South Gloucestershire Council

# Grants and Funding

## Application guidance

**South Gloucestershire**
*Council*

# Table of contents

# Application guidance

These are step by step guidance notes designed to help you complete an application form for Community, Positive Activities Subsidy and New Homes Bonus grants.

The information you provide will enable officers to find out about your project and the social, environmental and economic benefits it will give to the community.  It is important that you keep within the stated maximum character (word count) where allocated.  Please use short sentences or bullet points for simplicity.

## Additional documents

After you have completed the application you are given the option to upload up to three additional documents at the submission stage. If you have undertaken a detailed feasibility study or have other information which supports your project then you can state this within your application answers.

As always we would welcome any feedback on how we can improve these guidance notes and will continually revise them in light of any comments received.

If you have any questions at any stage of the process or do not have all of the required documents contact: Grants Helpline: 01454 865865 (ETS team) or grant email enquiries: grants@southglos.gov.uk

# Before you start

Organisation name

Project name

Total grant request

Once you have read about the different funds and feel ready to start an application, you must provide a project name and complete the total grant request box. It is vital that you have thought about how much funding you require before you begin as you will not be able to amend this figure mid-way through the process. The reason for confirming the grant request at this stage is so that the system will only show questions relevant to your grant request level.

For example, we have a Fast Track application process for grant requests £1,000 and under. If you enter this amount you will only be required to complete the project detail and project purpose summary sections, fill out a basic expenditure table and provide justification for any revenue or capital expenditure, answer some of the local value, delivery, benefits sections and safeguarding if applicable. Then you have the mandatory monitoring and evaluation section and one final environmental question before the optional Advice and Support end section. You will find that within each stage you can view different questions but you are not required to complete them unless you see the mandatory*.

If you are requesting a grant in excess of £1,000 then you must provide the number of years that your project will run based on the financial year from 1 April to 31 March. For example:

- if your project will only take place in 2015/16 then put 1 year
- if it will start in 2015/16 but continue in 2016/17 then put 2 years
- if it starts in 2015/16 but will not end until 2017/18 then put 3 years

This is required so that when you come to Section 5 Financial Viability the expenditure template will show the number of years that you have selected, which you must then complete with your budget allocation.

## Please remember

The level of detail expected throughout this application can reflect the scale of the grant being applied for. Projects at the smaller end eg grant requests under £3,000 need to provide less detail; the more money you are requesting the more detail we would expect.

## Total funding request

How much funding are you requesting from South Gloucestershire Council? If you are looking for funding over two or more years you need to give your overall total grant request. You are also asked to state the full project cost if greater than your grant request.

If you are requesting a grant in excess of £1,000 then you are expected to contribute in the region of 20% match funding.

There is no minimum or maximum grant set for the Community Grants.  It is unusual for Councillors to award more than £3,000 unless the project is exceptional and has strong merits.

Positive Activities Subsidy (PAS) awards range from one-off grants of around £1,000 to larger grants dependent on available funds.

The average value of recent New Homes Bonus (NHB) applications is £25,000. Larger awards can be given but your project must be substantial, sustainable and provide a legacy for the areas in which it will be located.

## Choose your grant fund

We manage grants for different purposes. In order to help you choose the best option for your project we have described four scenarios below:

- option 1 small projects (typically requiring less than £3,000)
- option 2 projects involving environmental activities
- option 3 projects involving young people aged 13-19 (up to 25 if young disabled people)
- option 4 large scale sustainable  projects (typically requiring above £3,000)

Please read the detailed descriptions of these below and select the one that best suits your project. Don't worry if you're not completely sure as you can call our Grants Helpline on 01454 865865 to help you choose the most appropriate funding.

If you already know which grant you need, we have highlighted the different options on the descriptions.

Questions marked * must be completed for the option you choose.

## Option 1 small projects (typically requiring less than £3,000)

- are you organising an event or small-scale project, for example, a festival, training or other type of activity, and require delivery and running costs?
- do you need to hire equipment or make a repair to something you use every day?
- do you need to buy an item to support your group for example, buy a computer?
- is the grant a contribution towards buying something more expensive or for carrying out building work?

If you can answer yes to one or more questions, this grant is suitable for your project. This would qualify for our Community Grant scheme which covers revenue and capital expenditure for small projects.

Follow this link to read [Questions about Community Grants](#).

## Option 2 applications involving environmental activities

- is your grant for improving the natural environment, for example, planting trees or digging ponds
- will your project promote low carbon and sustainable lifestyles?
- will it improve access to the countryside and increase community involvement in protecting the natural environment?
- do you plan to organise an event that celebrates the natural environment?

If you can answer yes to one or more questions, this grant is suitable for your project. This would qualify for our Community Grant scheme which covers revenue and capital expenditure and includes projects which benefit the environment.

Follow this link to read [Questions about Community Grants](#).

## Option 3 projects involving young people

- will your project involve young people aged between 13 and 19 years old (or up to 25 years for young disabled people) in positive skill-building and personal development activities?

If you can answer yes to the above, this grant is suitable for your project. This would qualify for our Positive Activities Subsidy (PAS).

Follow this link to read [Questions about Positive Activities Subsidy](#).

## Option 4 large scale projects

- Are you planning a large scale project that will provide a legacy for South Gloucestershire? This for example, would involve development, construction work, or improvements to community resources and spaces.

If you can answer yes to the above, this grant is suitable for your project. This would qualify for our New Homes Bonus (NHB) scheme.

Follow this link to read [Questions about New Homes Bonus](#).

# Project details

## 1.1 Planned project start date

## 1.2 Planned project end date

It is mandatory for all applicants to answer the planned project start date but the project end date question is optional so leave blank if you are not sure.

We only expect you to give an estimation of your proposed project delivery timescale or when you plan to purchase and install a product or item. We understand that project start and end dates depend on different factors such as when you receive funds, recruit staff (if needed) or promote and engage participants. At this stage though you should have a good idea of what is a realistic and achievable timeframe based on your project budget and what you plan to do.

From the cut-off date for receipt of applications you should allow 3-4 months for the decision making process in allocating funds.

For example:

Cut-off date - 6 April 2015

Decisions - July 2015 Local Area Forums will consider applications and make awards

Awards - processing of payments and grant offers are made shortly after the forums

[See our Grant Planner for details](#)

If your project is to purchase a small item or product then you should have thought about what you need to do to source the right product, how long it would take to install (if applicable), and when it would be used.

Things to consider:

Depending on the size of your project and grant request you need to be sure that you have allowed time for aspects such as:

- planning and development (research, outreach and consultation)
- recruitment & engagement (staff, facilitators/trainers, volunteers, participants)
- promotion and marketing (development of publicity materials, distribution, presentations, taster sessions)
- delivery activities (training, workshops/ sessions, outreach, construction, environmental actions)
- project monitoring & evaluation: setting up systems to track participation and progress (surveys/questionnaires, data, gathering, reporting and dissemination)

- exit strategy (extension, continuation or closure plans implemented)

# Total grant request £

This is the grant request amount that you entered at the start of the 'choose your grant' application process, which the system has drawn through for you. This can no longer be altered as it enables the system to recognise which questions are applicable to your project. If you have any concerns then please contact the Grants Helpline.

Please give the total grant request breakdown against revenue and/or capital costs

## 1.3 Revenue (salaries, overheads, delivery costs)

This is an optional question for all grants depending on whether you are asking for revenue and/or capital funding.

You will need to think about your detailed budget breakdown when you complete the financial viability section. Here we just need you to state the total revenue expenditure that you are asking to be covered by a South Gloucestershire Council grant only.

Please do not include expenditure for your full project cost if greater than the grant request.

Revenue expenditure covers repairs, renewals and running costs and could be, for example:

- venue hire, insurance, licences
- staffing, management costs and freelance fees
- operational/activity costs (workshops, trainings, events)
- publicity and marketing eg printing newsletters, event programmes.

## 1.4    Capital (purchase of equipment/items or products)

This is an optional question for all grants depending on whether you are asking for revenue and/or capital funding.

You will need to think about your detailed budget breakdown when you complete the financial viability section. Here we just need you to state the total capital expenditure that you are asking to be covered by a South Gloucestershire grant only.

Please do not state expenditure for your full project cost if greater than the grant request.

Capital items could be, for example:

- heating equipment
- double glazing
- furniture

- or as a contribution towards the cost of something more expensive, such as building works

When officers are assessing your application you may be asked to provide three quotes or provide evidence that you have undertaken cost comparison research.  You do not need to submit this information with your application.

Please note that if you are awarded a capital grant only you are expected to have to pay for items prior to receiving funding. However if you cannot pay for the item upfront then you will need to contact the ETS team to make alternative arrangements.

## 1.5 Full cost of project

If your project cost is higher than your grant request then state that figure here. If your project cost is the same as your grant request then please leave blank.

It might be that your grant request is only for part of your overall project expenditure. It is important to tell us if your project will cost more than the grant request so that we can assess if your project is still viable if you do not receive the full grant request. We will also take your match funding into consideration to see whether you can realistically cover any shortfall.

## 1.6 Has your organisation received funding from South Gloucestershire Council before? Yes/No

This is an optional question and will depend on whether you have previously received a South Gloucestershire Council grant.  Leave blank if not applicable or not sure.

Members of the ETS team will contact you if they have any queries about previous funding from South Gloucestershire Council.

# Project purpose (about your project)

**2.1 Provide a brief and concise project summary telling us what you would spend the South Gloucestershire Council grant on. Describe the people who will participate in the project; outline your delivery or purchasing plans; and summarise the key benefits your project would hope to achieve over the funding term.**

It is mandatory for all applicants to answer this question.

This is where you provide a summary of your project and describe the aims or the changes your project would hope to make. You should clearly state your target group or beneficiaries that your activity is intended for; highlight problems or issues your project would address; and outline specifics about what will take place and when.

This can be very brief so if you can adequately describe your project in 100 words that is absolutely fine.

In order for us to advise the councillors who make decisions on the funding, we need to assess and report on how your project will improve the quality of life for South Gloucestershire residents.  It is therefore important to tell us what you want the grant for and how your project would benefit people in the local community.

You could tell us if your project will focus on particular issues such as reducing crime or increasing employment, or if it will make environmental changes that enable the community to use and enjoy green spaces.  You could refer to the South Gloucestershire Climate Change Strategy to see how your project could help adapt to the changing climate or reduce greenhouse gas emissions.

If the project is to purchase materials/tools or equipment or involves a larger scale building renovation then describe what you plan to do and how this would benefit residents or improve the environment or local economy.

Examples:

- The project is aimed at young people not accessing education and at risk of offending. We plan to deliver 50 hours video production training workshops and undertake a 3 month outreach programme aimed at 150 young people who are excluded or at risk of being excluded from school. The project will end with a public showcase of the work. At least 10 young people to achieve Bronze Arts Award and 2 young people to secure jobs or apprenticeships. Outcomes will be reduced risky behaviours and increased skills and confidence.
- Our project is a 10 week pond renovation scheme working with 6 volunteers, 25 young people and 30 older residents.  Safety fencing and seating will be installed around the pond making it more accessible for young children and families and older residents.

The outcome will be to increase usage of green spaces in the area.
- The project is to purchase and install new windows in the community centre currently used by a nursery, youth club, 50+ residents' group etc. An expert survey has revealed that the high heating cost is a direct result of not having double glazed windows. The main project outcome will be that the building will be more sustainable and residents increased usage of the venue will reduce isolation.
- We run a lunch club for older people in our area, who are quite isolated and lack opportunities to get out of the home. We are requesting funding for renting the church hall where we meet and pay for food hygiene training for our volunteer cooks. The project will help older residents to feel more involved and supported by the community.

If you are requesting a large grant you may also be asked to submit a business plan.

## PAS applicants only

You must read the 'Questions about Positive Activities Subsidy' and make sure that your summary and planned project meets the PAS criteria.

Things to consider:

- describe profiles of young participants such as if they have any barriers to accessing activities
- explain the range of social, recreational and/or educational activities that you plan to do
- describe how the project is accessible and affordable and wanted by your targeted participants
- explain the role that young people will play in leading on the delivery
- describe how the project would complement or fill a gap in other provision in the area
- outline the proposed key benefits of the project

Example PAS summary:

Our project is to run a 10-week creative arts project with up to 50 young people aged 13-19 years and engage a minimum of 5 disabled young adults up to 25 years. All the young people live in an isolated rural location and we plan to help with transporting young people with disabilities. We will run free training workshops, undertake some cultural visits, and organise an end of project showcase with invited guests from other agencies, families and the wider community. The young people have selected the activities they want to happen, such as painting, photography and some video making, and we will put in a place a youth leadership team who will be responsible for delivery supported by trained adult mentors.

The project aims for at least ten young people to achieve Arts Award accreditation. All young people will improve their skills, team building and leadership qualities, and gain confidence through engagement in a positive activity. We are currently talking to other groups about expanding and duplicating the project and looking at funding options.

**2.2 Provide examples of the specific and measurable activities or actions that you plan to undertake as part of your project. This must only be activities that would be funded by a South Gloucestershire Council grant. Up to a maximum of 5 required.**

This question is optional for grant requests below £1,000. It is mandatory for applicants requesting a grant above £1,000 to provide a minimum of one activity.

In this section you need to provide up to five specific activities which you plan to undertake as part of your project. These activities (objectives) are the 'how' and 'what' you plan to do in order to achieve your aims (or make changes) as outlined in your project summary.

They tend to start with words that indicate activity such as:

- to produce
- to set up
- to organise
- to run

Things to consider:

These activities (and targets) should be as far as possible specific, measurable, achievable, realistic and time-bound (SMART).  For example it is not enough to state that you will provide a couple of morning sessions for a group of people.  It would be better to state that you will provide x support sessions a week for xx weeks, and that xx people eg older people, disabled people etc will attend each session.  In giving targets in this way, it can be clearly identified what you are going to do and what you are aiming to achieve.

If you are awarded a grant then this information provides the foundation of your monitoring and evaluation. You will be required to track and report on progress.

## Why it is needed

**2.3    Summarise the results of any research and/or consultation you have undertaken to prepare for this project.  Describe how it will make a difference to the community or how it would complement or fill a 'gap' in local activities, resources or provision.**

This is an optional question for all grants.

However, if you decide not to answer this question you might be asked to supply further information during the assessment process.

The level of detail expected here will need to reflect the scale of the grant being applied for, the more money and larger the project the more detail we would expect. Projects at the smaller

end eg grant requests under £3,000 would need to provide less detail.

If you are applying for Positive Activities Subsidy (PAS) or a larger New Homes Bonus (NHB) grant then we advise you to answer this question.

- A key part of the PAS is that organisations should ideally undertake some consultation with young people, agencies and the community prior to submitting an application. This is, however, proportionate to the level of your grant request.
- For NHB larger grants which involve development and construction of resources or places, it is important to show that the community has been consulted about the project and want it to happen.

Things to consider:

- have you identified a need and demand for your project?
- to establish evidence of need you need to undertake some form of consultation (young people/community/local business/specialists/other agencies, professionals) to prepare for the project.
- you can use questionnaires for statistical information; or supply case studies or quotes from people in the community or gather photographic evidence.
- you might need to carry out some form of research to find out what else is taking place in the area and whether your project would fill a gap.  Research could also cover finding out about local crime levels or unemployment facts as your project might be aiming to reduce these.
- if you are undertaking any environmental or construction work you might need to research local suppliers, talk to experts such as surveyors, planners, building control, architects, or environmental specialists.

## How do I report on my research and consultation results?

You need to give a brief description about the research and/or consultation you have carried out and provide a summary of the consultation and research findings.

Results should evidence why your project would be of benefit to the area ('need'). This 'need' could be crime or isolation or environmental damage or lack of community resources and whether there is a need to improve this.  Findings should also demonstrate demand that people want it to happen and/or want to participate.

It is important that research and consultation identify if your project would fill a particular gap or complement local resources.  It must clearly show that it will not duplicate existing provision.  If it is part of work underway then you would need to demonstrate that you will work in partnership with existing providers to create a joined-up delivery strategy.

If you are requesting a larger grant (in excess of £3,000) you might be required to submit a detailed feasibility study.

# Project aims

This section is to help you align your application against the following statements based on the council's priority aims (South Gloucestershire Council Strategy 2012-2016).

## 3.1 Tick as many of the following statements as you think apply to your project. As least one box must be ticked, or you must enter you own aims.

It is mandatory for applicants requesting a grant in excess of £1,000 to tick at least one box or provide your own aims.

We have provided a list of statements based on the council's priorities and aims.

The council aims are designed to impact on the priorities, as follows:

**Our Place** - Conserve and enhance our natural and built environment, develop low-carbon integrated communities with a strong sense of place connected by well-planned transport networks.

**Our Economy** - Maximise opportunities to access first class education and prosper through a balanced economy, a well-trained workforce and sustainable jobs for all so they feel they belong and can help provide local solutions; support communities so they are safe and feel safe and have access to high quality services.

**Our Communities** - Engage people of all ages so they feel they belong and can help provide local solutions; support communities so they are safe and feel safe and have access to high quality services

**Our Health** - Promote personal well-being, reduce health inequalities and deliver high quality physical and mental health and social care services which protect our most vulnerable and offer people greater choice and control.

For further information on the council's priorities, please go to our guidance page where we have provided associated links.

# Track record

**4.1 Outline your organisation's track record of delivering projects. Describe the skills, experience and resources your organisation has (or would put in place) to manage this project if you are awarded a grant. You can also comment on how you plan to manage any staff (paid and voluntary), contractors and partnerships.**

This is a mandatory question for all grants above £1,000.

It is an opportunity for you to tell us about previous projects and your achievements.

If you have previously had a grant from South Gloucestershire Council then you could use this as an example.

If you have not previously been funded by South Gloucestershire Council then outline another successful project your organisation has undertaken.

If you are a new organisation, then please tell us about other schemes or work your organisation's lead members have been involved in.

Describe what skills and experience your organisation has of managing a project with a comparable timescale and funding level and how you plan to manage this project.

Things to consider:

- what financial controls and systems will you put in place to monitor the expenditure of your project?
- will you keep monthly management accounts?
- how will you ensure that your purchases offer you the best value?
- how will you manage delivery of the key stages to make sure that you meet your targeted objectives on time and within budget?
- how will staff, volunteers, contractors and any other partners be managed?
- if you do plan formal partnership arrangements how will this operate in practice?

Please describe any resources you will use to support delivery – this might include use of your own venue for training or supply of your own equipment.

## For PAS applicants only

Do you have any plans to put in place a young people leadership team or steering group to oversee delivery? If so, outline their responsibilities and how they will be supported.

Things to consider:

- it is important to demonstrate that young people have been involved in project development and will play a key role in managing project implementation
- it is up to staff and workshop leaders to facilitate the participation process and ensure that young people put in place a leadership team (eg steering group)
- to provide training or mentoring which enables the young people to develop some management/organisational skills.

## 4B

## 4.2 Project leads

Tell us about the leadership roles for your project. (We are not looking for named people just the roles that you will put in place to oversee delivery).

This is an optional question for all grants.

However, we recommend that you consider answering it if you are applying for a Positive Activities Subsidy (PAS) or a larger New Homes Bonus (NHB) grant.

Your project leads are the people responsible for the project.  They can be additional people not covered by your grant request but any roles that you are requesting funding for must be marked with an *.

Project leads for example include paid staff, governing body members, volunteers, facilitators, contractors, young people steering group.

If you are running a PAS project it is important to show that you will have young people leading on the project whether it is voluntarily or employed.

Example

Role: Project Manager
Responsibilities:  develop and manage the project; recruit and induct additional staff and volunteers; administer contracts with external contractors; liaise with community centre's committee on project progress; compile progress reports (2.5 days per week over 46 weeks)
Adult: Employed

## 4C Partnerships

## 4.3 Do you plan to work in partnership with other agencies, voluntary, community and social enterprise groups, or work with consultants, building companies, electricians, or other skilled trades? If so, add the details of these organisations or individuals.  Up to a maximum of five.

This is an optional question for all grants

This is only applicable if you are working with specialist contractors such as surveyors or architects or trades people or if you will deliver your project in partnership with a voluntary, community or social enterprise group.

Your partnership arrangements might be formal (written agreement and Terms of Reference) or informal (based on previous collaborations or shared delivery aims).

South Gloucestershire Council wants to encourage voluntary and community groups to work together and in particular would like to see PAS projects involving other agencies and sharing resources.  Any NHB applicants with a large grant request should also aim to incorporate some partnership working.  All other applicants requesting small grants have the option to leave this question blank.

We appreciate that if you are a large group planning an extensive project then you might have more partners but at this stage please just provide details of the primary contributors and confirm if they have membership of a professional body, appropriate qualifications, and whether this will be a formal or informal partnership.  You might be asked to supply CVs and evidence of qualifications at a later stage.

Example

Organisation/Contractor: Organisation
Key responsibilities: to lead on the environmental training for our project and oversee the tree planting and shrub clearance
Member of association/professional body: Yes
Professional qualifications: Yes
Formal contract/informal arrangement: Formal

# Financial viability

## 5.1 Grant expenditure budget

## 5.1 Here you need to detail the revenue and capital items you would like the grant to cover. Only tell us about expenditure you are requesting South Gloucestershire Council funding for.

**Expenditure budget for under £1,000 grant requests only.**

This is where you describe and give the cost for the item/s that you require to be covered by a grant. It must not exceed £1,000.

You are given an option button to add an item. A box will then appear on the screen where you can give a description of the expenditure item. You then need to put in how much this item would cost.

The system will automatically calculate your total for you. If you make a mistake then use the pencil icon to edit the text or you can delete and start again by clicking on the dustbin icon.

Example: cost of design, printing and distribution of 1,000 newsletters for village community centre. £850

**Expenditure budget for grant requests above £1,000.**

At least one, either revenue or capital, item must be added.

Please describe the items that you are asking for and only state the total amount that you want the grant to cover. If known, provide quantities and unit costs. All expenditure should be inclusive of VAT.

Examples

Revenue
Category – staffing
Description: 1 x project co-ordinator at £70 per session, 3.5 hours per week, £20 per hour to manage and facilitate healthy eating workshops.
Cost: £700

Capital
Description: 1 x video camera
Amount: £900
Total Grant request: £1,600

If you have said that your project will take place over more than one financial year then

additional columns will be provided so that you can state the expenditure breakdown for each year. You will also need to consider if there is any increase such as from inflation.

Example:

Organisation overheads
Rent Year 1: £3,500 Year 2: £3,675 (£175 - 5% inflation increase)

These are some notes to help you understand the different categories.

# REVENUE

### External fees and expenses

Examples: fees, expenses for trainers specialist advisers, external partners).

### Development

Examples: research, consultation, recruitment, promotion, training, IT and software development, surveys, building or environmental surveys).

### Management

Examples: The costs of managing the project, e.g. managers time in supervising project staff, management committee costs, governance, supervision, project/business planning

### Organisation overheads

Examples: rent, rates, heating, insurance, audit and legal fees, phone bills, other running costs

### Other revenue expenditure

To include any items not covered by the listed categories.

### Project delivery/operating costs

Examples: room hire, volunteer expenses, participants costs, publicity, workshop materials, transport, refreshments

### Project monitoring & evaluation

Examples: development of monitoring systems or software, questionnaires, consultation, forums, external evaluation

### Staffing

Examples:  the cost of paid staff working on the project, salaries NI, pensions, expenses

## CAPITAL

**Equipment**

Examples: large items of equipment such as computer equipment, sound systems, furniture, specialist sports equipment, tents etc

**Other capital expenditure**

Examples: other items of one off expenditure, eg building costs, replacement windows, a new boiler

The system will automatically calculate your total for you. If you make a mistake then use the pencil icon to edit the text or you can delete and start again by clicking on the dustbin icon.

## 5B Match funding

It is mandatory for applicants requesting a grant in excess of £1,000 to provide some match-funding. You must complete at least one section.

All grant requests above £1000 should aim for a 20% match funding contribution. This could include the value of the volunteering input to the project, the other monetary 'cash' income from funding sources such as membership fees (or an amount you aim to raise through other fundraising) or the value of any in-kind 'free' donations, which you would have needed to pay for.

The match funding can be any contribution which you can attribute a monetary value.

For example if you are applying for £1,500 which is the cost of your project, then you should be aiming to contribute £300 which is 20% of the value of your project.

## 5.2 Value of volunteering input to this project.

Volunteering time has a value.  Currently, this is £13.90 per hour*.

How to calculate the value.

- how many volunteers will be working on your project?  Decide on this (which can be estimated) then enter the figure in the required box
- what is the average number of hours they will work or contribute to leading or supporting your project? Remember this should be estimated from the start through to the end of your project. Enter this amount into the required box

The system will then automatically calculate this for you but here is an example which explains

the process.

Example

- you have 2 volunteers working on your project
- they work an average of 15 hours each a week
- total number of volunteer hours is 2 x 15 = 30 hours per week
- the value of the volunteering time is 30 x £13.90 = £417 per week
- you can then multiply £417 by the number of weeks that your project will take place to get the overall in-kind contribution to the project
- £417 x 10 weeks total in-kind volunteering value: £4,170

This value should be included in your Full Project expenditure total as if it was not given voluntarily it would have incurred a cost.

## 5.3 Value of cash and other income

Other cash income can include grants from other bodies, membership fees, sales, tickets, fundraising and from your reserves.

Please select one of the categories which best matches the type of cash income you would provide. Then provide a description and include the income amount. It is helpful if you clarify if it is pending or confirmed income and if pending then how achievable it is.

### Category

- Allocation from organisation's reserves
- Fees/charges/subscriptions
- Fundraising
- Grants
- Other cash income

Example
Category: Grants
Description: Lottery grant which has been applied for but not confirmed
Amount: £3,750

The system will automatically calculate your total for you. If you make a mistake then use the pencil icon to edit the text or you can delete and start again by clicking on the dustbin icon.

## 5.4 Value of in-kind donations to this project

It is acceptable to list any in-kind contribution under your match funding income. In-kind donation can include venue hire/use of equipment/use of your own materials.

**Category**

- Donation of external resources: this could be for example, a building company contributing materials and free labour
- Other in-kind: this could be for example using a suppliers tractor free of charge
- Use of internal resources: use of your organisation's own equipment or resources

Example in-kind donation

Category: Use of internal resources
Description: The free use of venue for 5 weeks training; two days per week at £200 per day, £40 per hour x five hours per day
Cost: £2,000

This in-kind contribution becomes an expenditure item as if it was not given voluntarily it would have incurred a cost so you can include it in your Full Project cost.

# 5C Justification

This is your opportunity to explain why your project or purchases offer good value for money.

It is mandatory to answer either 5.5 or 5.6

## 5.5 Revenue costs

Please provide an explanation and justification for any revenue costs included in your grant request.

## 5.6 Capital costs

Please provide an explanation and justification for any capital costs included in your grant request. State why the products or items you would purchase are essential to your organisation or project.

You can use this space to tell us why the expenditure items are essential to your project or organisation; if applicable, what research you have undertaken to explore loan, hire or purchase options and any cost comparisons.

Also use this section to describe why your project would offer value for money.

Value for money - things to consider :

- this might be through savings you would make or by reducing costs because of shared resources
- it might be that that you have sourced cost effective products or the quantities you need

have low unit costs
- it can also be the project's effectiveness at delivery and how people benefit. To work out a unit cost value for money you can take your core delivery cost and divide it by the total number of beneficiaries
- it could be how the resource or development you are implementing will create longer-term and sustainable community benefits

As part of considering your financial viability we will be reviewing the accounts, which you submitted when you registered, to assess your organisation's financial health and stability. This consideration will be proportional to the level of your grant request.

We will be looking to see if the costs are justified and appropriate to the size of your project and whether your budget includes all the costs required to make it achievable.

It is now acceptable to allocate some management and overhead costs under Full Cost Recovery. If you need help and advice on this, please contact CVS South Gloucestershire on the telephone number given below.

Please be advised that you may be asked to provide three quotes or to evidence that you have undertaken cost comparison research. You do not need to submit this information with your application.

## 5D High value assets

## 5.7 Are any of the individual capital items you plan to purchase valued at over £1000?

Yes/No

These questions are only mandatory if you have answered yes to 5.7 as your planned purchase will be valued at above £1,000.

These questions are required so that we can assess the value and viability of any individual purchases included in the grant in excess of £1,000.

If you do aim to include the purchase of products such as, for example, solar panels or a computer costing in excess of £1,000, in your grant request; then it is important that you tell us about the product lifespan so that we can assess whether it has sustainable value.

If you are requesting a significant grant with a large number of products then please only give details of the most important so that we can consider if they offer good value for money. If you are planning on buying more than 5 items above £1,000 you will have to detail this on the expenditure budget and then explain why the products are needed in the financial justification section.

Example:

Description of item/product: combi-boiler
Product working life: 4-10 years

## 5.7a List the items and state the working life of each (up to a maximum of 5).

## 5.7b State the name of the organisation or group which will be the official owner and responsible for the maintenance of the asset(s) throughout the project duration.

## 5.7c Will the ownership and responsibility for maintenance of the asset change on completion of the project?

Yes, no, not sure

What plans do you have for the assets after the project has been completed and have you considered if this involves transfer of the ownership and maintenance to another body?

## 5.7d Who will this be transferred to and what other plans do you have for the assets after your project ends?

South Gloucestershire Council has to be accountable for any funds allocated and will need to ensure that any products paid for out of grant funds can be recorded and audited. We therefore need to know if you have plans to transfer ownership of the asset/s at the end of the funding term. If you are not sure at this stage or have any questions about this aspect then please contact the ETS team.

## 5E Forward planning strategy

It is important to show that you have thought about how you plan to end the project or if you intend to continue after the funding term, how you would cover ongoing costs and make the project sustainable. If your grant request is between £1000 and £3000 this question is optional. We advise that all grant requests in excess of £3000 complete this question.

## 5.8 Provide an outline of any end-of-project and future fundraising, expansion or development plans. State how you would cover future costs (eg staffing, maintenance, servicing) after the term of the grant.

If you are only requesting a small grant we do not expect you to have a rigid exit strategy as it might be that once your purchase is made and your product installed, there are no further cost implications.  However, if you are requesting a larger grant then you must outline a clear exit/forward planning strategy.

It is important that New Homes Bonus applicants requesting a grant in excess of £3,000

answer this question. Also the PAS criteria requires organisations to have considered the sustainability of projects. However, if you are only requesting a small grant or undertaking a one-off project then you do not have to complete this question.

Things to consider:

- if your project is to start up a new regular activity such as a club for disabled people how do you plan to keep it running once the grant is all spent?
- if you are buying equipment how are you going to pay for regular maintenance costs?
- what options have you considered for raising alternative funds?
- how do you plan to cover any revenue costs if you plan to continue or expand the provision?
- have you considered duplicating your project or expanding it into other areas?
- have you spoken to other partners or the community to get their views on the exit strategy?
- when do you plan to implement your exit strategy?

# Benefits

## 6A    Local Value

### 6.1    Is your project included in an approved Parish/Town Council or local community plan?

### 6.2 You have already described what you want to achieve and this is your opportunity to tell us why you think your project could bring added value to the community. For example, bringing in additional skills and resources to the area or creating improved facilities and community spaces; and any wider social, economic and environmental benefits.

This is an optional question for all grants

What does added value mean? This can be the extra value that your project would bring to the community and the local area.

Things to consider:

- it could be, for example, longer-term social, economic or environmental benefits such as achieving a reduction in crime levels which result in the community becoming safer and stronger
- or how a construction project could improve a community space and through increased usage create a community that feels less isolated
- or the training that you offer would enable people to become more employable which could benefit the economy
- or it could also mean that through community action people's perceptions change and they care more about where they live which increases their engagement in local decision making and environmental action.

The added value is also evident through partnership work which builds organisational capacity and the number of volunteers who participate and gain from involvement. It can be the added value through contributing extra resources such as match funding.  If your project is incorporated in community plans that indicates your organisation's commitment to working collaboratively to achieve longer-term change for the local community.

## 6B Delivery location

### 6.3 In which area(s) will your project be delivered? Please tick as many as apply. If all areas apply then tick all boxes. At least one box must be ticked.

Local Area Forums

We have listed the five Area Forums responsible for awarding grants to projects that will take

place within their geographical area.

The councillors who decide on your grant will want to see where in South Gloucestershire the benefit will be. In order that your application is given to the right councillors to decide, we need to know where the project will take place and where the people who will benefit from it come from.

You can tick up to two boxes and your project will be considered at the two selected Local Area Forums. If your project covers all of South Gloucestershire then tick all the boxes as there is a committee that covers district-wide applications.

Please note that PAS does not currently have an area wide forum so you might need to be considered under the Community Grants or reduce the delivery locations.

If you are still not sure then leave blank and a member of the ETS team will check and complete this for you.

[Link to information on Area Forums](#)

## 6C Beneficiaries and volunteers

## Equalities

## 6.4 Provide an estimated total number of South Gloucestershire residents who will benefit from the project

This question is mandatory for all grants

The target number you provide must be specifically based on South Gloucestershire residents who will use, participate, contribute and benefit from your project. It can include volunteers or people who will have access to the facility or resource during and after the project has been completed.

We recognise that this target will be estimated and we do not expect a final number but it should be realistic and achievable within your budget and timescale. If you are awarded a grant you will be asked to track your beneficiary total as part of your monitoring so that we can audit the impact of the grant.

## 6.5 State the main areas of South Gloucestershire  where the people who will participate or benefit from the project live

This question is mandatory for all grants

It is important when you are receiving a grant from a particular Area Forum that local residents living within the forum are the prime beneficiaries. If you are applying for a project which

crosses two areas then please state eg Yate and Kingswood.

## 6.6 Please provide an estimated breakdown of ages for the South Gloucestershire residents given above.

This question is mandatory for all grants.

Based on your total residents given in 6.4 give a breakdown against the given age ranges. We understand that this is estimated at this stage.

## 6.7 From the total number of South Gloucestershire residents given in 6.4, please provide estimated numbers for the following groups who will benefit from your project.

Disabled people

People from ethnic minority communities

We understand if you feel unsure about providing estimated numbers for these groups. If you are uncertain, please leave blank.

Even though this might be estimated we would expect all organisations to ensure that their project would benefit different equality groups.

If you are awarded a grant you may be asked to report on engagement of different equality groups as part of your project monitoring.

## 6.8 Please give the gender of South Gloucestershire residents who will benefit

It is mandatory for all applicants to answer this question

Based on your total targeted residents given in 6.4 state the gender of your targeted beneficiaries.

## 6.9 Describe any particular benefits your project would bring to equality groups and how you will ensure that people with different requirements can confidently participate in the project and have continuing access

It is optional for all applicants to answer this question

In addition to submitting your equality and diversity policy with your registration, you can use this section to demonstrate your commitment to eliminate discrimination, harassment and victimisation, advance equality of opportunity for all and foster good relations.

You should state how your project will increase access and involve people with different abilities or from different faith and cultural backgrounds. You might need to create new organisational procedures or have alterations made to venues so that they are safe and accessible; you might need to put in place additional support provision.

Under Section 8 – Marketing and accessibility you can explain further any targeted marketing you will undertake to increase the diversity of your participants.

## 6.10 Will volunteers be involved in leading/delivering/participating in this project?

Yes/No

## 6.10a How many volunteers do you estimate will be involved over the project timescale?

Is it mandatory to answer this question if you have answered yes to 6.10

This should be the volunteers who will specifically help you to deliver the project that you are requesting a grant for. This might be people who will help on a regular weekly basis to larger numbers who may work on a specific part of the project. We only need an approximate figure from you so that we can see how well supported you are by volunteers.

Please ensure that it matches the number you have provided in the Section 5 Match funding volunteer value question.

## 6.10b State how the volunteers will contribute to decision making/delivery; what skills training, support and other opportunities will be provided; and what overall benefits there will be for the volunteers from participating in this project.

Is it mandatory to answer this question if you have answered yes to 6.10

It is also important to show that you are considering the benefits to your volunteers for their input. This could be any training provision/accreditation/advice and guidance.

You can also give specific targets to illustrate this for example:

- 10 volunteers to achieve accreditation
- 6 work placements to be established
- 5 volunteers supported into employment

# Safety and risk management

## 7A Safeguarding

### 7.1 Will your project involve directly working with children, young people or vulnerable adults?

### 7.1a Describe measures you will put in place to ensure that participants are kept safe throughout the project/activity; include any procedures for consent, confidentiality and data protection.

This question is only mandatory if you have answered yes to question 7.1 that your project will involve working directly with children and vulnerable adults.

In addition to submitting your safeguarding policy please describe other safety measures that you will put in place which are specific to this project.

Things to consider:

- will you be using external trainers or facilitators and if so will they have current Disclosure & Barring (DBS) checks?
- if you are undertaking any video, filming or photography will you be getting consent forms signed by a responsible adult (parent/carer) and how will your store the forms?
- if your project involves any travel or actions out in the community how do you plan to supervise and organise activities so that participants will be kept safe?
- what additional support will you provide for young disabled people?
- will you undertake risk assessments for venues or working in other areas?
- what first aid arrangements will be in place?
- what systems will you put in place to store any confidential data on your participants?
- do you have a lead person responsible for children and vulnerable adult protection and agreed steps in place to deal with any disclosures or confidentiality issues?
- is your venue safe and accessible?

We have provided a link to the Disclosure and Barring Service on our guidance page.

## 7B Risks

### 7.2 Describe a maximum of three potential risks or hazards you have identified which might result in you having to cancel your project. State the contingencies you have thought about to reduce risk.

This is an optional question for all grants but it is recommended that projects involving any environmental or construction work, complete this question.

State any risks that could potentially lead to cancellation or failure of your project e.g. weather,

failure to get permission for land work, failure to get adequately trained staff or achieve match funding, environmental or building hazards.

We need to know if you have considered all possible risks and whether they are major or minor. What contingencies/options have been considered to reduce likelihood or manage the risk? What are the financial implications of the risk?

For larger NHB grant requests (more than £3,000) involving any construction work, we might request a detailed risk assessment or if you have already undertaken one you can upload it with this application at the submission stage.

# Marketing and accessibility

## 8.1 Do you plan to undertake any promotion or marketing as part of your project?

Yes/No

## 8.1a Describe the marketing and promotion strategy you would put in place. This should show how you plan to recruit and engage participants (if applicable) or let the wider community know about your project. Incorporate any marketing plans for how you aim to reach and engage different equality groups.

This question is only mandatory if you have answered yes to 8.1

You should complete this question if your project involves any marketing, promotion or recruitment. We need a basic idea of how you plan to reach and engage your targeted participants or beneficiaries and inform the public about what is taking place.

Things to consider:

- word of mouth, outreach, taster workshops
- distribution of promotional materials such as leaflets/flyers and posters
- websites, social media, and media promotion (advertising, press and radio)

It is important that you consider how you will increase access and involve people with different abilities or from different ethnicity, faith and cultural backgrounds in your project.

You might need to adapt materials and make sure that they are appropriate for different ages and genders; use different formats or language if required. You could also describe how you will work with lead agencies for age/disability/gender/ethnicity/faith groups and involve them in your marketing, development and implementation plans.

# Monitoring and evaluation

**9.1 Outline the plans you will put in place to monitor and evaluate your project so that you can track expenditure and delivery. Also comment on what systems you will put in place to support this monitoring so that you can report your achievements to stakeholders and the council.**

This question is mandatory for all grants but proportionate to the level of your grant request.

If you are successful in receiving a grant then we will ask you to submit monitoring and evaluation reports so that we know how the grant has been spent and the changes and benefits from your project. Depending on your grant level the level of monitoring will vary but all organisations awarded funding will be expected to report on their project at the end of the grant term.

If you are only requesting a small grant to purchase an item then you only need to give a brief description of how you plan to record expenditure, monitor beneficiaries and how you would evaluate any benefits.

Things to consider:

- what improvements or changes do you hope to make?
- how will you track how many people have participated or benefited?
- what outcomes do you hope to achieve at the project end?
- how will you know and be able to demonstrate that you have made changes to individuals, the wider community, places, local resources, the economy, the environment?

Monitoring (for example):

- participants or beneficiaries' profiles (eg age/gender/ ethnicity /disability)
- attendance/ participation records
- number of workshops/events/activity days
- use of resources/financial spend

Evaluation (for example):

- measuring the learning and impact of your activity
- tracking the participants' skills development from start to project end

You can use different methods to capture monitoring and evaluation data not just questionnaires but video diaries, before and after photos, drawings, records of forum discussions, case studies, press coverage – anything that captures the achievements and changes made by your project.

The ETS team will help you to develop your monitoring and evaluation framework if you have any concerns.

# Environment and permissions

Grant funded projects need to be delivered in accordance with the Council's environmental policy. Go to our guidance notes where you will find a link to the council's environmental policy.

## 10.1 Is your project likely to have any negative environmental impact? Yes/No

## 10.1a How will you manage any negative environmental impact?

This question is only mandatory if you have answered yes to question 10.1

It is important that you can demonstrate that you have taken the environmental impact of your project into account. If you believe that your project could potentially have a negative impact on the environment, state what this could be and what actions you would undertake in order to minimise the negative impact.

Things to consider:

- reduce carbon dioxide (CO2) emissions
- reduce energy use
- increase development and use of renewable energy
- reduce transport emissions
- reduce waste and increase reuse and recycling
- use water efficiently and sustainably manage the water environment
- use materials efficiently and procure materials and services from sustainable sources
- prevent pollution of land, water and air
- protect and enhance biodiversity
- use land wisely and conserve and enhance local environmental quality

If you need advice about environmental issues please contact:
sustainability@southglos.gov.uk

## Permissions

## 10.2 Does your project involve any environmental work, land development or construction?

Yes/No

## 10.2a - 10.2j If your project takes place close to any of the following, has permission been obtained?

These questions are only mandatory if you have answered yes to question 10.2.

The first set of questions are a straightforward need to know if you are undertaking any environmental or development work close to any public sites or underground cables where permission might be required.

The second set of questions is to establish if you need permission from the landowner or planning permission from the council. We need to know 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.

Contact the Grants Helpline if you have further questions. Or you can contact the Safer Places Team (Community Spaces Officer: 01454 863725) to discuss any concerns.

You can speak to the South Gloucestershire Council StreetCare Department to check out permission for ground work on or immediately adjacent to a highway
streetcare@southglos.gov.uk

## Policies

## 10.3 Please confirm that your organisation has a Health and Safety policy and that safety procedures are in place.

This is a mandatory question.

This section asks you to tick the box to confirm that you have a Health and Safety Policy and that you will put in place safety procedures to cover any planned work and participation.

## 10.4 Does your organisation have any of the following insurance policies in place? Please tick as many as apply

This is an optional question for all grants. Tick as many as apply

If your project does involve the public or any environmental or construction work then you should have relevant insurance in place to cover potential risk or injury.

Note - it is not the value of the contract which determines the level of cover required, but the nature of the services or work to be provided, and the potential risks of injury or damage which might be caused. Accordingly it is possible to have relatively small value contracts that nonetheless carry high risk and so need higher levels of cover.

Insurance coverage includes:

- Public Liability

- Employers Liability
- Professional Indemnity
- Buildings/Contents
- Product Liability

See the guidance page for some more information on insurance.

# Advice and support

## 11.1 Please name any council officers or councillors who have contributed to the development of this project.

This in an optional question for all grants

It is useful to know if you have discussed your project with different departments within the council such as planning or environmental services or with your local councillors. They might then be consulted to contribute to the assessment of your application or provide additional background information.

## Our marketing

## 11.2 How did you hear about South Gloucestershire Council funding? Please tick as many as apply

This in an optional question for all grants

We have given you a range of options to answer so that we can track how you heard about the South Gloucestershire funding. This will enable us to improve our promotional strategy and ensure that information is circulated as widely as possible.

# Submit your application

## Declaration – terms and conditions agreement, checks and submission

You must tick the agreement button to confirm that you accept the terms and conditions of any grant that might be awarded to you.

## Before you submit

Have you completed all questions and sections relevant to your application?

Have you thought about any other documents you might like to submit as part of your application? You can submit a maximum of three other supporting documents with this application. This might, for example, be a detailed feasibility report or business plan.

Once you have submitted your application you will not be able to make any changes.

## More information?

Once you have submitted your application it will go forward to the assessment process undertaken by the ETS team and specialist advisers. It will be considered at the next Area Forum meeting. You will be sent an invitation to attend the meeting so that you can make a presentation about your project. Please see the Grants Planner for Area Forum dates.

- Supportive information and guidance notes
- Grants Helpline (ETS team) on 01454 865865
- Grants and funding e-group - http://tiny.cc/7ysg2w
- Grants email enquiries - grants@southglos.gov.uk
- CVS South Gloucestershire - 01454 865205
- 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 01454 868009 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.