

# APPENDIX 1

## New Forest District Council Community Grants Scheme and Eligibility Criteria

### Context

New Forest District Council aims to support a range of voluntary and community organisations to provide activities for local people. The funding programme reinforces the Council's corporate priorities of being "collaborative, proud and customer focused", securing a better future for the New Forest by "assisting the well-being of those people who live and work within the District".

### Aim

The Community Grants programme aims to provide opportunities for discretionary grants to be awarded in support of local not-for-profit community and voluntary services.

### Categories

There are two types of grants that can be awarded in the scheme: -

Small grants – (£600\* - £2,000) – these are open to applicants from local community and voluntary groups.

Large grants – (over £2,000\*\*) – these are available for local projects/services provided by registered charities and not-for-profit voluntary/community organisations.

Partnership/Contractual Agreements - these are not "grants" as NFDC have a requirement to contribute to or are subject to an agreement for deliverer of agreed services.

\*Applicants requiring monies less than £600 are encouraged to contact their local ward member(s) who hold funds of up to £600 from their community engagement grant awards.

\*\*Maximum limit of £10,000 will be awarded. Anything exceeding this amount, the Council will consider entering into a formal Service Level Agreement, if this is a requirement need that cannot be provided in-house.

### Who can apply?

Any registered charity, community interest group, community or voluntary organisation, school, health body or town or parish council meeting the Council's eligibility criteria.

### What can the funds be used for?

Grants may be applied for revenue schemes or construction projects.

The grants will be awarded towards various costs/expenditure items that relate to activity described in the application form that align with the councils priorities as laid out in the corporate plan. Only one grant per organisation will be awarded.

The funds cannot be used for the purchase of personal items.

### When should applications be made?

The funding will be granted on an annual basis. Organisations must apply for their grants every year between **August – November**. Applications received outside of this period will only be considered in exceptional circumstances.

Once the application deadline has closed, the applications will be appraised and all those meeting the eligibility criteria will be asked to attend a short interview with a Panel of members. The member Panel will make a recommendation to the Cabinet of whether the awards should be granted.

The Council does not have an appeal system. If your application is not granted, then the Council will encourage organisations to make applications in the following years round of applications.

### **How to make an application**

Applicants must provide evidence to support their application including the following: -

- Cost of the proposed activity
- Benefits to New Forest residents
- How they have identified the need for the activity
- Milestones – how will these be met
- Whether funds have been secured from other sources
- How the application delivers against the priorities of NFDC
- Organisations policies, procedures and relevant organisational documentation

### **What won't be funded?**

- Individuals and items that mainly benefit individuals.
- Projects from private companies/profit-making/trading organisations/business enterprises
- Political or religious activities.
- Activities that happen or start before we confirm our grant
- Any costs incurred when putting together your application or before confirmation of grant.
- Construction projects where the ownership or lease is not yet in place (including any planning permissions)
- Purchasing of used vehicles or machinery
- Projects that take place outside of New Forest District Council area.
- 100% of required project funds.

### **After the grant has been awarded**

- All applications will be required to sign a formal agreement.
- Applicants can only use the money that it has been awarded for.
- NFDC must be mentioned as a funding partner in marketing and promotional material and acknowledged on any appropriate signage.
- Successful applicants will be requested to submit a monitoring report giving progress on the scheme and following completion of the scheme and appraisal of whether key milestones were met.
- If the money is not used, for the specified purpose, for whatever reason, it should be returned.
- If the actual cost of the scheme is less than the estimate mentioned above, then the funding may be reduced proportionately. However, if the actual cost of the scheme exceeds the estimate, the funding will not be increased.
- The Council must be notified of the date on which the project will commence and the estimated completion date. The appropriate Executive Head must be informed of any delay which may result in a completion date later than that given.

- The Council shall have the right to inspect the project at all reasonable times.

In order for grants to be successfully awarded, applicants must meet the following **eligibility criteria**: -

- Organisations must have a written governing document (eg, a constitution, articles of association, trust deed etc)
- Governing documents must include a suitable dissolution clause.
- Organisations must have a UK-based bank account in the name of your organisation (or for schools, a local authority bank account) and financial procedures, that both require at least two people who are unrelated and do not live at the same address to sign cheques or make a withdrawal.
- Your project must be completed within one year of award.
- The project must not be started (retrospective funding will not be considered).
- The application must expressly identify how it will meet NFDC outcomes.
- The service/activity that the grant will be used to fund **MUST** directly benefit New Forest residents.
- We are unlikely to fund organisations that are in poor financial health or those that have had a previous grant from us which has not been managed satisfactorily
- For applicants seeking “large grants” they must have a policy for financial risk
- Applicants must not sell or otherwise dispose of the facility, equipment or items purchased through grant fund money other than at full market value and in the event of such disposal an appropriate proportion of the proceeds (equal to the proportion of the original cost met by the funding) will be surrendered to the Council.
- Facilities must be fully insured on the basis of full replacement cost evidence that suitable policies of insurance are in existence.
- No part of the balance of the cost of construction projects will be raised by means of a mortgage secured on the facility without the previous written consent of the Council having been obtained.
- Facilities or projects that are granted an award must be open and accessible to the New Forest District Council community. For private or educational facilities this must be secured through a community use agreement.
- Organisations delivering projects aimed at children, young people or vulnerable adults must have suitable safeguarding policies and appropriate checks.