

Grants + Funding

Grant Planner

This planner gives an outline of the important dates and actions you will need to be aware of when applying for a grant.

The documents that you will need to send with your registration are:

- Governing document for your organisation.
- Equality and diversity policy for your organisation. *If your organisation has not yet adopted a policy, contact the Grants Helpline for a copy of a model policy document which can be amended to suit your organisation.*
- Safeguarding policy for your organisation. *If your organisation has not yet adopted a policy, contact the Grants Helpline for a copy of a model policy document which can be amended to suit your organisation.*
- The most recent set of accounts for your organisation.

The timeline below shows how long the different processes take.

You can download the other [Guidance Notes](#) on our website.



What is happening	What we are doing	Are you ready?
Advertising starts	We give notice of the opening date on our website and circulate it to CVS, town and parish councils and many other voluntary, community and social enterprise groups Full details are also published on the Council's website at www.southglos.gov.uk	Have you registered your organisation online? You can't submit an application until you have had your registration confirmed by email. Have you discussed submitting an application with your committee or volunteers? Who will be responsible as the main contact for submitting, co-ordinating and obtaining all relevant supporting documentation?
Applications open	The Grants Helpline is open Monday to Friday, 9am to 4pm on 01454-865865. Email queries can be sent to: grants@southglos.gov.uk	Have you read through the guidance notes we publish? Are you clear about the new grants process? Are all your documents up to date to support your application?
Completed applications to be submitted	The applications are checked and allocated to the appropriate Area Forum. Applications are then passed to the appropriate assessing officer.	We might need to ask you questions about your application. Is there someone available to answer queries?
Report prepared for decision makers	Assessors will put their recommendations into a report which is sent to councillors on the relevant Area Forum.	Have you replied to any emails we've sent you? We might need your answers to include in our report
Briefing for decision	The Equalities and Third Sector Team brief	If councillors do have more questions we may need to come back to

makers	councillors and answer questions about the assessment.	you for additional information. There may only be a week or two to get your answers back. Please keep checking your email inbox.
Area Forum Meetings for decisions	You are invited to attend these meetings to make a presentation to the councillors. We will send an invitation to the person who completed the original application. Decisions are made by councillors at Area Forum meetings on the award of grants.	You will have the opportunity to give a two minute presentation outlining your project and its benefits to the community. It will help support your application if a member of your group is there to answer questions that councillors may have at the meeting. If you are unable to attend you can send us a short (200 words) letter and we will read it out on your behalf before decisions are made.
Decisions published	Emails will be sent to all applicants notifying them of the final award decision.	If you were unable to attend the decision meeting, you will receive an email with full information on the outcome of your grant application.
Feedback	We value your comments on how we have performed and will be sending out a short online questionnaire.	We read all your replies and comments from the questionnaire, and will use them to improve and shape the service in the future.
Evaluation	Funded projects will be required to complete monitoring and evaluation reports according to the level or type of funding awarded.	Your report will help councillors understand how you spent the money and what benefits it brought to your community.

More information?

Grants Helpline

01454 865865

Email enquiries

grants@southglos.gov.uk

CVS South Gloucestershire

01454 865 250

CVS can help organisations to draw up policy documents.

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.

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