



Community Grants Guidance 2016 – 2017

Part 1 Guidance

Who can apply?

We will only consider funding organisations as follows:

- a voluntary, community organisation or social enterprise that is/intending to run activities in Gloucester for at least 12 months;
- be non-profit making (any funds raised must be used towards furthering the aims and objectives of your organisation);
- have a constitution setting out your organisation's aims and how you operate; or alternatively an organisation with policies in place has agreed to be accountable for the funds on your behalf
- operate to the benefit of Gloucester and its people, and normally be located within the city;
- be able to provide annual accounts and an annual report for the last financial year or a 12 month financial budget;
- have a bank or building society account in the name of your organisation which needs at least two signatures on each cheque. The two signatories on any one cheque cannot be related or live at the same address;
- If you are applying for more than £5,000 be formally regulated or registered, for example: a registered charity or company limited by guarantee.

We will not consider applications from / for:

- statutory bodies or individuals;
- companies that exist to trade for profit;
- organisations which promote political parties;
- organisations which could reasonably be expected to obtain sufficient funds from other sources or members' subscriptions;
- organisations whose principle area of activity is outside the City, or whose aims and objectives are not specifically directed at residents of the City of Gloucester;
- organisations whose annual expenditure exceeds £100,000 **and** that have more than 6 months of unrestricted reserves (this includes designated reserves);
- national organisations with no specific local brief;
- deficit funding;

Part 2 Guidance

In answering the questions in Part 2, we only want information about your specific project for which you seek funding, not your organisation in general.

Gloucester City Council wish to support the voluntary and community sector and will fund projects using the asset based community development approach. Further information can be found at: <http://www.gloucester.gov.uk/resident/community/Pages/partnership-and-engagement.aspx>

There are five questions in Part 2:

Questions 1-3

Given the high number of applications we receive for community grants we would recommend that you must be able to demonstrate that your project can answer yes to at least one of these questions to be able to be considered for a grant.

Those applications which answer yes to two or three are more likely to be considered.

We will not consider applications that answer no to all of these questions, and we recommend that you seek alternative sources of funding.

Question 1 – this question seeks to show that your project will really make a difference in your community and will demonstrate diversity and inclusion.

Question 2 – this question is about whether the project is going to give skills and training to support the group or community. We want to see passionate people in our communities given the training and support for them to become more active in their communities.

Question 3 – this is about whether the project will increase the amount of volunteer hours either through leading groups or helping out. Volunteers underpin our communities and we want to support those passionate people to give their time and skills.

Questions 4 and 5

Question 4 is about whether people are passionate about the project you want to fund with your grant. We are keen to see where you have utilized all the skills and opportunities you have before applying for a grant. This is about using the assets that already exist in your group. Gloucester City Council wish to support the voluntary and community sector using the asset based community development approach. Further information can be found at: <http://www.gloucester.gov.uk/resident/community/Pages/partnership-and-engagement.aspx>

Question 5 is about whether you've developed a partnership with another community organisation. In doing this you can use equipment and skills that are already there. We are keen to promote partnerships and skill sharing across the community.

Part 3 Guidance

How much can I apply for?

You can apply for up to £10,000 during 2016/17. We will not award any further funding than this for any one single project, we will accept more than one application per organisation; however, we wish to support as many groups as we can. The project must be completed by 31 March 2017)

What will we pay for?

We will pay for your project costs, however, we will give higher priority to those projects that we are a match funder. We do expect you to secure funding from other sources as well. We will not fund applications made retrospectively.

What else do I need to know?

If you also need funding from other sources, please include the details in your application, it must have been secured before our funding will be released.

If the total cost of your project is greater than the amount you've applied for from the City Council, you must have secured the shortfall before we can pay your grant. You must provide proof of how you have achieved this.

What is the deadline for application?

Completed applications must be received by **5pm Friday 1st April 2016**. Any late applications will not be considered.

How to apply?

Complete all the sections of the application form. (NOTE Please do not send in any additional information with your completed application form)

Once you have completed the form in full please either email it to grants@gloucester.gov.uk

If you complete the form by hand, please post to

Partnership & Engagement Team,
Gloucester City Council,
The Docks,
Gloucester,
GL1 2EQ

What happens next?

When we receive your application we will check your application against the criteria and that your project is something we can support. We will then use a scoring system to help us decide which projects to fund.

We'll give higher priority to applications that:

- clearly show what difference it will make to peoples' quality of life and wellbeing;
- there is evidence that the programme will work and there is a clear desire people want it and you've used people's strengths and assets;
- fit strongly with our Grant aims and Council Plan 2014-17 outcomes

Applications will be prioritised on this basis. To help the council better understand the impact of local projects, applicants may be invited to a decision making panel.

What happens if we offer you a grant?

If we offer you a grant it will be on the condition that you accept the terms of our conditions of grant aid and send us some documents that allow us to check how your organisation is run.

You cannot allocate any of our funding to project costs incurred before we have approved these documents.

Our standard conditions of grant aid are in the application pack. The additional information required if you are offered a grant will be –

- **Accounts** - We'll need a copy of your organisation's latest approved annual accounts, or if you've been running for less than 15 months, a 12-month financial projection.
- **Bank form** – If you have not received a grant from Gloucester City Council in the last 12 months we will send you a 'bank or building society details form' to complete.
- **Bank statements** - We'll need three consecutive pages of original bank (or building society) statements. The most recent page must be less than three months old. If you use a building society passbook, we'll need copies of three consecutive pages from your passbook, which have been certified by your building society with a stamp and signature as 'true copies of the original'.
- **Governing document** - Unless you're a registered charity or a company limited by guarantee we'll need a copy of your organisation's signed and dated constitution
- **Equal Opportunities Policy** - we will need a copy of your organisation's signed and dated policy, including evidence that it has been reviewed in the last 12 months
- **Safeguarding Policy** – we will need a copy of your organisation's signed and dated policy, including evidence that it has been reviewed in the last 12 months

Celebrating success

Once we've checked everything you send us and confirmed our grant you can get started and tell everyone about it. We hope that everyone in your community will be proud of your achievement and want to get involved. Remember to use the Gloucester City Council logo on all materials related to your project. Please contact us if you need a copy of our logo.

We will also need you to provide us with monitoring information, telling us how you spent the grant and what you achieved with it. You will need to have systems in place so you can evidence that your work is making the differences you expect. We will confirm what is required if we offer you a grant towards the end of the financial year/s.

Support

If you require any support in applying for a Community Grant, please contact Gloucester City Council on: 01452 396 612.

Please note all grants are subject to Member Call-In.

Other sources of grant funding

Members Allocation Fund – Your City Councillor has a Members Allocation Fund. You could contact your City Councillor and discuss a possible grant from them. To find your local Councillor use this link <http://democracy.gloucester.gov.uk/mgFindMember.aspx>

Active Together – if your group or project increases how active people are you could apply for an Active Together grant from your County Councillor by following this link <http://www.gloucestershire.gov.uk/activetogether>

Healthy Together – if your group will reduce health inequalities, you could apply for a Healthy Together grant, by following this link <http://www.gloucestershire.gov.uk/healthytogether>

Your Wellbeing - If you require a small grant of up to £500 to improve physical or mental health and wellbeing, you can apply to the City Council for a Your Wellbeing Grant. You can do this by e-mailing us at grants@gloucester.gov.uk and put Your Wellbeing Grant in the subject title of the e-mail, or call us on 01452 396 266.

Sports England – there are small grants for sport available from <http://www.sportengland.org/media/32977/Small-grants-guide.pdf>

Other sources – you can find a comprehensive list of other grants at <http://www.glosvcsalliance.org.uk/wp-content/uploads/2014/12/Funding-Opportunities-Bulletin-Issue-144-January-2015.pdf>

If in doubt, drop us a line. We are here to support your organization not just through grants but helping you develop new skills, finding the right connection or many other things that can help your organization!