

Community Grants 2020/21 Funding Policy and Criteria

Applying for Grant Aid Funding (1 - 2 Years)

Crawley Borough Council supports a range of Voluntary and Community Organisations to provide activities, including services or projects, for local people.

We aim to support new and existing services provided by the Voluntary & Community Sector to help build active communities and improve quality of life in Crawley.

Community Grants

Our funding support programme provides opportunities for discretionary grants to be awarded in support of local not-for-profit community services and voluntary action.

- **Open Grants. (£50 - £2,500)**

Open grants are available all year, subject to available funds.

This small grants scheme is open to applications by local community groups and voluntary organisations. Awards made under this scheme will not exceed £2,500 for each activity and applications can be for a one-off item or recurring activity. Start-up funding of up to £750 for new activities is also available as capacity building support for local groups. Your group will need to be supported by Development Officers with CBC or Crawley CVS.

Contact us to discuss your project proposal.

- **Large Grants. (Over £2,500)**

An expression of interest is required for new proposals. You will need to apply by the published closing date for funding available from April 2020.

This funding is available for local activity (project or service) provided by registered charities and non-profit making voluntary and community organisations. Awards are for one-off or annual grants and are available for up to 2 years (subject to an approved service or business plan).

Please contact us to arrange a session to discuss your project proposal.

All awards are managed by a funding agreement (our terms and conditions) which includes formal monitoring arrangements.

Who can apply?

Registered charities, community interest companies, voluntary organisations and community groups that can meet the *eligibility criteria* (see requirements below) may apply for funding. We invite proposals from organisations working together for a common purpose in a formal partnership or consortia. We particularly welcome expressions of interest from emerging groups and organisations seeking to develop new activities in response to clearly identified local needs.

Our key funding priorities

We have identified a number of areas where we believe the Voluntary and Community Sector has an important role to play in improving quality of life in Crawley.

We invite proposals which show that funding will be used to support one or more of these local priorities:

- *Supporting volunteering, community involvement, neighbourhood and community led activities*
- *Enabling voluntary youth action and the development of services for young people*
- *Preventing homelessness, improving social mobility and tackling inequality*
- *Promoting social inclusion, community cohesion and integration*
- *Improving wellbeing and community safety for all residents*
- *Promoting cultural development, the arts and heritage*

Importantly for funding over £2,500 we will only consider proposals that have a good evidence base (including details about local needs and gaps in services) and activities that demonstrate clear outcomes and links to our agreed local priorities.

What can be funded?

Funding can be given towards various direct costs or expenditure items, and for full cost recovery, providing it relates to the activity described in the application, represents value for money (including measures of social value) and includes, for example:

Administration - Items such as printing, publicity, stationery and communications.

Equipment - Items of equipment or capital items required for the activity.

Premises – Rent or hire charges for using premises such as a school or community centre (*hirers of CBC premises may also benefit from subsidised rates*). Insurances, heating and lighting costs. For building works support of up to £50,000 as contribution to new builds, extensions and community assets; match funding support for adaptations to improve access to services; and project development support for building feasibility studies of up to £5,000 as match funding.

Set up costs – Including term-limited projects, development work, special programmes and events.

Human resources - Employment costs of full or part time staff. Volunteers expenses. Training and development of staff, volunteers and service users.

Improvement and innovation - Organisational development including project and service evaluations, reviews and suitable quality steps or standards such as Trusted Charity (NCVO). Research and consultations, new initiatives and collaborative work.

The Community Grants programme will normally only award one grant (Open Grants or a larger grant) to an organisation in any financial year. If your application for a grant is unsuccessful, we may be able to consider a request for funding at a later date and give information about how to access alternative sources of funding available.

Small project start-up funding is available under our Open Grants scheme and special conditions may apply to ensure the eligibility criteria can be satisfied with development support. Contact us or Crawley CVS for further details about start-up support available. Typically our first awards are for approximately £750 as Open Grants.

Basic eligibility requirements

To be considered for funding groups and organisations must:

1. Be able to provide services or activities that directly benefit Crawley residents.
2. Have an agreed governing document or constitution, and have a democratically elected management committee of at least 3 people (not related).
3. Have a bank account in the name of the organisation and a system for recording income and expenditure and for reporting this to the governing body (e.g. management committee or Trustee Board).
4. Have an equality and diversity policy covering the organisation and activity (which says that you will not discriminate on specific grounds)
5. Have in place a specific policy for managing financial risks (appropriate financial controls) for funding over £5,000.
6. Plan to make use of other local support including for example donations or company giving, volunteering and other in-kind support or contributions.
7. Have an annual income or expenditure of less than £10 Million (unless a local branch/service where a restricted grant may apply).

Note: certain exemptions (and special conditions) may apply for start-up funding – please see our separate criteria and guidance notes for Open Grants.

Funding exclusions

We regret to be unable to fund the following:

- Individuals, or where only a few individuals may benefit from the activity
- Private groups or Companies (except Charitable Companies)
- Profit making or trading activities of organisations/social enterprises (match funding start-up support for CICs may be considered)
- Fundraising only groups/activity or any funds intended for re-distribution without our prior agreement
- Local branch of a National/Regional network that are required to pass on funds raised (i.e. the group must have its own bank account and retain control of funds)
- National and regional organisations unless their application is of local significance, such as a specific project within the Borough working with a local focus and formal advisory, reference or steering group (of at least 3 local people)
- Political Parties or organisations intending to support or oppose political activity/campaigns
- Religious or faith-based organisations if the activity is intended to promote the faith or religion itself, or if people must take part in any faith or religious practices in order to benefit from the activity
- Organisations where ‘campaigning’ is the main purpose or activity, except local groups addressing specific health and social inequalities.
- Other Local Authorities (including Schools) or NHS bodies/agencies
- Organisations currently holding a large *Community Grant* for the next financial year (as applications are invited every two years)
- Organisations with a grant monitoring report of activity outstanding from a previous or current CBC award, or considerably overdue Annual Report and/or Statement Of Financial Activity, or where such reports are deemed unsatisfactory (we will consider relevant mitigating circumstances)

And/Or the following requests:

- General appeals or requests for funds by letter or lobbying and any requests made without a satisfactory/completed funding application.

Continued.

- Past events, compensation or loss. We are unable to fund any retrospective activity or incurred costs.
- Major capital projects or building adaptations/improvements unless for the feasibility study (available as match funding) or where only part of the balance of funding is required (where approximately 90% of the total project budget has been raised or there is less than £50,000 gap funding required) and where specific planned and expected ongoing activity will be provided for wide community benefit.
- New/used vehicles or capital assets savings funds (money set aside to provide for new buildings and major asset renewals or replacements from time to time). Note: any contingency funds held such as capital item repairs and maintenance should be supported by up to date explanatory notes including detailed costs or estimates.
- Services that CBC or other statutory agencies must provide by law or any applications to replace funding by central/local government or NHS/CCG, particularly as the main source of funding, will not normally be considered for support.

What information / evidence is required?

You will need to provide sufficient evidence in support of an application for funding. As a general guide this should be relative to the amount of funding requested. For example, your proposal should specify:

- All realistic costs of the proposed activity (include budget and relevant/direct income and expenditure including detailed costing information).
- The expected main and indirect outcomes or benefits of this activity to people who live in Crawley.
- How you have identified the need for the proposed or current activity and how you aim to meet this need with the funding and other support.
- How you have consulted people who currently use or are likely to use the service and these findings.
- The key milestones or targets for the activity over time (1 or 2 years) from the main outcomes/benefits you have identified.
- How you will complement or enhance services provided by others working locally.
- How you will secure and use resources effectively including other funding, and how much you realistically expect to receive from all other sources.

You will also need to demonstrate the group/organisation has:

- A recognised legal form or entity – i.e. operates with an organised committee/form of management which is accountable and democratic.
- Agreed organisational policies covering areas such as equality and diversity, health and safety plus start-up/development plans (support available from Crawley CVS).
- Access to other funding and development support as appropriate. See our website for details - www.crawley.gov.uk/grants

Standard terms & conditions

Organisations awarded funding will be required to sign a standard funding agreement (copy available on request), which includes certain undertakings such as:

- To use the monies only for the purpose for which it was awarded.
- To acknowledge the contribution of *CBC Community Grants* using suitable marketing and publicity – e.g. press releases, website, newsletters, posters, leaflets, annual reports and accounts.

- To have adequate insurances including public liability insurance appropriate to the activity/service(s) to be provided.
- To comply with all relevant statutory requirements including Health and Safety, Employment and Equality, etc.
- To provide monitoring reports on the use of any funding within a specified period.
- To agree to return any unspent monies should the organisation or activity cease during the life of the funding award (or request a change of purpose/activity subject to our approval).

Crawley CVS can advise on these topics if required. Additional and special conditions or requirements may be made to any award by CBC Community Grants and this will be notified with any formal offer.

How / when to apply

- **Large Grants (Over £2,500)**

Contact us to discuss your project proposal in advance of the closing date

We will discuss an outline proposal and the funding and support options with you before you apply. If the proposal is eligible for support the next step is to complete a detailed application form. Only one application per organisation will be considered for 1 or 2 year funding. Some expressions of interest result in only a small grant being recommended (it is easy to apply for Open Grants). If you are uncertain about which funding level to apply for please contact us or the Crawley CVS Groups Advisor.

*Expressions of interest for this scheme must be submitted by the **closing date** published online - visit www.crawley.gov.uk/communitygrants (Awards will be announced in March)*

- **Open Grants (£50 - £2,500)**

Please contact us to discuss your proposal before applying as this could save you time. A decision is usually notified within 6-8 weeks where applications are complete and provided with all of the required supporting documents. Applications may be submitted at any time of the year, subject to funding availability.

Contact us: Tel. 01293 438763 Email: community.grants@crawley.gov.uk
Visit www.crawley.gov.uk/grants

Contact - Craig Downs, Funding & Commissioning Officer. Community Services. Town Hall. The Boulevard. Crawley. West Sussex. RH10 1UZ

Need any advice or assistance with applying for funding?

If you have any difficulties completing the application form or would like further information or advice about applying for funding.

Crawley CVS provides a local support and development service including funding advice and a free 'readiness for funding' check to help support your application. Supported by Crawley Borough Council. Contact the Groups Advisor.

Tel. 01293 657000 Email. info@crawleycvcs.org
Visit <https://www.crawleycvcs.org/services-fundraising.php>

10/2019 (Review 06/2020)