

Grants + Funding

Questions about Community Grants

Frequently Asked Questions

South Gloucestershire Council is able to give grants to voluntary, community and social enterprise organisations and town and parish councils to help them with capital, revenue expenses and small environmental projects. The project must have community involvement and be local or extend across the whole of South Gloucestershire.

Organisations could receive up to £3,000 or more.

This document provides answers to the most commonly asked questions. It also explains what you can use the Community Grant for.

Are there any restrictions?

Generally, applications from organisations that are based outside South Gloucestershire are not accepted unless the project benefits South Gloucestershire residents.

Applications can only be accepted from voluntary, community and social enterprise organisations or Town and Parish Councils.

The organisation must be registered to the grants on-line system.

Organisations cannot apply for a grant to cover the cost of an item that has already been bought or for a project that has already been completed.

For environmental projects the works should not result in the loss of existing semi-natural habitats. Where the project involves tress and planting, the grant will only be available for the native tree and shrub species listed in 'South Gloucestershire Trees and Shrubs.' . The award cannot be used for commercial profit, to satisfy a condition of any planning consent or be on land proposed for development in local planning policies.

What is a Community Grant?

Community Grant is the new name used to describe the combined Small (revenue), Capital and Environmental Grants.

What can I use the grant for?

Money from a Community Grant can be used to purchase capital items, cover revenue or project costs or support an environmental project.

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.

The Community Grant can also be used for revenue or running costs or buying small items of equipment. For example:

- Venue hire, insurance, licences
- Staffing costs
- Office equipment
- Children's toys
- Publicity eg printing newsletters, event programmes.

It can also be used to support environmental projects that will conserve or enhance open spaces and countryside. For example:

- Materials and equipment
- Tools
- Running a special environmental event
- Newsletters, leaflets and interpretation panels
- Contractor, consultant and volunteer costs.

Who can apply?

Voluntary, community and social enterprise organisations, for example:

- Friends groups/conservation groups
- Local interest groups
- Youth groups
- Community associations.

South Gloucestershire town and parish councils can also apply. All organisations must be providing projects and activities for the benefit of South Gloucestershire residents.

How long do I have to apply?

See the Grants Planner for a detailed timetable of what you need to do. It shows key dates and milestones for what happens to your application.

How much can I apply for?

There is no minimum or maximum grant set. It is unusual for councillors to award more than £3,000 unless the project is exceptional and has strong merits. Usually, not more than one award is made to the same organisation in any one year from this grant fund.

If we are successful, is there a time limit for us to spend the money?

You need to have spent your money not later than a year after you have received the award.

How do I apply?

Online through the grants system. All groups must register before an application can be submitted.

It is a grant condition that you include your governance document, accounts and policy documents with your registration. If you need further advice and support with developing any of the listed policies, contact CVS South Gloucestershire for advice and training (contact details given below).

<i>Accounts</i>	Either audited final accounts; profit and loss and balance sheet; or income and expenditure account
<i>Governing document</i>	These are your organisational 'rules' and include Constitution or Memorandum and Articles of Association
<i>Equality and diversity policy</i>	It is a requirement for all organisations to have an equality and diversity policy in place. Please submit a copy with your Registration or provide an explanation of its development
<i>Safeguarding policy</i>	It is a requirement for all organisations to have a safeguarding policy in place which covers the organisational responsibility for working with children and vulnerable adults. Please submit a copy with your Registration or provide an explanation of its development.

Can we apply for part-funding of a project?

Yes, but there is a requirement to evidence where the other contribution is coming from. In these circumstances, the award will be dependent on proof of the other funds.

We can't contribute cash, but our volunteers give their time and we have donations in kind from our community. Is this taken into account?

Yes, we look at all aspects of your organisation to see how well you are supported and engage with the community. Your contribution can be made by calculating the value of volunteering time as well.

Who takes the decisions on applications?

With help and advice from specialist assessors Councillors make those decisions at public Area Forum meetings. You will be invited to attend a meeting and have the chance to make a short presentation to councillors. For further information refer to the Area Forum Guidance Notes.

How long is the grant process?

From the submission of your application to the decision being made; it could take between four to six months. See the Grants Planner for a schedule of what happens to your application.

If we are successful, how soon do we get the money?

Once the councillors have made their decision, we will confirm this in writing. If your project is for running costs, the money will be paid directly into your organisation's bank account. If your grant is for a capital item, you will need to purchase the item first, and send us your invoice and the completed payment form before we can make payment. Alternative payment arrangements can be made. Contact the Grants Helpline to discuss your options and how your purchase can be supported.

Is there any follow up?

We ask you to return a short survey to feedback on our performance. At the end of your project, we will ask you to report back and to include copies of invoices and other proof of expenditure. Any funds not used must be returned to the Council.

Where can I get more advice about the Community Grant? (All contact details are in 'More Information' see below).

The Grants Helpline is open Monday to Friday, 9am to 4pm.

You can contact CVS South Gloucestershire for training, policy development and advice on other funding sources.

If your application is for an environmental project, you can discuss it with a Community Spaces officer. They are happy to give advice and, if necessary, meet with you to discuss your proposal.

The following strategic documents may also be of help to you and these can be downloaded from the grant pages:

- The Council Strategy 2012 2016
- South Gloucestershire Compact July 2014

More information?

Grants Helpline	01454 865865
-----------------	--------------

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.

Community Grant Information April 2015