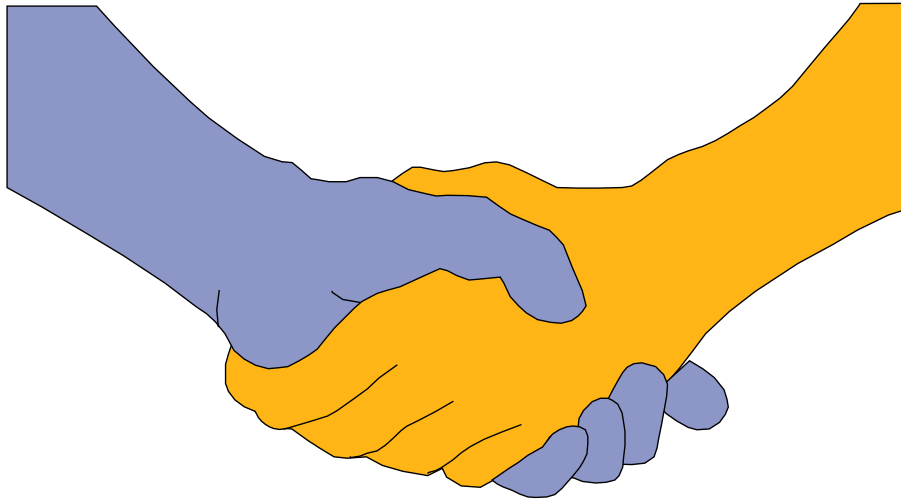




**South
Derbyshire
District Council**



**Community Partnership
Revenue Grant**

GUIDANCE NOTES

Community Partnerships Scheme

Guidance Notes

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COMMUNITY PARTNERSHIPS Revenue Grant

GUIDANCE NOTES

Introduction

There continues to be a desire to support non-profit organisations within South Derbyshire with grants when possible, as well as professional support to identify and apply for additional funding from other sources. In line with this £100,000 of revenue funding targeted at the Voluntary Sector has been identified that will allow the Council to support a number of projects starting during the period 2012/14.

The purpose of these guidance notes is to assist organisations to understand the grant criteria as applied by the District Council and to help them complete the application form.

1.0 What is the Community Partnership Scheme?

- Community Partnerships has been developed to provide support, advice and grant funding to community projects in South Derbyshire
- It encourages self-help, joint working relationships and the fulfilment of community aspiration
- It is designed to assist community groups to develop projects and attract external funds into South Derbyshire

2.0 What do we offer?

- We offer an initial meeting to discuss your project
- We also provide further advice with our partners on how best to develop your project, where to get other funding, what you need to do and how you can do it.
- We offer cash grants, to fully fund or as a contribution, to support the revenue costs related to the delivery of your project. The scheme does not offer help towards capital costs, which are ineligible.

- **Grants can be for up to 100% of total project cost, from a minimum of £2,500 to a maximum of £20,000.** The actual support offered will depend upon a number of factors and these are outlined later in Section 4.0 of these guidance notes.

Note -The District Council reserves the right to amend the amount of grant aid in any particular case in exceptional circumstances. It must also be noted that all grants are subject to funds being available.

3.0 What type of projects do we support?

- We will support a wide variety of **revenue** projects providing that they benefit communities within South Derbyshire.

Typical examples include:

- sports, arts, heritage, environmental and other community projects,

N.B. We will consider projects led by faith based organisations where it is clear that the project will fulfil a substantially wider community role beyond the religious practices of that group and subject to the community project having separate financial and management arrangements.

If you have a project in mind, why not ask if we will support it!

4.0 What you need to show and how your application will be judged

You will need to show that:

- The project relates to the corporate priorities of the District Council.
N.B. The summary for the 2012/13 Corporate Action Plan is enclosed together with an introduction to the South Derbyshire 2009-29 Sustainable Community Strategy for South Derbyshire. These outline objectives and targets that the District are committed to achieving.
- Your project meets the needs and priorities of the community.
- The community itself is committed to and is involved in the project.

- You need to demonstrate that you can support the running of the project.
- The project is realistic.
- The project provides value for money.

Additionally, the criteria used in assessing your application will include:

- The management and finance of the organisation.
- Project planning and staffing.
- An analysis of need and impact.
- Commitment to equal opportunities within the project.
- Monitoring and evaluation proposals.
- Although it is possible to apply for 100% of the costs associated with a project it is anticipated that larger projects will require additional funds from an additional source. This could be the applicant's own contributions and/or that of other funding partners, including non-cash contributions, self help, business sponsorship, gifts in kind etc.
- A Business/Project Plan for large projects.
- The available balance of the organisation.
- Risk analysis
- The extent to which an organisation serves an area outside the District and the extent to which, if any, the organisation receives grants from other sources.

N.B. Each application for funding shall be considered on its merits and judged on the information provided. The mechanism for assessing projects is attached to these Guidance Notes as Appendix 2.

5.0 Who Can Apply?

Any community organisation or partnership based or operating in South Derbyshire, providing they are operating on a not for profit basis and have:

- A constitution or set of rules defining its aims, objectives and operational procedures.
- A bank or building society account with at least two joint signatures.
- Recently approved and signed accounts or for newly formed organisations, a Project Plan that covers the life of the grant applied for

N.B. Individual applications and applications from commercial organisations are not accepted. Similarly the scheme will not fund political or religious activities, or work already started.

6.0 How to Apply?

- Simply phone Ian Hey on 01283 228741 for a preliminary discussion. Following this, an application pack will be sent to you within a few days.
- Alternatively electronic versions of forms can be found on the South Derbyshire District Council website at www.south-derbys.gov.uk/community_and_living/grants/community_partnership_scheme/default.asp

7.0 When to Apply

- To be confirmed once criteria etc in place

8.0 What Happens Next?

- Once your application has been submitted you will receive written acknowledgement and a projected date for when a decision will be made. The length of time taken to process an application will depend upon at what point in the grant cycle the application is received. During this time you can progress your application with other grant funding organisations should this be required.

- Upon receipt of your application form an initial assessment will be undertaken of the projects eligibility for funding. This will be based upon the criteria outlined in Sections 2.0, 3.0 and 4.0.
- Following this initial assessment, a formal assessment will be undertaken by a panel of appointed Councillors/Officers. This panel will score all the applications received by this point against the set criteria for this scheme. The panel will then make recommendations for support based on a number of factors, first and foremost the scores attained through the assessment process but also judgements about the level of funds available and whether projects are time critical.
- The recommendations then form the basis of a report, which goes before Councillors at the Housing and Community Services Committee. This committee then makes the final decision about awards from the scheme.
- Following this letters are sent to all applicants. If successful the letter will contain details about any conditions attached to the grant. If unsuccessful the letter will offer a brief explanation of the reason for rejection.

9.0 Conditions of the Grant

The District Council will provide a grant under the following conditions:

1. The grant will be valid for projects starting within a period of 12 months from the date of award. After this period applicants will need to re-apply unless otherwise agreed.
2. Grant approvals shall be based upon the submitted project and the commitment of the other partners. Any subsequent changes in the details of the project and its finances will lead to a review of the assistance offered by the District Council.
3. A schedule for grant payments will be agreed between the applicant and the Community Partnership Officer.
4. Payments will be made by BACS to a bank account in the name of the organisation.

5. An agreed review and monitoring process will be put in place to ensure that the aims and objectives of the project are met. Some projects may also have additional conditions applied to them, the extent of which will be agreed at an early stage.
6. Acknowledgement: the support of South Derbyshire District Council should be acknowledged on any literature specific to the project, in press articles or at the premises. The District Council can provide copies of logos. If desired the District Council' Public Relations Officer will be able to offer assistance with publicity.
7. A grant will only be approved in advance of the scheme being carried out.
8. Your organisation must agree to allow the District Council's officers to inspect your records at any time, including your book of accounts.

10.0 How you can help

To enable us to process your application as quickly as possible we need your co-operation and it would be helpful if you could bear the following in mind. Please complete the application form fully providing all relevant information. This will prevent any unnecessary delay in assessing your grant request. Don't forget to provide us with a daytime telephone number, this will help us to resolve any queries as speedily as possible. Please keep in touch with us. If there are any changes in circumstances that may affect your application it is essential that you let us know as soon as possible.

10.0 Further Information

If you wish to discuss any aspect of the information contained in these guidelines, or a potential project, then please contact Ian Hey on 01283 228741 or email ian.hey@south-derbys.gov.uk