Community Area Grants Funding Criteria (Section 1)

To fund projects up to and including £1,000 without the need for matched funding
To fund up to 50% of projects costs of projects over £1,000
To fund up to £5,000

Are you a community or voluntary group looking to fund a community project in Wiltshire?

If the answer is y*es*, then community area grants are for you…..

- ✓ **Up to £5,000 available (more in exceptional cases) for your community project.**
- ✓ **Funding linked to local priorities**
- ✓ **Simple application process**
- ✓ **Up to and including £1,000 available for small projects, where there will be no need for you to find matched funding**
- ✓ **Up to 50% of the total cost of a project, where the total cost is more than £1,000**
- ✓ **Support for organisations making applications**
- ✓ **Signposting to other sources of funding**

Funding is available to help provide facilities, equipment and activities that are important to the local community. These awards can really make a big difference in helping communities get schemes and projects started.

Applications are now invited in line with the attached criteria for funding. Applications will be considered at each Area Board meeting.

 The Area Boards wish to support the ethos of volunteering and community involvement and to that end have decided that Community Area Grant funding should go to these groups.   Town and parish councils are encouraged to promote local community projects and support applications for funding.

The Area Board will only consider applications from town and parish councils where the project cannot reasonably be expected to be funded from the precept.

Community Area Grants - how to apply

The information below will explain your involvement in making an application for funding.

To ensure your application has the greatest chance of receiving funding, we recommend that you leave sufficient time to enable you to develop a robust application. Preparatory work would include investigating a variety of funding opportunities and we suggest you contact the Charities Information Bureau (see section 2) who will be pleased to help you do this. We suggest you allow yourself sufficient time to do this before submitting your area board grant application.

Stage 1

There are 5 sections which form the application process. You can download the electronic Funding Criteria (section 1) this document, Sources of Local Advice and Funding (section 2), Maps and Contacts (section 3), Area Grant Application Form 2012/2013 (section 4) and Application Checklist (section 5) from the Wiltshire Council's website; www.wiltshire.gov.uk/areaboards
 Please contact the appropriate Locality Area Boards Team for a paper version (see section 3).

Stage 2

Please read **all** of the supporting information and funding criteria carefully before completing the application form.

Stage 3

If you require any additional advice to help you when making an application, please contact the appropriate locality area boards team (see section 3) and the Charities Information Bureau (see section 4)

Stage 4

You must ensure that where appropriate you have suitable policies, procedures, permissions or mandatory insurances in place, e.g. child protection, safeguarding adults, equal opportunities, planning permission or public liability. Failure to do so, could leave you open to prosecution or civil action.

Stage 5

Complete and return the appropriate application form ensuring you have provided **all** of the relevant information and supporting paperwork to the Wiltshire Council.

Stage 6

We will acknowledge receipt of your application.

Community Area Grants – Funding Criteria

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

The council will not consider grant applications for:

(a) Political or religious activities (although secular activities promoted by faith groups are welcomed)

(b) Statutory bodies to fund their core services

(c) Wiltshire Council Services

(d) Sole benefit of individuals

(e) A private - profit making/commercial organisation

(f) Running costs – e.g. rent, rates, utilities, printing, stationery, salaries etc (other than one-time only start-up costs) e.g. we will not fund room hire for a scout group to cover the cost of their regular meetings, however if the group wanted to have a special weekend of activities for a one off celebration, we will consider funding for this special event, as this is a project cost, and not part of the day to day activities

(g) Retrospective funding

(h) Repeat requests for annual events

(i) A project that has already received funding in the same financial year from your area board.

(j) Events/activities whose principle aim is to fundraise for another organisation

(k) Training of trustees or fundraisers

(l) Projects that are being administered through a third party

(m)Projects that are applying for funding to more than 3 area boards, as these are not considered local projects

(n) Applicants can make no more than 2 applications in any financial year

An exception to the above criteria may be considered if your project can demonstrate a wide community benefit – you will need to provide details of the reasons why you feel such an exception should apply.

Your application will NOT be considered by the area board unless you comply with <u>all</u> the following funding criteria:

1. Applications are invited from not for profit organisations/activities or groups; clearly showing a need for financial support, through evidence of current financial status; e.g. bank statements, audited accounts.

2. Please provide <u>**all**</u> the information requested when completing the application form. Failure to do so may mean consideration of your application is delayed.

3. Please do not provide additional information (other than accounts, quotes and constitution/terms of reference) with your application as this will not be considered.

4. Projects should demonstrate a link to local priorities/community plan or evidence of an identified community need.

5. No projects will be awarded funding retrospectively.

6. Successful applicants should not seek any additional financial support from Wiltshire Council for the same project.

7. Projects where the total cost of the project is up to and including £1,000 do not require match funding, except where they come from town/parish councils.

8. Grants will not normally exceed £5,000

9. 'Contributions in kind' either as volunteer time or materials may be costed into your project calculations, based on a maximum of £50 per day for general volunteers and £100 per day where professional/technical advice is provided e.g. architect drawing up plans. Please include this information in section 2 and 5 of the application form.

10. For funding requests of more than £1,000, financial support from other sources must be identified (matched funding), which can be made up or in part by contributions in kind. No more than 50% of the total cost of a project will be awarded (with the exception of town/parish councils).

11. Applications from town and parish councils will not receive more funding than that contributed (in cash from their annual precept) by that town or parish council, since they are able to raise funds through their precept/local taxation.

12. Applications must be received a minimum of 6 weeks before the relevant area board and will only be considered if the application fulfils the criteria and <u>**all**</u> the necessary information has been received.

13. If you are asking the area board to fund any item that costs over £500, one written quote/estimate must be provided. This must be from the supplier you intend to use. Where single items costs

over £1,000 a minimum of two quotes/estimates must be submitted with an indication of the supplier you intend to use.

14. All quotes submitted from suppliers must be on headed paper, from brochures or websites.

15. Applications must show how you plan for the future of your project.

16. Where the total cost of the project exceeds £50,000, a project or business plan should be provided including estimates from the suppliers that you intend to use to complete your project.

17. If your project requires planning permission, building regulations or any other form of licence or approval, this must be sought **before** submitting your application. Any grant shall be conditional on approvals being received.

18. Applicants must acknowledge Wiltshire Council's financial support in any publicity, printed or website material and use the council's approved logo.

19. If successful and you receive a grant from the area board, a condition is that you must provide copies of **all** receipts and invoices associated with your grant and information/photographs to demonstrate how your grant was spent.

20. The grant money can be requested by successful applicants only when **all** award criteria have been met (e.g. matched funding is in place) and on confirmation that the project which funding has been awarded to will proceed in the next 3 months. All grant money must be paid to the recipient within a year of the grant being awarded (by the Area Board) and it is the recipient's responsibility to ensure this condition is met. Failure to do so may result in the award being withdrawn.

21. All decisions about community area grants are made by the locally elected councillors on your area board.

22. If you receive a grant, the money cannot be claimed before 3 months of your project starting.

23. If you receive a grant, the money must be used within 1 year of the date of the award.

If you have any queries about the application process or you which to discuss your project before submitting your completed application please contact the Community Area Manager.

Community Area Grants - additional important information

- Applicants for funding are invited to discuss their projects with the Community Area Manager well in advance of submitting bids.

- Applicants are encouraged to make electronic applications which may be found on the council's website www.wiltshire.gov.uk/areaboards although paper applications remain acceptable.

- The community plan for your area can be found on Wiltshire Council website www.wiltshire.gov.uk/areaboards or at your local library.

- Please seek other funding in addition to the area board. To refer to the range of local and national contacts who can advise and/or provide funding to help your ideas become a reality. See pages 10-12.

- Involvement of your local Councillor is desirable. If you would like the name of your Councillor, please see the Council's website www.wiltshire.gov.uk/areaboards or contact the council on 0300 4560100.

- Applicants should be aware that their project may be audited after completion.