

SEVENOAKS DISTRICT COUNCIL

COMMUNITY GRANT SCHEME GUIDELINES

The Sevenoaks District Council Community Grants scheme exists to help voluntary groups who through their work provide services for residents of the District, particularly those working to help those in greatest need. **In particular, the Council wishes to help groups to undertake work which assists the following priorities which link to the district-wide Community Plan:**

1.1 Community Safety:

Community based projects which help to reduce crime, the fear of crime or anti-social behaviour or which support victims of crime.

1.2 Health Improvement:

Community-based projects which improve the physical and mental health of local residents focussed on the areas of greatest need and encourage people to be aware of the benefits of a healthy lifestyle; preventive projects particularly in the priority areas of cancer, mental health, coronary heart disease and strokes.

Community based projects which improve health information and advice for young people, particularly smoking cessation, drug and alcohol misuse and reducing teenage conception.

1.3 Environmental Action:

Community-based action to improve the local environment;

1.4 Social Inclusion:

Work or projects which improve opportunities for people who have particular needs and encourage people from different cultures and backgrounds to participate, e.g. projects relating to elderly people, people with disability or long-term illness, families with young children where additional support is needed, focussed on the areas of greatest need;

1.5 Information, Advice, Advocacy and Counselling

Providing information, advice, advocacy or counselling to support residents of the District when they are in particular need;

- 1.6 Strengthening the Voluntary Sector Infra-Structure**
Work which strengthens other voluntary sector organisations, e.g. training, sharing best-practice, encouraging volunteering;
- 1.7 Strengthening Communities**
Enabling new community groups, in their first two years of development, to increase community involvement and provide self-help systems, focussed on the areas of greatest need.
- 1.8 Young people's Community Involvement:**
Projects which enable young people to play an active role in their communities;
- 1.9 Group Activities for young people:**
Support for groups providing activities, opportunities or support for young people, focussing on areas of greatest need;
- 1.10 Youth Partnership Projects**
Partnership projects designed to meet the needs of young people which are within the Council's strategic objectives.
- 1.11 Arts and Sports**
Funding for the Sevenoaks District Arts and Sports Councils to support arts and sports projects that contribute to the overall well being of residents, healthy lifestyles, and encourage the inclusion of groups with particular needs, and people from different backgrounds and cultures to participate.

The Council will only grant-aid work which is additional to that provided by the statutory services, e.g. health, police, education and social services.

2 Who can apply?

Any organisation which:

- 2.1 provides services that will directly benefit the area and residents of the District and can clearly demonstrate this;
- 2.2 is independently established for charitable, benevolent or philanthropic purposes;
- 2.3 has a constitution or set of rules setting out its aims and objectives;
- 2.4 has a bank or building society account in its own name;

- 2.5 can provide externally examined or, for smaller organisations, signed accounts, for the last two financial years, or for a new organisation a feasible business plan;
- 2.6 can provide an equal opportunities statement or can sign the statement provided and is meeting appropriate statutory requirements;
- 2.7 for those organisations dealing with children or young people, can confirm that all staff and any volunteer likely to be unsupervised at any time have enhanced level criminal records bureau checks.
- 2.8 Sevenoaks District Sports and Arts Councils to assist with funding sports and arts in the District.

Please note that *individual* sports and arts organisations should apply to the Sevenoaks District Sports Council and the Sevenoaks District Arts Council respectively. Please also see paragraph 6.6

3. What sort of spending can be grant-aided?

The following sets out the type of expenditure which can be grant-aided, the monitoring required and the closing date for each level of grant.

<p>Category A (Up to and including £500)</p> <p>Community Grants Scheme:</p> <ul style="list-style-type: none"> • Equipment • Training • Volunteers' travelling expenses • Hire of premises • Information or publicity • Other project costs • Start-up or development costs for new community groups 	<p>CLOSING DATE 14th November 2008</p> <p>MONITORING The applicant will be asked to complete a short form towards the end of the financial year (March 2010) describing how the grant has been used</p>
<p>Category B (More than £500 & less than £10,000)</p> <p>Community Grants Scheme:</p>	<p>CLOSING DATE 14th November 2008</p>

<ul style="list-style-type: none"> • Equipment • Training • Volunteers' travelling expenses • Hire of Premises • Information or publicity • Other project/service costs • Core costs which support the project/service for which funding has been applied 	<p>MONITORING</p> <p>The applicant should set out suitable performance indicators on the application form and will be asked to report progress against each indicator in September 2009 and March 2010</p>
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Core Costs

The Council cannot make on-going commitments to fund the core costs of any organisation. However, it recognises the need for voluntary organisations to secure core cost funding. For category B the Council will consider funding project/service costs as set out above and if necessary, the proportion of the organisation's core costs necessary to support the delivery of the project/service for which the application is made. In exceptional cases, special consideration will be given to additional funding for core costs where the voluntary organisation can demonstrate the need for additional support and is:

- helping the District Council to deliver priority services;
- supporting other voluntary organisations; or
- leveraging into the District additional funds.

The Council will only fund these costs if it is satisfied that the total cost is commensurate with the benefit derived.

4. Allocation of Grants

In assessing grant applications, particular attention will be paid to:

- 4.1 the extent to which the applicant will achieve the objectives set out in paragraphs 1 & 2;
- 4.2 the benefit which the grant will give to residents of the District and whether it is commensurate with the amount applied for;
- 4.3 whether an even service can be provided across the District either by the applicant or in conjunction with other applicants;

4.4 the level of reserves held by the applicant. As a general rule, organisations with reserves of twelve months running costs or more will not be considered for grant-aid. For the purposes of the grant, reserves include any cash or funds held in current and deposit accounts, investments or other assets with the exception of buildings and other capital assets used in the day-to-day running of the organisation. Funds which have been designated by the donor for a particular purpose need not be taken into account when calculating the level of reserves.

5. We will not grant-aid:

- 5.1 private concerns operated as a business;
- 5.2 organisations seeking to add capital to their investments or reserves;
- 5.3 local organisations whose total fund-raising is sent to their Central HQ for redistribution;
- 5.4 national organisations or local groups with appropriate access to funds from national 'umbrella' or 'parent bodies';
- 5.5 Church Councils; however, applications from voluntary organisations linked to a church or religious body will be considered;
- 5.6 individuals seeking sponsorship;
- 5.7 statutory bodies, educational, health or social services establishments, apart from rural Parish Councils engaged in partnership youth work;
- 5.8 parent teacher organisations;
- 5.9 campaigning or specific interest groups who exist to further their own chosen interests;

Please note that individual sports and arts grants are dealt with in paragraph 6.6

6 Additional information

- 6.1 Grants will not be made retrospectively;

- 6.2 On-going commitments will not be made. Funding is provided on a one-year only basis;
- 6.3 Applicants will be expected to provide information about other funding they receive;
- 6.4 Any organisation receiving a grant must co-operate fully with the Council in any evaluation of the way in which the grant was used;
- 6.5 Any organisation receiving a grant must acknowledge this support in any publicity leaflet or annual report which it produces;
- 6.6 Grant applications for local arts or sports schemes are dealt with by the local Sports and Arts Councils and applications should be sent direct to:

Sevenoaks District Sports Council
C/O Sencio Community Leisure
66 London Road
Sevenoaks
Kent TN13 1AT

Sevenoaks District Arts Council
C/O Mr V Clements, Hon Treasurer
1 Molyneux Park Gardens
Tunbridge Wells TN4 8LD

If you would like a large type application form, please contact Alan Whiting on 01732 227000 or Mincom 01732 227480.