>Total</b>   | <b>£540.00</b> |                                   | <b>£315.00</b>                 |

*\*NB Staff costs form part of the total project cost but are not grant funded in the example.*

#### **Income**

| <b>Description</b>                            | <b>Anticipated</b> | <b>Confirmed</b> |
|---|--------------------|------------------|
| Blaby District Council Grant                  | £315.00            | £                |
| Contribution from Primary School for staffing | £                  | £225.00          |
| <b>Total</b>                                  | <b>£315.00</b>     | <b>£225.00</b>   |

## And finally... Top tips for applying for a grant from us

- ✓ Read the guidance notes carefully before you start your application to make sure you are eligible and have all the information you will need to go ahead.
- ✓ A well thought out project is more likely to attract funding so planning is crucial: be specific about what you will deliver, how much it will cost and what you want to achieve.
- ✓ Don't assume the grant panel knows what your organisation does: make sure you clearly explain what your aims and objectives are and the impact your organisation has in the community. Sell your organisation!
- ✓ Tell us what problem or need your project will address and how you know this. Local statistics, feedback from a survey of your members/residents or information from other organisations will help you to evidence the need.
- ✓ Make sure your outcomes relate to what the Council's aims are: these are set out in the guidance notes. The more closely they align, the stronger your application will be.
- ✓ If you are able to show you have local support, your project looks more feasible so tell us if you have volunteers willing to help or you have sponsorship or support from local businesses, other funding bodies or organisations.
- ✓ Make sure your project is environmentally friendly and tell us how you are going to achieve this
- ✓ Make sure your project costings and budget add up: include all costs, what the grant will fund and any other sources of income, including what your organisation is contributing.
- ✓ We ask for three quotes for high value items to ensure your organisation and the public are getting value for money, so do provide them for items/works over £1000.
- ✓ Remember to tell us how you will keep your project going after the funding. Sustainability is a factor we consider when over-subscribed so this could make the difference between you and another organisation getting the money.
- ✓ Build in time to check over your application form before submitting it and make sure you submit your application in time!
- ✓ If in any doubt, contact the Funding & Awards Officer for advice on 0116 2727566 or [grants@blaby.gov.uk](mailto:grants@blaby.gov.uk)

