

## Community Grant Scheme Guidelines 2022/23

### Grants up to £500

Please read the following guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Kathryn Bone or Jenny Godfrey at:

Sevenoaks District Council, Argyle Road, Sevenoaks, Kent TN13 1HG.

Tel: **01732 227000** Email: [grants@sevenoaks.gov.uk](mailto:grants@sevenoaks.gov.uk)

Our Community Grant scheme exists to help voluntary organisations which provide projects, services or activities that benefit people living, working or volunteering in Sevenoaks District, focusing on those in greatest need.

In particular, we wish to support projects, services or activities 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 or group.

Included below are some explanations and tips for the questions in the application form. Please use these when completing the [application form online](#)

### 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 of 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.

## Who can apply?

You can apply if you deliver services to Sevenoaks District residents and are one of the following:

- “Not for profit” registered charity;
- Youth organisation;
- Voluntary organisation;
- Community Interest Company.

## How much and what can I apply for?

The minimum you can apply for using this application form is **£100**.

The most we will award for any one application using this application form is **£500**. **If you are looking for more than £500 please refer to the [criteria and guidelines for grants up to £5,000](#).**

The grant can be spent on project, service or activity 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.

## What are the main conditions?

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

- Your organisation or group has a constitution or set of rules;
- Your organisation or group has (or for newly formed organisations or groups, confirm that you will have at the point of receiving this grant) a bank account with at least two authorised signatories;
- Your organisation or group has an equality policy in place (or for a new organisation or group, agrees to implement one) and is prepared to sign our Equality Statement;
- All appropriate legal agreements, insurances and processes needed to deliver the project are in place including appropriate safeguarding arrangements. For newly formed organisations or groups the award of a grant will be conditional upon the implementation of suitable safeguarding arrangements for children and vulnerable adults (including the completion of enhanced level Disclosure & Barring Service checks and appropriate training for all staff and volunteers) and an appropriate Equality Policy;
- Any grant you are awarded will be used only for the project, services or activities set out in your application and will be ring-fenced for those living, working or volunteering in Sevenoaks District. It must not be used for any other purpose;
- You will be required to submit monitoring for your project, services or activities with supporting evidence;
- All publicity materials and annual reports must acknowledge our support;

## Appendix B (Part 1)

- Your organization or group can only submit one application in any financial year;
- Any grant unspent at the year-end will be refunded to Sevenoaks District Council.

### What we will not fund

We will not fund:

- Projects, services or activities that are primarily the responsibility of another agency or funder, such as the [Sevenoaks District Sports Council](#) & [Sevenoaks District Arts Council](#) respectively;
- Costs for projects, services or activities that your organisation or group is already delivering in the District as part of an existing contract or service level agreement with another funder;
- Costs for projects, services or activities that have already started or been delivered;
- Projects, services or activities where the beneficiaries are not those living, working or volunteering in Sevenoaks District;
- 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.

### How will we 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 from your project;
- The level of need for the project, service or activities;
- The level of benefit to those living, working or volunteering in the Sevenoaks District;
- The level of reserves held by your organisation or group.

## Explanations and Tips for completing the online application form

The following are explanations and tips for some of the questions included in the online application form. Please refer to these when completing your application form.

### **Can more than one person work on the application form?**

Yes, the link to your application form can be shared with others in your organisation or group so that you can each complete different sections. However, please note that you cannot have more than one person working on the application form at the same time.

### **What happens if I go over the character limit for some questions?**

The online form will allow you to type beyond the character limit but when you try to validate and submit your form an error message will flag up that you have exceeded the limit. You will not be able to submit your application until these answers are within the character limit. One idea is to type your answer in a word processor document where you can count the characters and then copy and paste into the online form.

### **Why do some questions have an asterisk (\*) against them?**

All questions marked with an asterisk (\*) are compulsory questions that must be completed in order for you to validate and submit your application.

### **Do I have to complete the form in one go or can I save it and come back to it later?**

You can save your application at any time, close it down and come back to it later by clicking the save button. When you want to carry on please follow the link supplied in the email.

### **What is the Save button for?**

We recommend that you save your application at the end of each section. This will ensure you do not lose any data if your computer crashes for any reason. It should also be used if you want to close the application and come back to it later. Clicking the save button will take you back to the top of the form so just open the section you need and carry on inputting your answers.

### **What is the Validation button for?**

Once you have answered all of the questions and are ready to submit your application please click Validate Application. This will check that you have provided a response for all of the required questions and you are not missing anything important. We strongly recommend that you save your application prior to validating to ensure your data is stored should it take you longer than you anticipate to submit the application.

### **Question 2.6: What should be attached for a newly formed organisation or group that does not have a set of accounts yet?**

Please attach your organisation's or group's financial records showing income and expenditure to date.

### **Question 2.10: What details are needed?**

## Appendix B (Part 1)

Please include date, amount, project name and the name of the Sevenoaks District Council contact for the grant.

### **Question 4.3: Number of volunteer hours**

Please state the number of volunteer hours that will be used to deliver your project, service or activity through the funding you are requesting in this application only.

### **Questions 4.4 to 4.5 inclusive: Selection of Key Performance Indicators**

Both Key Performance Indicators must be unique and where you wish to include one that is not in the dropdown please ensure it is measurable.

### **Question 4.6: Measuring the Key Performance Indicators**

Examples of how to measure Key Performance Indicators include (but is not limited to): ask questions before and after; use a survey; and produce a case study including quotations from beneficiaries.

### **Question 4.7: What would the Case Study need to include?**

The Council can provide you with a template example case study.

### **Question 6: Safeguarding – newly formed organisations and groups**

If you are a newly formed organisation or group and do not yet have in place a Safeguarding Policy please tick “no”.

Then in answer to question 6.5 state who your Safeguarding Lead is/will be; how your process works/will work; and what training has been completed/is outstanding to be undertaken. Also state what assistance you would need from the Council to implement the necessary Safeguarding Policy or Policies.

### **Question 8: Equality Policy – newly formed organisations and groups**

Please note that for newly formed organisations and groups the Council can provide assistance with the implementation of a suitable Equality Policy.

## **When will you know if your application is successful?**

The deadline for submitting your completed application form online is **Friday 5 November 2021**. Applications received after this date will not be considered.

During March 2022, we will decide who will receive funding. We will write to you during April 2022 to let you know if your application has been successful.

If you require any assistance, please contact Kathryn Bone or Jenny Godfrey, Community Projects & Funding Officers, on **01732 227000** or by email at [grants@sevenoaks.gov.uk](mailto:grants@sevenoaks.gov.uk).