

Revenue Grants Guidance Notes

Blaby District Council's Revenue Grants Scheme is administered by Community Action Blaby District. Please take the time to read these guidance notes carefully. They give you information on how to apply for a grant, and we suggest that you refer to them as you fill in your application form.

Introduction

The Revenue Grants scheme now incorporates the Small Community Grants scheme from previous years, and grants up to £500 are available. The combined scheme provides grant support to not-for-profit community groups and Parish Councils to **develop projects, services or small capital projects that benefit the community**. Priority is given to schemes that develop new activity within your community.

Although Blaby District Council grants cannot be used to finance 100% of the project costs, grants of up to £250 do not require matching funds. However, grants between £250 and £500 have to be match funded. In other words, for applications over £250 you will need to be able to raise at least 50% of the funds needed for the project from other sources. Volunteer time and donation of goods or services can be counted towards this requirement.

Applications are invited quarterly. Application deadlines for the 2010/11 funding year are:

- 28 May 2010
- 27 August 2010
- 26 November 2010
- 25 February 2011

In the event that the grants scheme is over-subscribed, applications will be prioritised according to those who have not received funding from Blaby District Council in the last three years and those that best meet the priorities detailed on page 4 of these notes.

Who can apply?

We can accept applications from organisations that operate within the boundaries of Blaby District or for projects that will operate within the boundaries of Blaby District, for the benefit of the residents of the Blaby District.

We can accept applications from:

▶ Youth clubs	▶ Sports clubs
▶ Societies	▶ Community groups
▶ Parish & town councils	
▶ Schools – for extra-curricular and environmental activities	
▶ Religious organisations – for non-religious projects open to all, such as community facilities, youth clubs.	
▶ Other charities and non-profit-making organisations	

We cannot entertain applications from individuals.

To be eligible for a grant, you must:

- Have a constitution and management committee (i.e. Chairperson, Secretary & Treasurer).
- Have a policy that has no restriction on membership nor restricted access to your activities or facilities other than by payment of a reasonable, affordable subscription.
- If your project involves young people or vulnerable adults your organisation must operate a “child protection policy” or “vulnerable adults policy” and comply with current legislation and good practice concerning Criminal Records Bureau (CRB) checks.
- Demonstrate that your project addresses at least one of our key priorities (see page 4).
- Demonstrate that you can raise additional funding required for your project. If you are applying for more than £250, you need to show evidence that you can raise matching funds (ie: your application can not be for more than 50% of the total cost of the project).
- Have adequate insurance covering the project.
- Supply a copy of your most recent accounts.

If you need any assistance adopting protection policies or have any questions regarding eligibility issues, please contact Community Action’s grants staff on 0116 272 7669.

What we can contribute towards

Examples of expenses we can help with:

- ▶ Venue or coach hire
- ▶ Marketing & promotion
- ▶ Tutors’ fees
- ▶ Equipment purchase and hire
- ▶ Project development
- ▶ Artists’ fees

▶ One-off project costs

▶ Project start up or running costs – first year only

What we cannot contribute towards

- Ongoing project running costs or the revenue costs of a scheme after its first year of operation unless the scheme is being extended or expanded.
- If the applicant is an educational establishment, we cannot fund projects which form part of the curricular programme or which take place during normal school hours.
- Day to day maintenance or repairs.
- Building adaptations unless services are being extended or expanded.
- Schemes which are the statutory responsibility of or which are controlled by a statutory organisation (excepting Parish Councils).

Due to the limited availability of resources we cannot normally support a request for grant aid from an organisation which in the previous twelve months has been supported for a similar project.

Priority will be given to projects which will result in increased participation or the enhancement of services.

Key Priorities

Key Priorities have been established through consultation with communities in the development of the Blaby District Sustainable Communities Strategy. The grant programme prioritises projects that focus on one or more of the following **Key Priorities**:

▶ **The contribution of children and young people where:**

- Young people make positive choices about health and behaviour.
- Young people are actively involved in planning and delivering improvements to services.
- All young people can reach their potential.

▶ **A clean, attractive and sustainable environment where:**

- The physical environment across the whole District makes people proud.
- We are all doing everything we can to respond to the challenges of climate change.
- People can afford to live in high quality, sustainable homes in strong viable communities.
- It is easy to get about using sustainable transport networks.
- The economy is prospering and prosperous.

► **The safety, strength and health of the community where:**

- People work together to make their communities safer.
- Anti-social behaviour is a thing of the past.
- Communities and individuals have the skills and confidence to actively work together in their communities.
- All people are as healthy and active as they can be.
- Older people are independent and enjoy a good quality of life.
- People from differing backgrounds are active in their communities.

► **High quality, responsive and efficient and valued public services where:**

- Agencies communicate and work together to provide customer focused services.
- Services perform well in the eyes of the customer.
- Infrastructure is available to support locally accessible services.

In addition, Blaby District Council currently has priorities in the following three areas:

- Children & young people
- Economic development
- Vulnerable people

Examples of projects which we might support

The contribution of children and young people:

A project which:

- Increases the number of children and young people participating in sporting activities, activities associated with the arts, health or fitness related activities or contributing to the wider community.
- Develops or improves access for children and young people to the countryside.
- Improves or enhances play facilities or social activities.

A Clean, Attractive and Sustainable Environment:

A project which:

- Encourages traditional and or conservation-based management of a site accessible to public view or use (including school grounds).
- Encourages communities to develop a cleaner environment. Increases recycling or reduces fly-tipping, graffiti, abandoned vehicles and such like.
- Encourages environmental education in schools, groups or the wider community.

- Encourages people to use specific countryside sites or the wider countryside.

The safety, strength and health of the community:

A project which:

- Addresses problems of crime and disorder in partnership with other agencies.
- Discourages offences committed against individuals such as domestic violence and racism.
- Prevents young people committing crimes.
- Supports victims or potential victims of crime.
- Engages people in arts, heritage, sporting or healthy activities.
- Promotes awareness of healthy activities.
- Involves more people in community activities.
- Encourages communities to work together.

High quality, responsive and efficient and valued public services:

A project which:

- Involves people in decision-making.
- Increases equality, access or opportunity.
- Improves access to local health services and activities, community services or facilities.

If you have any doubts about whether your project would qualify for a grant, please telephone Community Action's grant staff on 0116 272 7669 before completing the application.

Completing your application form

Please ensure that you answer every question on the application form. Should you need more space, please continue on a separate sheet. These notes give further information for each section of the application form:

Section 1

Complete this section after completing your budget on page 5. Please note that the figure in 1a can not be more than £500.

Section 2

b) This is the physical address where your group meets, not necessarily where mail is sent. If your club has no fixed meeting location, leave blank.

f) If you do not yet have a constitution, please contact Community Action for assistance.

g) Geographic area, ie: what neighbourhood(s), village(s), district(s) or counties does your club cover.

o & p) If your group needs a child protection policy or vulnerable adult policy and does not yet have one, please contact Community Action for assistance.

Section 3

d) Outcomes are the improvements that will come about for the community or individuals as a result of the funding. For example, "Older people in the village will feel more connected and lead more active lives" as a result of a new coffee morning; or "Young people will learn about healthy eating and exercise" as a result of funding for a Keep Fit project.

f) Key Priorities are outlined on pages 3-4 of these guidance notes.

Section 4

a & b) Please provide as much detail as possible on the budget for your project. If figures are not exact, feel free to note they are estimates. For example, under Expenses "Hall hire – 2 hours @ £10/hr = £20" or "Printing of programmes – 200 copies @ 5p/copy = £10" or under Income "Ticket Sales – estimate 100 @ £5 = £500".

d) Please note, if you are asking for more than £250 you need to provide evidence that you can contribute matching funds. This does not apply to applications for less than £250.

e & f) These questions help the Review Committee assess your organisation's ability to raise additional funds and to continue the project in the future. If you need ideas on how to raise additional funds, contact Community Action.

If you require assistance completing the application form please contact Community Action's grant staff on 0116 272 7669 to make an appointment.

What happens now?

If we require additional information or documentation we will normally contact you within 21 days after we receive your application. Once your application is complete, it will be held for consideration by our panel which consists of representatives of the District Council and the voluntary sector and including a representative of the Blaby Together Board. The panel normally meets within 14 days of the quarterly application deadline. You will be notified of the outcome within 14 days of the panel's decision.

If your application is successful, we will send your organisation a notification letter inviting you to receive your cheque at an awards ceremony. If there are any conditions attached to the grant, they will be specified in the letter and will require your agreement before the cheque is awarded.

Terms & conditions of grant

If your organisation is awarded a revenue grant you must:

- Acknowledge the support of Blaby District Council in association with Community Action Blaby District in all of your project's promotional material.
- Ensure that you have appropriate insurance cover for your project.
- Complete and return our short monitoring form at the end of your project, including copies of invoices showing the expenditure on your project.

What happens if your application is unsuccessful?

Community Action Blaby District will be happy to supply feedback on unsuccessful applications.

Useful funding contacts

Leicestershire County Council (LCC) **0116 232 3232**
LCC offers SHIRE Grants & Loans for voluntary groups, clubs, schools & small parish councils. SHIRE Grants include Arts Development, Sports, & Environment grants. www.leics.gov.uk

Leicestershire & Rutland Rural Community Council (RCC) **0116 266 2905**
RCC can supply a funding advice pack listing funding opportunities available throughout Leicestershire & Rutland. They also administer grants for Village Hall and Community Buildings, Playing Fields and Community Climate Change grants. www.ruralcc.org.uk

Voluntary Action Leicestershire (VAL) **0116 2575050**
VAL's Group Support Service offers advice, support and information to Voluntary and Community Sector Groups in Leicester and Leicestershire on a range of issues, including funding. www.valonline.org.uk

Leicestershire Funding Toolkit **www.fundingtoolkit.org**
On this website there is a 'grant-search' facility which can be accessed free of charge. After logging on you will need to register and then you will be able to search for other potential funders for your project. The site also gives advice and guidance on the completion of application forms.

Leicester-Shire & Rutland Sport **01509 226745**

Leicester-Shire & Rutland Sport employ a full time Funding Advice Officer who can provide support for your club to access small sums of money to help develop your club. www.lrsport.org

Useful contacts within the Council

Council staff may be able to give your group useful information, advice, and referrals. The following staff are available, and we encourage you to contact them if relevant to your project or group:

Arts & Heritage Development Officer 0116 272 7617
Supports and develops local arts and heritage projects and groups.

Children & Young Persons Coordinator 0116 272 7526
For projects/initiatives specific to children and young people.

Community Safety Team 0116 272 7725
Is active in the areas of anti-social behaviour, home security, domestic violence and youth outreach.

Countryside Officer 0116 272 7669
For projects involving parks, green spaces or nature.

Environmental Protection team 0116 272 7643
Can provide information and guidance on improving the environment and environmental crime.

Health Promotion Officer 0116 272 7544
For projects/initiatives aiming to improve health and wellbeing.

Planning Department 0116 272 7705
The Development Control Team in the planning department can advise on planning permissions and can also be contacted by email on planning@blaby.gov.uk

Sports Development Officer 0116 272 7523
Works closely with local governing bodies, schools and clubs.

If you have any further questions please telephone Community Action's grant staff on 0116 272 7669.