Community Grant Scheme 2021/2022

Guide for Applicants

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delivering promises, improving lives

1   Introduction

Our Community Grant Scheme provides grants for local community and voluntary groups looking to fund a project within our communities.

We have written this guide to help you put together a successful grant application.

Reading these notes should help you to understand:

- what the aims of the scheme are;
- who can apply;
- what we will fund and what cannot be funded; and
- how to apply.

Please make sure you read all sections of this guide to check if your project is eligible and to make sure you know the deadlines for applications.

2   Aims of the Community Grant Scheme

The aim of the Community Grant Scheme is to make a real difference in helping our communities to get schemes and projects started. Where successful projects are already up and running, the Scheme can help these to continue and grow.

Where possible, we want to support projects which directly contribute to achieving our Vision to create confident communities.

On the application form, we want you to show us how your project contributes to this Vision.

We'll give priority to applications which:

- enhance the quality of life of our tenants, in particular, applications which look to improve health and wellbeing;
- increase involvement in the community, particularly amongst young people, and other groups who do not usually participate in community activities;
- attract more participants and volunteers;
- demonstrate value for money and show that the project is likely to continue to run successfully in the future; and
- show innovation and creativity.

3   What can a grant pay for?

The **maximum** grant awarded to any one group will be **£1,500 in a three year period**. You can apply more than once, as long as the total amount you apply for doesn't add up to more than £1,500 over three years.

Funding is available to help provide equipment and to support activities that are important to the local community. To be eligible, the project must be within our communities and be open to our tenants.

If you are an existing group, you can apply for a grant to fund ongoing rental or utility costs. Rental costs and utilities costs will only be considered where the group is renting a commercial property and not as a contribution to any costs within a home. If you wish to apply for these costs, you must be able to show a plan for the year ahead; for example, that you want to increase membership or attendance by at least 10% or show us what activities you have planned that will continue to benefit the community.

Your group can apply for a grant to fund a repeat activity if you can show that you have a plan to build on the initial event and increase community participation.

Unfortunately, we **cannot** guarantee to fund the maximum amount available from the Scheme, or the full amount that you request on the application. If we are unable to provide the full amount of funding, you must be able to find the rest of the money you need from other sources as you will need to provide receipts for the full amount of the project.

4   What cannot be funded

The aim of the Scheme is to award grants to groups within our communities for the benefit of our communities, so we cannot accept applications from the following:

- Individuals (including items which will only benefit an individual such as scholarships, equipment which is not shared and personal clothing).
- Commercial businesses and profit making organisations.
- Groups involved in political activities.
- Groups involved in religious activities (although hiring church halls for a non-religious activity is acceptable).
- Groups providing activities that schools or councils are legally obliged to provide.
- Local groups that are part of a regional, national or overseas organisation and / or charity and that has access to funding from that source.
- Charities who do not have the same aims and objectives as us.

Unfortunately, we **cannot** consider grants for:

- funding salaries for people employed on a permanent basis at your project or group;
- activities that have already started, where an application was made under an assumption that a grant will be awarded to cover costs already incurred. This is different to being able to apply for funding to continue a project that has been previously validated under the scheme rules;
- the cost of putting together the funding application;
- fundraising activities including events for your organisation or others, general appeals or sponsorship;
- purchase of alcohol;
- VAT that you can recover;

- travel, food or accommodation expenses, unless they are an essential part of the activity; for example, the cost of a coach could be included in an application to take members of the community to an event;

- any group deemed to be in breach of our Diversity and Inclusion Policy;

- prizes; and

- hire of bouncy castles, unless you can show that they are adequately covered by an insurance policy.

5   What we look for in an application

For the best chance of success in your grant application, make sure your group do the following:

- explain why you think the project will improve life in your community;

- provide a plan with timescales for the completion of your project within one year of the grant date;

- put together your application with others involved in the group. **Two group members** must act as signatories on the application form;

- show that you have a set of rules or constitution, which must be signed; and

- if your group is part of another organisation, you need to show us that any grant money awarded to you will be spent only within your own group. This is to make sure that the money stays within the community it was intended for.

Financial requirement

- Your group must have a UK based bank or building society account in the name of the group. At least two people, who are unrelated and do not live at the same address, must be able to sign cheques or make a withdrawal.

- A copy of the group's most recent bank statement **must be provided**. All bank accounts relating to the group must be made known.

- If your group uses an umbrella organisation, you must be able to demonstrate that appropriate and auditable financial management is in place.

- If your group already has savings which match, or are more than the money you have applied for, please let us know what that money will be used for. It may be set aside for another project, or for general running costs but without knowing that, it's difficult for us to understand why you have applied to us for funding.

- A minimum of **three quotes** are required for each item applied for. These don't need to be formal written quotes from companies, they can also be within an email or a page printed from the internet.

- Please note we will only contribute towards specific items and will not make general contributions towards projects.

- Where the overall cost of the project exceeds the amount of the grant application, the group must be able to demonstrate where the additional funding will be obtained from and that obtaining it will not delay the project.

- We won't award a grant to you if you have made an application to any other organisation for the same item, but we could potentially help you with a grant towards additional items for the same project or event.

- A grant will not be considered where there is evidence that a previous grant has not been managed satisfactorily by your group.

Value for Money

We are committed to providing value for money in all that we do. Doing this means that we achieve the most benefit from the money we spend. It's really important that in your application you show how you have thought about getting the best value for money when you have planned your project.

We want you to be successful in your application for a grant, so we've put together some helpful hints and things to think about when you're putting it together. You can also look at our examples of successful Community Grant applications at the end of this document.

Is it good value for money? We take into account the amount of money you are asking for, alongside the benefit to the local community and the number of people who will be positively affected.

To do this, we look at:

- How you plan to use the resources – resources could either be products you wish to buy or people you are planning to hire to help with your project (for example a coach driver or a children's entertainer).

- Whether there is a need for this project in your community.

- How easily and quickly you will be able to start work on it.

- Are your costs realistic and listed clearly? Would the grant cover all that you want to spend?

- Have the three quotes clearly shown one supplier as providing best value for money? This might not necessarily be the cheapest, but the one that you think is the best price for the quality you would get. If you were purchasing beanbags for a youth club, for example, and you were sure that the cheapest ones were good quality and fitted your needs in terms of size and comfort, then they would be the best option. If, however, the cheapest ones were poor quality and liable to burst within six months, or they were too small for the children that attend, this would not be the best value for money. In this situation, spending slightly more money on the product would provide the best value for money. You would be taking into consideration both the price and how long the items would last.

- You need to show us that you have planned your project well, to ensure that it achieves what you want it to achieve. Good planning would include having a timetable of when you plan to prepare for and run activities, and a list showing who will be involved and what their responsibilities will be. We wouldn't fund projects that are not planned properly, because they are much more likely to fail. That would not be good value for money for us or your community.

- Try to show how your proposed project will help the community it is being organised for. If, for example, your community has a disused area of land, and your project will renovate that area by putting in plants and flowers to brighten it up, tell us how that may enhance the community and its sense of pride.

- Make sure that you can show how well your project is doing. For example, if you are setting up a new club for retired members of your community, you could keep a register to show how many people attend; this would hopefully increase over time as the project is established. You could send your registers, along with your receipts in the evaluation pack.

- If you can demonstrate all of the above in your application, showing clearly how you will do these things and deliver value for money, you have a great chance of success!

Projects working with children, young people or vulnerable adults

It is the responsibility of your group to have acceptable safeguarding policies and procedures in place for children, young people and vulnerable adults. If a group includes, or involves work with children, young people or vulnerable adults you **must have** appropriate policies in place, such as Child Protection. **Copies of these policies should be provided with your application.**

Confirmation should be provided that all relevant DBS checks have been undertaken.

Health and Safety / Insurance

The group must consider any health and safety issues relating to the proposals and complete a full risk assessment where appropriate. A copy of any risk assessment should be provided with the grant application.

It is the responsibility of the group to ensure that there is adequate insurance in place for the proposed project. Where necessary, your group should take out, amend or upgrade Public Liability Insurance and provide a copy of the certificate with the grant application.

Diversity and Inclusion

We are committed to ensuring diversity and inclusion in all aspects of our work, so your group's application should show that you are committed to equal opportunities.

Projects must be open to all who want to be involved, unless you can give a good reason why this should not be the case. If you plan to restrict who can take part in your project, please explain why in your application.

6   Monitoring and Evaluation

If you are successful in your grant application, the grant should be spent within 12 months of its receipt. We will contact you within six months to see how you are getting on, and to check that the grant is being spent on the project that you described in your application form. This is a good opportunity to let us know if you are having any problems, or if we can help at all. If it's all going well, we'd love to hear about that too.

Please bear in mind the following important information:

- Receipts **must** be sent to the Business Manager within six weeks of the grant being spent.

- Monitoring and evaluation forms will be requested and should be completed and returned upon request.

- One of our officers may visit you to see how the grant has been spent and how the community has benefited.

- Grants awarded **must be** used as specified in your application form. If there are any changes to the application once the award has been issued, you **must** let us know straight away. If the change means that the project is substantially different to the one you described in your application, the grant award will be reviewed and you may have to repay some, or all, of your grant.

- If at the end of your project there is any unused money, this should either be repaid to us, or if there is a way that you can spend it which would add to the project you have completed, then please let us know what that is. If we can see that it will further enhance the project, we will usually agree to you using the remainder of the money for that.

- Should the group dissolve, we should be notified and any unused grant should be repaid or equipment still remaining returned to be redistributed in the community.

7   How to apply

Please read **all** supporting information and funding criteria carefully before completing your application form to ensure your group and its project is eligible.

Complete an application form using the guidance notes provided. Please make sure that **all** requested information is included. If you need help completing the form, please contact us by any of the methods below.

Send the application to us, taking into account the deadlines for applications, either:

By post to WDH, Corporate Services, Merefield House, Whistler Drive,
Castleford, WF10 5HX

By email to neighbourhoodpanels@wdh.co.uk

- We will confirm receipt of your application within seven working days and it will then be assessed against the scheme criteria.

- If your application form and / or supporting evidence is not completed we will return it to you to enable you to provide the missing information. If we do not hear from you within a specified time we will assume that your application has been withdrawn and close our records.

- An incomplete form is the most common cause of delay, so please use the checklist to make sure that you have sent us everything we need.

- Once your application has been validated against the Community Grant Scheme criteria, it will be considered by representatives from all Neighbourhood Panels.

- If the panel offers you a grant, you will need to sign and return our offer letter and accept the terms and conditions of the Grant.

- When we receive your signed letter, we will transfer the funds into your group's bank account.

- Our Communications Team may be in contact to arrange publicity. Any publicity you undertake regarding the grant must mention us and you should contact our Communications Team to make them aware. This is really important as it helps to spread the word about the grant Scheme, hopefully encouraging others to apply in future.

- If your application is not successful we will write to you telling you the reasons why. Please consider our reasons carefully before deciding whether to apply again.

- We and the Community Grant Panel reserves the right to refuse any application at its own discretion.

Data protection

We need the information we ask you to provide to help us decide whether your grant application will be successful. The information will be shared with appropriate employees, the Board and local panels where necessary. If the application is successful, we might publicise details of the grant to encourage others to apply. Any personal data will be processed in accordance with data protection legislation.

Deadline for applications

There will be two windows where completed Community Grant applications can be submitted and these will be advertised so that communities are aware.

Applications received after the deadline date **will not** be considered until the next window for applications is open.

Please note that if your application is incomplete at the deadline it **may not** be considered until the following window.

We will let you know within six weeks of the closing dates whether or not you have been successful. Good luck!

Examples of successful Community Grants

iSpace, Wakefield

iSpace, a community group based in Wakefield, has been awarded a community grant worth over £1,000.

They have used the money to buy iPads for the children to carry out research, share their learning, create blogs and promote upcoming projects.

The local community group provides services to young people, their families and communities. This donation has helped them to buy resources, improve their services and give the children the opportunity to better their skills.

Linda Smith, iSpace's Senior Practitioner, said: "The iPads that we purchased using the grant have enhanced the quality and value of topics covered, given them versatility and therefore strengthened learning outcomes."

Chris Croxall, Tenant Involvement Officer, said: "We are happy to support groups that make a positive impact in the community. Buying the iPads has helped the group to continue providing their service to young people and families, to enable them to build on their confidence and aspirations."

Wakefield District City of Sanctuary

Wakefield District City of Sanctuary has been awarded a Community Grant worth £500. The group will use this money to cover rent hire for the venue where their drop in sessions take place.

The community group encourages good relationships between local residents and asylum seekers and refugees. The drop-in sessions encourage people from the community to form friendship groups and become socially involved.

Hossein Dastgerdizad (pictured) is a refugee who came to the UK from Iran. He benefits from the support that he received from the sessions and the people he has met.

Dick Davies, Chair of Wakefield District City of Sanctuary, said: "The team is delighted to receive this grant. It will help us to continue making Wakefield a place where Asylum Seekers and Refugees, like Hossein, experience Yorkshire hospitality."

Vision

to create confident communities

Mission

to inspire, transform and promote excellence

Values

to be creative, inclusive and work with integrity

delivering promises, improving lives