



About the Community Grant Scheme

Community Grant Scheme

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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 purpose of the scheme is;
- who can apply;
- what we will fund and what cannot be funded;
- what we expect of you, should you be funded;
- how we monitor and evaluate the scheme; and
- how to apply and what happens after you application.

Please make sure you read all sections of this document to check if your project is eligible before reading the Application Form Guidance Notes and completing and application form.

2 Purpose of the Scheme

The purpose of the Community Grant Scheme is to support projects, initiatives and services provided by local community groups, who help to make a real difference within our communities.

We want to support projects that benefit those most in need and which are linked to pressing issues, such as cost of living, improving health and wellbeing and enhance the quality of life of our tenants and those living in our communities. Applications will be prioritised where groups are able to demonstrate that their project will have a positive impact on the wider community, where many people are able to benefit from the project, rather than a smaller, closed group. You will be able to tell us in the application form, how many people you think the project is estimated to have a positive impact on. We also want to increase involvement and activities amongst young people and other groups who do not usually participate in community activities.

As part of your application, you will also need to tell us how your project involves our tenants, or how you promote your group to our tenants to support and encourage their involvement.

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.

We consider 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. In the application, you will be asked to provide details of what you would purchase with the funding. You should include a brief explanation of why you have chosen a particular item and why you think it achieves best value for money. This does not mean you need to choose the cheapest option as it could be of poor quality.

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3 Funding guidelines

The **maximum** grant that can be awarded to any one group will be **£1,750 in a three year period**. You can apply more than once, as long as the total amount you apply for does not add up to more than £1,750 over three years.

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 will need to let us know the minimum amount of funding you would require to fulfil your project or initiative. You will also need to explain how you will fund the remainder of the project or initiative if this is the case. If the cost of the project or initiative exceeds the amount of grant funding requested, you will need to confirm you have obtained additional funding and explain where from.

Please note we will not make general contributions towards projects. You will need to request grant funding for specific items to be considered.

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.

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. Groups are still able to request funding for the cost of professional fees as long as this is not paid to anyone involved with the 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;

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- funding ongoing rental costs and / or utility costs. Groups are still able to request funding for one-off rental costs as part of an individualised event or project;
- 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, unless you can demonstrate that they are an essential part of the project or initiative and is in line with the purpose and priorities of the scheme;
- any group deemed to be in breach of our Equality, Diversity and Inclusion Policy;
- prizes;
- we will not 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; and
- a grant will not be considered where there is evidence that a previous grant has not been managed satisfactorily by your group.

5 What we expect of you

Please be aware that it is the responsibility of your group to have the necessary policies and procedures in place, as well as any insurance policies and risk assessments that may be required of you.

In submitting your application form, you are confirming that all of the below is in place, where necessary. If you are unsure whether any of the above is required, you should take independent advice. WDH reserves the right to withhold funding, or request funding be repaid if it is found your group does not have the acceptable policies, procedures and insurance in place.

Projects working with children, young people or vulnerable adults

If your group works with children, young people or vulnerable adults, it is your responsibility to have acceptable safeguarding policies and procedures in place and ensure relevant DBS checks have been undertaken.

Health and Safety / Insurance

Your group must consider any health and safety issues relating to the proposals and complete a full risk assessment where appropriate.

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.

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Financial requirements

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.

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 is all going well, we would love to hear about that too. Unless discussed with and agreed by WDH, if the grant is not spent within 12 months, WDH reserves the right to request that monies are repaid.

Please bear in mind the following important information:

- Receipts **must** be sent to the Governance and Executive Support Team 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 and what happens next

If after reading this 'About the Community Grant Scheme' document you feel that your group and its project is eligible, please read the Application Form Guidance Notes and complete an application form. Please make sure that **all** requested information is included.

Once your application form is received, 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 complete, we will return it to you to enable you to provide the missing information. If we do not hear from you ahead of the application deadline, we will assume that your application has been

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withdrawn and close our records. Please be aware we will not be able to process incomplete applications after the deadline date.

An incomplete form is the most common cause of delay, so please use the checklist at the end of the application form 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 our Neighbourhood Panels. Panel members will receive anonymised information about your group to help them make a decision about awarding funding. This will be completed through a digitalised voting system.

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. The offer letter will ask you to confirm that you are still able to fully deliver the project set out in your application with the funding that has been awarded, and that you agree to the terms expected of your group.

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 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 reserve the right to refuse any application at our 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 and Neighbourhood 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.

Timescales and deadline for applications

The Community Grant Scheme will run once a year and the deadlines for the scheme are the same every year. Groups will be able to submit their applications from the beginning of November, up to the end of February, with groups being notified of the outcome, and funding allocated, by the end of April of the same year.

We will not be able to process any applications received after the end of February.

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8 Terms and conditions of the Community Grant Scheme

It is the responsibility of your group to have the necessary policies and procedures in place, as well as any insurance policies and risk assessments that may be required of you. If you are unsure whether anything is required, you should take independent advice. WDH reserves the right to withhold funding, or request funding be repaid if it is found your group does not have the acceptable policies, procedures and insurance in place.

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Funding should be spent within 12 months of its receipt.

Receipts must be sent to the Governance and Executive Support Team within six weeks of the grant being spent.

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, WDH should be notified and any unused grant should be repaid or equipment still remaining returned to be redistributed in the community.

Monitoring and evaluation

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

Signing the terms and conditions

By signing these terms and conditions you confirm:

1. that you understand and agree to comply with all of the above;
2. that all information submitted in your original application is accurate and that nothing has changed since the original application; and
3. that you are still able to fully deliver the project set out in your application with the funding that has been awarded, whether this is full or part funding, and that you agree to the terms above expected of your group.

Name 1

Signature 1

Name 2

Signature 2



Vision

to create confident communities

Mission

to inspire, transform and promote excellence

Values

to be creative, inclusive and work with integrity

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