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Small Grants Funding Policy 2010-2013

Department Responsible: Executive Office
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Erewash Borough Council Grant Funding Policy 2010-2013

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1. Introduction

The Grants Policy sets out the Council's strategic approach to awarding Small Grant funding. The Council wishes that Small Grants funding is to be used to provide assistance to organisations in Erewash. The Small Grants funding will be awarded to facilitate projects, services, and deliver activities that improve the quality of life and wellbeing of residents in Erewash, in line with objectives in the Council's current Corporate Plan.

Our Corporate vision is:

"To put Erewash on the map – a first class Borough in which people have pride and where they choose to live, work and play."

The Council wishes that this funding is awarded to organisations to assist the community to reduce inequalities, improve the economy, promoting sustainability of the organisations we support and to encourage residents to improve their opportunities to excel in the areas of sport and art.

2. What will this policy achieve?

This Policy will achieve the following outcomes for the Council:

- Clear guidance for organisations to help them to bid for small grants funds made available by the Council.
- Clear and simple rules to improve the awarding of funding in an equitable and fair manner.
- Improved monitoring and management of money awarded by the Council to voluntary organisations, community groups, and social enterprises.
- To streamline and improve the process for the award of all available Small Grant Funding awarded to organisations annually, previously awarded under different procedures.

The Small Grants Funding Policy will:

- Respect all organisations who apply for funding, recognising their independence and their right to campaign irrespective of any funding relationship that might exist.
- Recognise that organisations may need to apply for funding to help towards their core costs.
- Award funding to all partners who share our vision and values equitably and fairly.

3. How we will communicate Small Grant Funding

The Council will advertise the annual amount of Small Grant Funding annually, and will use the following communication methods:

- Press releases within local papers
- Use of partner publications and websites
- Notice boards within community buildings, libraries and town hall receptions
- Use of the Council's website
- Use of Parish Council media
- Use of Council publications
- Funding events

4. Application process

- The cut off date for the receipt of applications is 31 March annually.
- Arts organisations can apply at any time throughout the year.
- Organisations should complete the Application Form and send to the Partnership Development Officer, Executive Office, Town Hall, Erewash Borough Council, Wharncliffe Road, Ilkeston, Derbyshire, DE7 5RP.

5. Who can apply?

All registered charities, voluntary organisations, community groups, and social enterprises that meet the eligibility criteria can apply for funding. Applications for locally delivered Play Schemes will also be accepted from Parish Councils.

6. How much can you apply for?

- Organisations can apply for a maximum award to the value of £2000, there is no minimum value.
- Sport and art groups can apply for a minimum of £100 and a maximum value of £500.

7. If you need help completing your application:

- Please contact the Partnership Development Officer (see above). We can provide further guidance to help you to apply.
- If you have any special requirements (for example difficulties with language or visually impaired) the Partnership Development Officer will provide assistance tailored to your need.
- Guidance on our website is speech enabled.

8. Eligibility criteria

1. The organisation has been recognised as a bona-fide community group by the Council;
2. If the organisation is unable to meet criteria (1), then it must have a formally adopted constitution whose aims and objectives are complementary to the Council's aims and objectives;

3. The organisation must have formal accounting arrangements, have a bank account in the name of the organisation, with two unrelated signatories;
4. The award will only be granted to projects that benefit Erewash residents;
5. The organisation cannot apply for retrospective funding that has been spent or committed;
6. The Council will not consider applications where any one person would benefit from the award of the Small Grant Funding.
7. Each application shall indicate where other funding has been requested. No funding will be provided for the same specific purpose, promised or given from another source.
8. The Council will not fund projects which involve young people / vulnerable adults when the applicant cannot demonstrate suitable CRB checks or provide Child Protection/Vulnerable Adult Policies.
9. The Council will not fund projects where the activity is to promote belief in, or support for, a religion, philosophy or political persuasion, or to provide services on the basis of adherence to a religion, philosophy or political persuasion.

9. How we deal with and score your application

- Applications are checked for completeness, and eligibility. Additional information will be requested where necessary.
- Each application will be scored against the Council's Corporate Plan Priorities 2008-2012.
- The project must explain how it meets the Council's Corporate Plan Priorities 2008 – 2012.
- The project must demonstrate realistic costs, detailed budgets and quotes for large items of proposed expenditure;
- The project must compliment, add to or enhance services provided by others working locally and not duplicate services already being provided.
- The application must state any other partners to the project;
- The application must state a clear strategy for advertising and promoting your project.
- The application must detail how your project addresses equalities. For example:
 - does your project benefit all members of the community
 - does it address a need for a particular group which is under-represented or discriminated against.
 - does it develop initiatives to promote inclusive and cohesive communities
 - does it help to address health inequalities.

10. Terms and Conditions

The award of Small Grant Funding is made under the Council's Scheme of Delegation, Part 8 of the Council's Constitution. The award of small grant funding by the Council will be regarded as a 'one-off' grant and no commitment will be given to ongoing funding. The Council will decide the amount to award against each individual application.

The grant must be used for the purpose specified in the application. All funds that are used for expenditure other than stated on the application form must be repaid to the Council immediately¹.

All under-spent grant funding awarded by the Council must be repaid to the Council¹.

The organisation awarded funding will be required to submit a copy of the activities undertaken, final accounts and outcomes for the project on the Project Monitoring Form together with any supporting evidence (copies of invoices) detailing expenditure.

Organisations not returning a satisfactory monitoring and evaluation report will be subject to an audit review. Where necessary the Council will request return of grant funding and future applications may not be considered.

Any organisation receiving support from the Borough Council must acknowledge the award of funding from the Council on their website, literature, in press articles or at their premises.

It is a condition of awarding funding that organisations and individuals make themselves available at a mutually convenient time to be presented with a cheque by a Member of the Council Executive.

The Council will:

- Communicate any changes to the small grants policy in a timely manner.
- Provide support to organisations who find themselves unable to meet any new requirements for funding by signposting them to other funding bodies.
- Communicate any changes to the availability of future funding.

¹The monitoring form completed at the end of the project will be used to manage this process.

11. Further Information

For further information please contact:

Partnership Development Officer
Executive Office
Erewash Borough Council
Ilkeston Town Hall
Wharncliffe Road
Ilkeston
Derbyshire
DE7 5RP

Tel: 0845 907 2244

Email: pdo@erewash.gov.uk

This document is available in other formats: large print, audio, CD/floppy disk. We also offer sign language services.

If you require this information in your language, please contact the Council using one of the below methods:

Jeśli potrzebujesz informacji w języku prosimy o kontakt z Rady przy użyciu jednej z poniższych metod

رقیڑط کی اےک لسنوک یک لامعتسا نابز یک پا می مطبار ینابرهم ےارب تامول عم ہی پا رگا ےچے ین ےس

यदि आप अपनी भाषा में यह जानकारी परिषद कासर्वक में सएक का उपयोग कर कृपया की आवश्यकता होती है तरीकास[नीच]

如果你在你的語言中請要求這一則訊息聯絡使用以下方法之一的理事會

sizin dilinizde bu bilgileri birini kullanarak Konseyi lütfen ihtiyacınız olursa aşağıdaki yöntemlerden



0845 907 22 44



communications@erewash.gov.uk



Ilkeston Town Hall, Wharncliffe Road, Ilkeston, Derbyshire DE7 5RP

Long Eaton Town Hall, Derby Road, Long Eaton, Derbyshire NG10 1HU