SEVENOAKS DISTRICT COUNCIL

COMMUNITY GRANT SCHEME GUIDELINES 2013/14

1 The Sevenoaks District Council Community Grants scheme exists to help voluntary groups who 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 deliver the following priorities in the District-wide Sustainable Community Action Plan. The Council will not grant aid work that is the responsibility of statutory agencies.

1.1 Community Safety:
Community based projects which help to reduce crime or anti-social behaviour;

1.2 Health Improvement:
Community-based projects which improve the wellbeing of local residents, focussed on the areas of greatest need;

1.3 Social Inclusion:
Work or projects which improve opportunities for vulnerable and elderly people or those with particular needs including those that encourage community participation;

1.4 Information, Advice, Advocacy and Counselling
Providing information, advice, advocacy or counselling to support residents of the District when they are in particular need;

1.5 Strengthening the Voluntary Sector Infra-Structure
Work which strengthens other voluntary sector organisations, e.g. training, sharing best-practice, encouraging volunteering;

1.6 Young People’s Community Involvement:
Projects designed to meet the needs of young people enabling them to play an active role in their communities, partnership youth projects or providing activities, opportunities or support to young people in the areas of greatest need;

1.7 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 and encourage the inclusion of groups with particular needs;
2 Which organisations can apply?

2.1 Any independently established organisation which:

- provides services that will directly benefit the area and residents of the District and can clearly demonstrate this;
- has an area of operation greater than one parish or benefits residents of more than one parish;
- has a constitution or set of rules setting out its aims and objectives;
- has a bank or building society account in its own name;
- can provide independently examined or, for smaller organisations, signed accounts for the last two financial years, or, for a new organisation, a feasible forward business plan with draft accounts;
- can provide an equal opportunities statement or can sign the statement provided and is meeting appropriate statutory requirements;
- for those organisations dealing with children, young people or vulnerable adults, can confirm that all staff and any volunteer likely to be unsupervised at any time, have enhanced level criminal records bureau checks and appropriate training.

This includes:

2.2 Sevenoaks District Sports and Arts Councils, to assist with developing sports and arts in the District.

2.3 Rural Parish Councils specifically engaged in partnership youth work across more than one parish.

2.4 Community Interest Companies (CICs) that can show that the organisation is established for community purposes and that an asset lock is in place to ensure that funding is ring-fenced for the purpose it has been granted for.

- 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 6.8.

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.

<table>
<thead>
<tr>
<th>Category A (Up to and including £500)</th>
<th>MONITORING</th>
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</thead>
<tbody>
<tr>
<td><strong>Community Grants Scheme:</strong></td>
<td>The applicant will be asked to complete a short form towards the end of the financial year (March 2014) describing how the grant has been used</td>
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<tr>
<td>• Equipment</td>
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<td>• Training</td>
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<td>• Volunteers’ travelling expenses</td>
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<td>• Hire of premises</td>
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<td>• Information or publicity</td>
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<td>• Other project costs</td>
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<table>
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<tr>
<th>Category B (More than £500 &amp; less than £5,000)</th>
<th>MONITORING</th>
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</thead>
<tbody>
<tr>
<td><strong>Community Grants Scheme:</strong></td>
<td>The applicant should set out suitable performance indicators on the application form and will be asked to report progress against each indicator in September 2013 and March 2014</td>
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<tr>
<td>• Equipment</td>
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<td>• Training</td>
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<td>• Information or publicity</td>
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<td>• Other project/service costs</td>
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<td>• Core costs which support the project/service for which funding has been applied</td>
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</tbody>
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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 applications, 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. Consideration will be given to additional funding for core costs where the voluntary organisation can demonstrate that it is:

- helping the District Council to deliver priority services;
- levering into the District additional funds; and
- making savings through improved partnership working.
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.
4.5 The District Council will seek to ensure that it balances its spending between a cross-section of activities.

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 work that should be provided by 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 6.10.

6 Additional information

6.1 The Council reserves the right not to run the grant scheme in any one or more years. The Council will give as much notice as possible if grant scheme is not to be run or there is a significant reduction in funding;

6.2 On-going commitments will not be made. Funding is provided on a one-year only basis;

6.3 Please note that we can only accept ONE application from any organisation.

6.4 Funding provided must be ring-fenced for use to help Sevenoaks District residents;

6.5 Applicants will be expected to provide information about other funding they receive or have applied for;

6.6 Any organisation receiving a grant must co-operate fully with the Council in any evaluation of the way in which the grant was used;

6.7 Any organisation receiving a grant must acknowledge this support in any publicity leaflet and/or annual report which it produces;

6.8 Grants will not be made retrospectively;

6.9 Any grant not used for the agreed purpose will be clawed back at the year end;

6.10 Grant applications for local arts or sports schemes are dealt with by the local Sports and Arts Councils. Application forms are available from the Sports and Arts Councils and completed forms 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 Bryan Richardson (Applications Secretary)
15 Cavendish Avenue
Sevenoaks
Kent TN13 3HP

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