

Grants + Funding

Community Grants

Guidance notes for completing the Application Form

Filling in the application form

Use these notes to prepare yourself for completing the form. You will need to attach some extra documents to your application, and have estimates for the cost of your project. Some groups will start to prepare for their application many months in advance of the due date, so you might want to draw up a timetable of what needs to be done and when. You can download the other guidance notes on our website at <http://tiny.cc/7ysg2w>

You can also apply on-line on the Council's website.

The documents that you will need to provide with your application are:

- **Governing document** for your organisation
- **Equality and diversity policy** for your organisation. *If your organisation has not yet adopted a policy, you can either formally adopt South Gloucestershire Council's policy (agreed by your committee) or use one of the model policy documents available on the Grants and Funding egroup*
- **Safeguarding policy** for your organisation. *If your organisation has not yet adopted a policy, you can either formally adopt South Gloucestershire Council's policy (agreed by your committee) or use one of the model policy documents available on the Grants and Funding egroup*
- The most recent set of **accounts** for your organisation.

The application form

The application is in four sections, and this part explains what we need from you and how we use the information. The section below this takes you through each individual question.

Section A

Tells us about your group, how we can contact you and how you work and organise yourself. To make sure that everyone who applies will make the best use of the money, we have to be sure that the way you are set up and manage yourselves will safeguard the public funds the Council awards.

1.0 What is your group usually called? Has that name changed? We ask this because we may already have information about you on file under a different name.

2.0 Who the person responsible for making the application. This might be a committee member or someone who has taken on the job of making the application.

3.0 If we need to speak or write to you about your application, it is important that we can contact this person. You need to make arrangements if they go away on holiday or become ill. The email address we ask for is the best way of contacting you, so it might be an office address (if you have one) or the private email of the person filling in the form.

4.0 In the section marked 'What are the main activities of your group' please write a brief description of what you were set up to do. We need to know how the grant you are applying for relates to what you do in the community. If you have volunteers helping you in your work, please tell us about them here.

Attach copies of your organisation's policy documents:

- Governing document
- Equality and diversity policy
- Safeguarding policy
- Latest accounts

If your group's annual income is less than £5,000, you can send us a statement of account. Download a copy of our **Quick Guide to Accounts** from the website which tells you more. Your written statement should show:

The period that the accounts cover (usually one year)

- Your organisation's full income for the period
- Your organisation's expenses
- Your organisation's closing bank balance (less any bills remaining to be paid)

If you don't have any of these documents, contact CVS South Gloucestershire for help. Don't be put off by words like 'governing document', 'equality and diversity policy' or 'safeguarding policy'. For a very new or small organisation, these documents can be very simple.

5.0 What income do you already get that helps you carry out your work? Let us know what other grants or awards you have had in the last two years. If you receive money by charging a membership fee or organising events that bring in an income, include those details here.

6.0 If you are so new that you haven't yet had any other income, what plans do you have for raising money from other sources? This can be other grants you are applying for.

Section B

We need to know what you want the grant for and how it will benefit the people in your community. If your work benefits a particular community or locality, tell us about it here. In order for us to advise the councillors about the worth and value of your project, we need to know about it and how it will benefit our residents. You don't need to write a long story here: use short sentences (bullet points) for simplicity.

1.0 Does your project have a special name? (for example, Installation of new Heating System). How much are you applying for? Check the limits of the particular fund you are applying to. If you are asking for a contribution towards a much bigger project or are sharing the cost with another group, you can explain that in 2.0 below.

2.0 What is the grant for? We will ask you for detailed costings later on, so in this section, write a general description of what the money will be spent on. Who will benefit from the project? Describe what kind of people will benefit from the project. Is it a particular community, or a group of people? Do they come from an area you can describe? What do they have in common that makes you want to serve them? If you can estimate how many people will benefit; that can help us understand the importance of the project.

How will they benefit? You have already told us what you are going to do with the grant, and who will benefit, but we want to know how they will be better off by you having this money. All voluntary groups work to make other peoples' lives better, but we need to know what is special about this group and this project.

If you need permission from the landowner or planning permission from the Council, we need to know that that this has been agreed or that you are in the process of getting permission. We will need a letter from the person who gives you permission to show that work will be able to go ahead. If you are applying for planning permission from the Council, you need to be clear about how long this will take because your grant has to be spent within strict time limits. Ask us for advice.

3.0 The councillors who decide on your grant will want to see where in South Gloucestershire the benefit will be, and usually, it's councillors from your local area who make that decision. In order that your application is given to the right councillors to decide, we need to know where the project is and where the people who will benefit from it come from. If your project covers a number of places in our area, please list them all. If the project also helps people from outside of South Gloucestershire, we need to know what proportion of our own residents will benefit.

4.0 This section needs to use information that you have already obtained from your project plan. You should have quotations or prices that can be checked when they are included here.

The total cost of your project might be higher than the limit of the grant you can apply for, so you will need to mark on this section the items you want us to fund. In this way, the assessor and councillors can see what part of the project they are considering.

If you are sharing the cost or applying for other money with someone else, you can tell us about this in Section 2 above, and then we are able to see how you are working with other groups, and what part the council is contributing to the project.

5.0 Not all applications are successful and we will always try to support you by suggesting other grants you may apply for. Sometimes, the Council can only pay for part of your project. Use this section to tell us which items are the most important to making your project work. If you are unable to tell us what the priority items are, the assessors will not be able to advise the councillors what is most critical about your project.

If you only receive part of the grant, councillors will need to know that the money they have given will be used properly. Use this section to explain how you will make the best use of any funding they give.

6.0 Is permission needed from the land or property owner for the project? If you do, then we need to know that permission has been sought and granted.

7.0 If planning permission is needed for your project you should have already started the process before submitting an application as the planning process can take a long time. Tell us if you have either: Decision pending/permission granted.

8.0 Who did you consult about this project? Did you hold a meeting or run a consultation with members? How was the need identified?

Section C

Council contacts - it can help us to assess your application if we speak to someone inside the Council who knows about your organisation. This could be a 'link officer' or someone who helps you with projects. If you don't have a contact in the Council, leave this section blank.

Section D

Your banking details so that we can make payment to you if your grant is approved by the councillors.

Any grant we make will be paid by BACS directly into your organisation's bank account. If we can't do this, we will send you a cheque. If you have received a grant from us in the past, please check that the bank details you gave us then have not changed now.

Section E Declaration

Read, sign and date this statement, to confirm that you agree to the Terms and Conditions.

Applications received after midnight on Wednesday 26th November will not be accepted.

Email your completed application form to:
grants@southglos.gov.uk

More information?

Grants Helpline	01454 865865
Grants and funding e-group	http://tiny.cc/7ysg2w
Email enquiries	grants@southglos.gov.uk
CVS South Gloucestershire	01454 865 250
Community Spaces officer	01454 863 581
Minicom	01454 868 010
SMS text	07950 080 111

Free internet access is available at all South Gloucestershire libraries

This information can be made available in other formats. Please phone 01454868009 if you need help to access Council services.

The **South Gloucestershire Compact** is an agreement to support partnership working between the public sector and voluntary, community and social enterprise organisations. Visit our website at <http://www.southglos.gov.uk/community-and-living/stronger-communities/the-south-gloucestershire-compact/> for more information about how the Compact can help you.