# GUILDFORD COMMUNITY GRANTS SCHEME 2020-21
# GUIDANCE NOTES

It is important that you read these guidance notes, and refer to them whilst completing your application form.

## 1.    GENERAL

The Guildford Community Grants Scheme offers funding for community projects and initiatives that support the following key priorities of Guildford Borough Council.

Your application must meet at least one of the following criteria that reflect our corporate plan priorities and core values.

Please note that you do not have to meet them all.

- Projects supporting older people in our community

- Projects supporting vulnerable and less advantaged people in our community

- Projects that protect or enhance our environment

- Projects that enhance our sporting, cultural and recreational facilities

- Projects that deliver health and wellbeing improvements for our residents

- Projects that prevent homelessness and rough sleeping in the borough

- Projects that provide skills training and work opportunities for residents

- Projects that deliver initiatives to address issues of rural deprivation - including skills and enterprise, crime reduction and environmental, cultural and leisure projects.

Grants are available only for projects that benefit residents of Guildford Borough.

We will only look to support projects that will become self-sustaining and will not require ongoing year-on-year contributions from the Council.  .

We welcome applications from new groups or organisations.

## 2.    KEY FEATURES OF THE SCHEME

The maximum grant available under this scheme is whichever is the **lesser** of:

- £15,000
- 50% of the cost of the project
- the balance to be funded (end of box 14)

## 3. GRANT AVAILABLE FOR 2020/21

Small grants (up to £5,000)
Large grants (£5,000 and over)

The same application form should be used but we do have a different allocation, monitoring and evaluation process for larger grants.

All grants awarded for 2020/21 will be for one year only.

Approved applications may be supported in full or in part.


## 4.     APPLICATION PACKS

Application packs are available to download from our website
http://www.guildford.gov.uk/communitygrants

We can send you an application pack via email. Please contact us at
communitygrantsservice@guildford.gov.uk

The application period will open on Monday 25th September and close at 6pm Friday 25th October 2019


## 5. COMPLETING THE APPLICATION FORM

### SECTION 1:  Your organisation

Box 1:  Name and contact details for your organisation.

Box 2:  We are looking for a concise summary of your organisation's key aims and objectives.

Box 3:  The type of organisation that requires the grant.  Please note that we can only offer grants to properly constituted charitable, social enterprise, community and voluntary organisations.

### SECTION 2:  Your project

Box 4:  The title of your project, and details of when it will take place.  Please enter the projected start date, and if your project is time-limited, please also enter the expected finish date.

### SECTION 3:  Support for the Council's Corporate Plan Priorities

The contribution that your project will make to our corporate priorities will account for 25% of the points available for your application.

Box 5:  Please tick the corporate priorities to which your project will contribute.  Please think carefully about this section and do not tick any that do not apply.  We realise that your project might meet one of the criteria very strongly, but not others.  You will not be awarded extra points in the scoring system if you tick more than one without there being strong evidence to support this.

Box 6:  You are asked to give details of the project and explain how it will contribute to the priorities you have ticked, so it is very important that you only tick those that apply.

**SECTION 4: Extra facilities, equipment, services or activities that will be provided**

This section accounts for 25% of the points available for your application.

Box 7:  Please give details of any new groups, clubs or individuals who would benefit as a result of your grant.  This means groups or individuals who are not already engaged with your project or activity.

Box 8:  Please give information about **additional** facilities, equipment, services or activities that would be provided.

**SECTION 5:  Local need and community benefit**

This section assesses the contribution that your project will make to local needs and will account for 25% of the scoring of your application.

Box 9:  We expect the grants that we offer to benefit people in the Guildford area.  In this box, please specify the ward(s) and locations(s) at which your project will take place.  You should also indicate whether the project will benefit residents or groups across the whole borough or those within specific geographical areas.

Box 10:  Before you apply for a grant, we expect you to carry out some basic research to show that the project that you wish to provide is actually needed.  In this box, please tell us who you consulted and the outcome, and provide any other further evidence to demonstrate the need for your project.

Box 11:  If there is a similar project in the area, please give details.  Have you considered whether there is enough demand for your project as well?  Have you considered joint working with the existing project?

Box 12:  If your organisation or project will not be open to all, please give a brief reason for this.  For example, are there membership requirements or is it directed at a particular age group?

Box 13:  People will need to know about your project.  Please explain how you will promote and publicise the project to potential users.

**SECTION 6:  Finances and viability of project**

We only accept applications for projects that will become self-sustaining and will not require ongoing contributions from the Council.   This section aims to assess the viability and sustainability of your project and will account for 25% of the scoring of your application.

Box 14: You need to provide us with information on the income and costs for your project.  It is important that this section is completed fully; we will not accept applications with "see accounts" written in this section.  We do need to see your latest accounts, but they will not provide the information needed to enable us to assess your application.

Box 15:  This is where you tell us how much you would like us to provide.  This amount must not exceed the limits set out in this box.

Box 16:  How have you calculated the costs included in Box 14?  If you have quotations or catalogue references, please refer to them here.

Box 17:  Please give information about the charges paid by your service users for the project.  If you cannot make a charge or increase existing charges, it is important that you provide a reason for this.

Box 18:  If you have previously received grant support from the Council for this specific project, please give details of the amount(s) awarded and the date(s).

Box 19:  If you are awarded a grant, it might not be for the full amount you have requested.  We need to know that you have considered what would happen to your project if you did not receive the full grant, or if any of your other sources of income failed to materialise.  This is important in allowing the panel to assess the viability of your application.

Box 20:  We expect that projects should be working towards becoming self-sustaining and should not rely on indefinite ongoing Council support.  Can you show in this box how the project will be funded in the future?

Box 21:  In this section, we want to know what reserves your organisation has. If you are part of a large national organisation we are interested in the reserves for your branch. We realise that some reserves are set aside for specific purposes and we recognise Charity Commission guidance on reserves.

Box 22: Where available, you should provide a copy of your latest accounts.  If you are a newer group, you may provide a copy of your bank mandate and three latest bank statements.

If you cannot provide either, please give a brief explanation.  For example, if the grant will help to fund the start-up of an entirely new organisation, we would expect you to provide documentation to show that you are properly constituted, along with a business plan.

## SECTION 7:  Policies and procedures

Box 23:  You are asked to confirm that you have relevant policies and procedures in place.  Please do not send copies of the policies and procedures with your application; we will ask to see them later as part of our monitoring procedures.

## SECTION 8:  Monitoring and evaluation

Box 24:  We will expect you to evaluate your project as it progresses, and on completion.  Please think about how you will do this, and tick the relevant methods in box

Signature of Applicant: All applications must have this section completed.


## 5.      SUBMITTING YOUR APPLICATION

All sections must be completed and sent via email to
communitygrantsservice@guildford.gov.uk
Please put the name of your organisation in the subject field of your email.
The closing date for applications is Friday 25th October 2019


## 6.      HOW WE WILL ASSESS YOUR APPLICATION

- The application form must be completed in full.  Your application will be assessed on the basis of the information you provide on your application form ONLY.  Please do not send supporting literature or letters of support.

- The panel will meet in November 2019

- You will receive a letter before the end January 2020, advising if you have been provisionally awarded a grant.

- **All grant offers remain provisional until ratified by the Council in January or February.**

- When grants are confirmed, you will be sent a Funding Agreement, which you should sign and return to the Regulatory Services Business Support Team Leader. This funding agreement will set out the dates of payment.