

Appendix B

Community Grant Scheme Guidelines 2023/24

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

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

Purpose of scheme

Our Community Grant scheme exists to help voluntary organisations and groups 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 the priorities of “Our Communities” within the Sevenoaks District Community Plan.

What are the scheme’s priorities? *[This section has been aligned to the current draft Community Plan and is subject to change if the final Community Plan is amended].*

- Address and reduce anti-social behaviour within the community, focusing particularly on the most vulnerable.
- Projects, services and activities that encourage participation and empower young people in local community.
- Promote, support and improve access to volunteering opportunities as part of a project, service or activity.
- Encourage participation and improve opportunities for excluded or vulnerable groups;
- Improve the wellbeing of local residents.
- Projects, services and activities that support and empower carers.
- Help address and deliver digital inclusion.
- Support communities to live happily together and provide information, advice, advocacy or counselling to those in particular need.
- Projects, services and activities that work in partnership to achieve the priorities listed above.

Who can apply?

You can apply if you deliver services to those that live, work or volunteer in the Sevenoaks District.

Applications for grants over £1000 must have beneficiaries in **two or more parishes** and applicants must be one of the following:

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

Applications for grants £1000 or under must have beneficiaries in **at least one parish** and applicants must be either one of the organisations listed above or a community group with a constitution or set of rules.

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 using this application form is **£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.

When can I apply?

There is one round of grant funding each financial year.

The deadline for applications is [XX] November [20XX] for funding in April [20XX]. You will be advised of the outcome of your application by the end of March [20XX]

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 newly formed 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;
- Your organisation 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:

- For grants over £1000, projects, services or activities that serve only one parish;
- 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 including those whose free reserves are higher than their annual expenditure;
- 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.
- Large capital projects.

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 and the value for money;
- The level of benefit and the outcomes to those living, working or volunteering in the Sevenoaks District;
- The level of need for the project, service or activity;
- The level of funding already received from the Council over the previous two years and the outcome from any monitoring from these grants.
- The sustainability of the project, service or activity beyond the length of the funding.

Explanations and Tips for completing the online application form

This section will include hints and tips specific to the online form once it is created i.e. the number of people that can work on the application form at one time, how to save, how to upload a document, etc

When will you know if your application is successful?

You will be advised of the outcome of your application by the end of March [20XX] with successful projects receiving funding in early April [20XX]

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.