

**Sevenoaks District Council  
Community Grants Scheme 2014/15  
SCHEME GUIDELINES**

Please read the following Guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Simon Davies at Sevenoaks District Council, Argyle Road, Sevenoaks, Kent, TN13 1HG. Tel: 01732 227000.

Email [grants@sevenoaks.gov.uk](mailto:grants@sevenoaks.gov.uk).

The Sevenoaks District Council Community Grant scheme exists to help voluntary organisations who provide services, activities or projects that benefit Sevenoaks District residents, focussing on those in greatest need.

In particular, the Council wishes to support services, activities or projects that are delivered with the help of volunteers and that support Sevenoaks District Community Plan priorities set out below:

Please note: We can only accept one application per organisation.

## **1. WHAT ARE THE SCHEME'S PRIORITIES?**

### **Volunteering:**

- Promote, encourage or support volunteers and volunteering as part of a project, service or activity.

### **Social Inclusion:**

- Improve opportunities for vulnerable or elderly people;
- Encourage community participation by excluded or vulnerable groups;
- Improve the wellbeing of local residents.

### **Community Safety:**

- Reduce crime or anti-social behaviour.

### **Information, Advice, Advocacy and Counselling:**

- Provide information, advice, advocacy or counselling to residents when they are in particular need.

**Young People:**

- Projects, services and activities that encourage participation in local communities or provide positive activities or opportunities for young people.

**Arts & Sports:**

- Funding for the Sevenoaks District Arts and Sports Councils to support arts and sports projects that contribute to the overall wellbeing of residents and encourage the inclusion of groups with particular needs.

## 2. WHO CAN APPLY?

You can apply if you deliver services to Sevenoaks District residents in two or more parishes and are one of the following:

- “Not for profit” registered charity
- Youth Organisation
- Voluntary Organisation
- Community Interest Company

If your organisation works with children, young people or vulnerable adults, you should have a Safeguarding Policy and staff and volunteers must have enhanced level Disclosure & Barring Service checks and appropriate training.

## 3. HOW MUCH AND WHAT CAN I APPLY FOR?

The minimum you can apply for is £100

The most we will award for any one application is £5,000

The grant can be spent on project costs such as support for volunteers, equipment or premises hire. In addition you can apply for core running costs that are commensurate with the project, service or activity applied for.

## 4. WHAT ARE THE MAIN CONDITIONS?

**By applying, you are confirming that you comply with the terms and conditions. The main conditions include:**

- Your organisation has a constitution.
- Your organisation has a bank account with at least two authorised signatories.
- Your organisation either has an equalities policy in place and is prepared to sign the Council's Equalities Statement
- All appropriate legal agreements, insurances and processes needed to deliver the project are in place, including safeguarding arrangements for children and vulnerable adults.

- Any grant you are awarded will be used only for the project set out in your application and will be ring-fenced to help Sevenoaks District residents. It must not be used for any other purpose.
- You will be required to submit monitoring for your project with supporting evidence.
- All publicity materials and annual reports must acknowledge Sevenoaks District Council's support.
- Your organisation can only submit one application in any financial year.
- Any grant unspent at the year end will be refunded to Sevenoaks District Council.

## 5. WHAT WE WILL NOT FUND

### We will not fund the following:

- Projects, services or activities that serve only one Parish
- Costs for projects, services or activities that your organisation is already delivering in the District as part of an existing contract or service level agreement with another funder
- Costs for projects that have already started or been delivered
- Projects where the beneficiaries are not Sevenoaks District residents
- Private concerns operated as a business
- Organisations seeking to add capital to their reserves
- Local organisations seeking funding for a central HQ
- Religious or political organisations
- Individuals
- Work that should be provided by statutory, educational, health organisations or social services
- Schools or parent/teacher organisations

## 6. HOW WILL THE COUNCIL ASSESS YOUR PROJECT?

### The appraisal process will look at:

- Your eligibility to apply
- The extent to which your project meets the Scheme's priorities
- How many people will benefit
- The level of need for the project
- The level of benefit to Sevenoaks District residents
- The level of reserves held by your organisation

## 7. WHEN WILL YOU KNOW IF YOUR APPLICATION IS SUCCESSFUL?

The deadline for submitting your completed application form is xx November

Applications received after this date will not be considered.

During March, we will decide who will receive funding. We will write to you during April to let you know if your application has been successful.

If you require any assistance, please contact:  
Simon Davies, Partnership and Projects Officer, on 01732 227374

Return by post to the address below:

**Sally Heyes, Communities & Business Team,  
Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG**

**Deadline for completed applications: XX NOVEMBER**