

# North Wiltshire District Council Community Area Awards A Guide to Funding

[www.northwiltshire.gov.uk](http://www.northwiltshire.gov.uk)

## **Community Area Awards can have a big impact on your Community.**

Each year we award funding to local groups and organisations throughout the District to help provide facilities, equipment and activities that benefit the local community.

In 2007/8 the Council has committed funding to each of its five Area Committees to help fund worthwhile schemes. Community Area Awards can make a big difference in helping communities get schemes and projects started.

Councillors wish to support projects and schemes identified in the Community Plans and will allocate at least 75% of their funding to such projects. Other projects, not demonstrating a link to the Community Plans will still be considered for the remaining 25% of funding, available to communities where evidence can be provided to identify a community need.

Where applications do not meet the funding criteria, officers will contact the applicant. Where possible they will suggest revisions to enable re-submission at a later date or will return the application form with a letter explaining why we are unable to consider it.

Grants will be considered **three times a year** on the advertised dates. Funding is allocated according to demand.

Please ensure that you read the guidance notes *before* completing your application form.

### **Which type of funding should I apply for?**

Capital and Revenue funding is available, but both will not be awarded for the same scheme. Please use the guidance below to help you complete the application form.

#### **Capital Funding covers:**

- purchase of land, buildings, plant, vehicles and large pieces of equipment
- construction of buildings and engineering works
- enhancement of land, roads and buildings

Examples of capital projects would include renovations to community halls, playground equipment, youth shelters etc.

#### **Revenue Funding covers:**

- Day to day business and running costs
- Any request of £500 or less e.g. sports equipment, funding play schemes and other community support projects

**PLEASE NOTE: Large format information is available.  
Please Contact: 01249 706448**

## North Wiltshire District Council Community Area Awards Funding Criteria

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The Council will **not** consider grant applications from the following applicants (*unless your project can demonstrate a wider community benefit*)

- (a) Political or Religious groups
- (b) Statutory bodies to fund their core services
- (c) Individuals for their sole benefit
- (d) Any organisation making an application for a grant which could reasonably be expected to finance the project or scheme by other means
- (e) A profit making/commercial organisation

**You need to ensure that your application meets all the essential criteria shown below:**

1. A non-profit making organisation or group
2. Clearly showing a need for financial support
3. The application must be for a new project or scheme
4. One application per project
5. Apply before the start of the project. No projects will be awarded funding retrospectively
6. Applicants for revenue funding must be able to complete their projects by 31<sup>st</sup> March 2008
7. Capital funding must be spent within 2 years. Exceptions may be made to accommodate larger schemes and those applying for lottery funding
8. When seeking funding over £500, financial support from other sources must be identified and no more than 50% of the total cost of a project may be requested
9. Fully completed applications must be received by the advertised deadline date in order to be considered for submission to the next Area Committee
10. Make no application under any other North Wiltshire District Council funding scheme for the same project within the same financial year (with the exception of the Executive Capital Partnership Funding Scheme (see *Other Local Advice & Funding* section)

11. Applicants must show the V.A.T. element and state whether they are eligible to claim it back
12. Show how you plan for the future of your project
13. Where total project costs are over £500, an independently examined statement of year-end accounts, assets and reserves, of the organisation must accompany applications. Newly formed groups (in existence for less than 18 months or less) should provide a copy of their bank account mandate with details of authorised signatories
14. Where the total cost of the project is *over* £10,000, three quotes must be provided (with your agreed supplier identified in section 4 of the application form). Where the total cost of the project is *under* £10,000, some financial evidence e.g. a quote must be provided.
15. Where £10,000 or more is sought from North Wiltshire District Council and/or the total cost of the project exceeds £50,000, a Business/Project Plan must be submitted
16. Charitable organisations must submit a copy of their last completed annual accounts.
17. Applications from Town and Parish Councils will not receive more funding than that contributed by that town or Parish Council
18. If your project requires planning permission, building regulations or any other form of licence or approval, this must be investigated before submitting your application. (Funding will be conditional on approvals being received)
19. Applicants are encouraged to undertake an Access Audit before making an application to address projects under the Disability Discrimination Act (see *Other Local Advice & Funding* section)
20. Any additional information (other than accounts and quotes) will not be considered as part of the application made to Committee
21. Applicants must acknowledge North Wiltshire District Council's Area Committee support in any publicity or printed material
22. Where Area Committee awards form 50% of the total cost of a project or exceeds £5,000, applicants are required to liaise with the Council's Press and Media Officer to ensure appropriate media coverage
23. Funding will only be paid when all partnership funding has been secured for the project.
24. Successful applicants are required as a condition of any grant to complete and return an evaluation form. No further grants will be considered if this evaluation has not been completed

## North Wiltshire District Council Community Area Awards Additional Guidance


[www.northwilts.gov.uk](http://www.northwilts.gov.uk)

- Applicants for funding are invited to discuss their projects well in advance of submitting bids to ensure officer assessment and support where appropriate
- Applicants are encouraged to make electronic applications via email or website ([www.northwilts.gov.uk/communitygrants](http://www.northwilts.gov.uk/communitygrants)). Paper applications remain acceptable
- Community Groups may submit subsequent applications year on year where there is a new project or a different target audience
- Organisations and Community Groups seeking funding of less than £500 are recommended to submit applications as early as possible in the funding year to ensure they are able to spend any awards by 31<sup>st</sup> March 2008
- Community consultation and feedback should form part of any funding proposal
- Project location example - if you were looking to provide a concert in Chippenham, which could potentially bring in an audience from another community area, but would largely benefit the Chippenham, you should tick the Chippenham (Area 3) box
- Applicants are requested to confine their application to the space provided on the application form. Any additional information (other than accounts, quotes) will not be considered as part of the application made to Committee
- Applicants are advised that payments in kind/voluntary work cannot be considered as part of the project income; however you are invited to show this voluntary support in section 3 of the application form
- The Community Plan for your area can be found on the North Wiltshire District Council website ([www.northwilts.gov.uk](http://www.northwilts.gov.uk)), at your local library, or contact the relevant officer
- Where applicants are seeking other sources of funding, they are recommended to contact those funding organisations listed on the 'Additional Sources of Funding' sheet, which forms part of this pack
- Where applicants want to discuss issues relating to the total funding of their project or require support to complete application forms, they are recommended to contact Charities Information Bureau (see 'Additional Sources of Funding' sheet, attached)
- District Councillor involvement in project bids is desirable. If you would like the name of your Councillor, please see the Council's website ([www.northwilts.gov.uk](http://www.northwilts.gov.uk)) or contact the Council on 01249 706111
- A proportion of all successful applications will have their projects audited

# Community Area Map

Please use this map to help you to identify the relevant community area



 If you are unsure, please call the appropriate officer (see below) and seek advice before submitting your completed application form.

**Area 1** – Miranda Gilmour, Principal Community Partnership Officer  
on 01249 706380 email [mgilmour@northwilts.gov.uk](mailto:mgilmour@northwilts.gov.uk)

**Area 2** – Shelley Parker, Community Partnership Officer  
on 01249 706449 email [sparker@northwilts.gov.uk](mailto:sparker@northwilts.gov.uk)

**Area 3 & 4** – Victoria Welsh, Community Partnership Officer  
on 01249 706446 email [vwelsh@northwilts.gov.uk](mailto:vwelsh@northwilts.gov.uk)

**Area 5** – Jane Vaughan, Community Partnership Officer  
on 01249 706447 email [jvaughan@northwilts.gov.uk](mailto:jvaughan@northwilts.gov.uk)