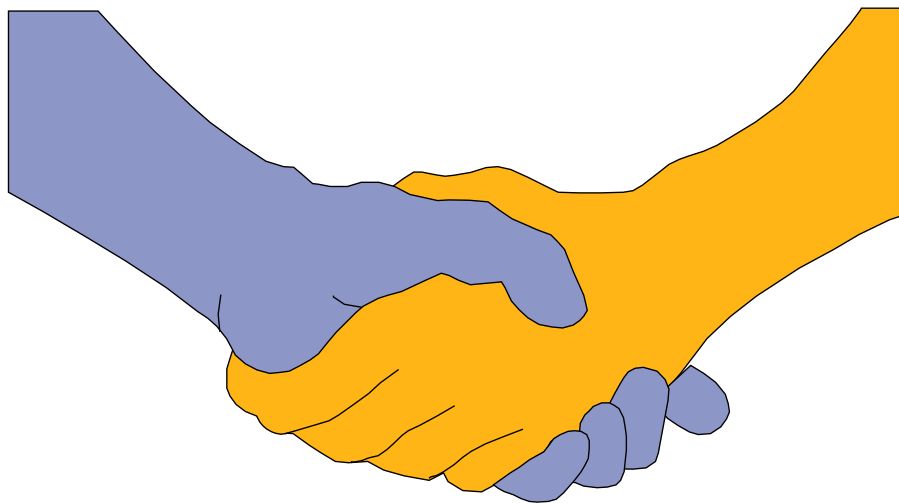


**South
Derbyshire
District Council**



Community Partnership Scheme

2018/19

GUIDANCE NOTES

Community Partnerships Scheme**Guidance Notes****INDEX**

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COMMUNITY PARTNERSHIPS SCHEME

GUIDANCE NOTES

Introduction

There continues to be a desire to support non-profit organisations within South Derbyshire with capital grants, as well as professional support to identify and apply for additional funding from other sources. In line with this, £250,000 of funding targeted at the Voluntary Sector has been identified that will allow the Council to support a number of projects during 2018/19.

The purpose of these guidance notes is to assist organisations with understanding 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?

- The Community Partnership Scheme 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 with attracting external funds into South Derbyshire.

2.0 What do we offer?

- An initial meeting to discuss your project.
- Grants, as a contribution, to support the capital costs related to the delivery of your project. The scheme does not offer help towards day to day running (revenue) costs, which are ineligible.
- Development grants are also available for assistance towards an agreed value of professional fees associated with, for example, detailed designs as well as building and planning regulation approval related to construction projects. The aim of these grants is to remove barriers to the development of projects where other funders require approvals prior to applying for funds. (Grants awarded for this will contribute to the maximum level of funding, £25,000, that can be awarded to any one organisation within the year. Receipt of a development grant does not guarantee success with an application for a capital grant once permissions have been received, each is considered on merit at the time of application.)
- **Grants will normally be between 5% and 50% of total project cost, with a minimum of £1,000 and a maximum of £25,000.** The actual support

offered will depend upon a number of factors and these are outlined later in Section 4.0 of these guidance notes.

- We also provide further advice in conjunction with our partners on how best to develop your project, where to get other funding, what you need to do and guidance do it.

Organisations will normally only be allowed to receive one development grant and/or one main grant any financial year.

Note – the conditions above are those that will normally apply. 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 **capital** projects providing that they benefit communities within South Derbyshire.

Typical examples include:

- Community, heritage, environmental, arts and sports projects.
- The provision of new community buildings or refurbishment / improvement of existing community buildings.
- The purchase of major items of equipment.
N.B. individual items must cost a minimum of £4,000 to be eligible.
- Purchase of land.
N.B. With an application for a grant towards the cost of the acquisition of land or buildings, the authority may take advice as to the value of the property and a grant will not be given on expenditure in excess of the price recommended by an approved Valuer.
- Access improvements to buildings, particularly for people with disabilities.

N.B. Works to religious buildings are excluded except those that fulfil a substantially wider community role beyond the confines of the religious requirements. Any grant offer will include the requirement for wider community activity at the building and will need to be evidenced.

If you have a project in mind, 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, as highlighted within the Corporate Plan 2016-2021. Projects should also address priorities from within the 2009-2029 Sustainable Community Strategy for South Derbyshire.
- Your project meets the needs and priorities of the community. You will need to show how you know this. Who have you asked during the development of the project?
- The community itself is committed to and is involved in the project. Are local people acting as volunteers within the project?
- There is a significant element of self-help and that the project can attract other grants. Have local people been involved with fundraising for the project?
- You need to demonstrate that you can support the running of the project. Do you have a plan that shows how this will happen?
- The project is realistic.
- The project provides value for money.

Additionally, when assessing your application we will look at:

- 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.
- The value of the applicant's contributions and that of other funding partners, including non-cash contributions, self help, business sponsorship, gifts in kind etc.
- A business plan for large projects.
- Funds already available within the organisation.
- Risk analysis appropriate to the size of your project.
- 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 non-profit basis, and have:

- A constitution or set of rules defining 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 business plan incorporating at least a 12-month financial forecast.

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

Non-profit in the context of the Community Partnership Scheme refers to:

- Charities, Community Interest Organisations (CIO's), constituted community groups and clubs.
- Parish Councils for projects that are outside of their statutory duties.
- Community Interest Companies (CIC's) will be considered if all activities, as well as distribution of surplus, can be shown to be for community benefit. (Some CIC's, while using surpluses for community benefit, undertake activities that are not specifically for community benefit.)

6.0 Project Development

The Council recognise that many funders for building based projects require the applicant to have secured all of the appropriate permissions prior applying for funds. The need to do this can markedly slow the progress of a project.

In order to speed up project development the Council will consider applications towards the cost of professional and planning application fees.

Grant applications towards professional fees will still need to show that there is a local need for the main project and that appropriate consultation has been undertaken. It will also be necessary to show that the final project will contribute towards the strategic priorities of the Council.

The maximum grant that can be applied for towards these fees is £2,000. Applications will be considered outside of the Council's Committee cycle to reduce delay to a minimum.

7.0 How to Apply?

- Simply phone Ian Hey on 01283 228741 for a preliminary discussion.
- Electronic versions of forms can be found on the South Derbyshire District Council website
- See the process plan for applications.

8.0 When to Apply

- Applications can be made at any time and will be considered at intervals that tie in with the Council's committee cycle. Please check with the Community Partnership Officer for precise details of deadlines and timetables, as it is likely that the cut-off will be one month before the panel.
- Unsuccessful applicants may be eligible to resubmit updated applications to future rounds of the scheme.

9.0 What Happens Next?

- Once your application has been submitted you will receive 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 giving cycle the application is received. During this time you can progress your application with other grant funding organisations.
- Upon receipt of your application form an initial assessment will be undertaken of the project's eligibility for funding. This will be based upon Sections 2.0, 3.0 and 4.0 above.
- Following this initial assessment, a formal assessment will be undertaken by a panel consisting of Community Partnership Officer and five Councillors. This panel will score all the applications received by the relevant cut-off 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, anticipated future demand and whether projects are time critical.
- The recommendations form the basis of a report, which goes before Councillors at the Housing and Community Services Committee. This committee makes the final decision about awards from the scheme.

- Following this all applicants are informed of the decision regarding their application. If successful, the letter will contain details about any conditions attached to the grant. If unsuccessful, the applicants will be offered an opportunity to discuss the decision further.

10.0 Conditions of the Grant

The District Council will offer grants with the following conditions:

1. The offer will be valid for a period of 12 months from the date of award. (This period may be extended subject to the applicant being able to demonstrate that the project has progressed and that there is the likelihood of success.)
2. Offers are based upon the submitted project and the commitment of the other partners and/or funders. 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. Grant payments will generally be released upon receipt of invoices or independently certified completion reports, with the flexibility of staged or lump sum payments. The Council may agree to grant payments to support the project cash-flow. Each request for this will be considered on merit.
4. Payments will be made directly to a bank or specific project account in the name of the organisation. If the applicant is a new or small organisation the Council will consider working with an organisation such as South Derbyshire CVS who have the capacity to hold funds on behalf of other organisations.
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.
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 on request, including your book of accounts.
9. It is a condition of any grant towards the purchase (or development) of recreational facilities, village halls, community centres etc that in the event of the land or buildings ceasing to be so used, or sold, or

appropriated for another purpose, the District Council reserves the right to claim a share of the proceeds or value as appropriate, based on the proportion of the District Council grant to the value of the land or building, subject to the overriding supervision of the Charity Commission where applicable.

10. If the application is made by an organisation registered for VAT purposes, grant will be paid only on amounts after deduction of VAT, and net amounts should therefore be shown on applications and claims.

11.0 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.

- 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, as this will help us to resolve any queries as speedily as possible.
- Please update 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.

12.0 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