The Area Board grants scheme 2013/14

Grants criteria and guidance for applicants   Revised March 2013

Are you a community or voluntary group looking to fund a community project in Wiltshire? If the answer is yes, then community area grants may be for you.....

What do we offer?

✓ **Up to £5,000 of capital funding available (more in exceptional cases) for your community project.**

✓ **Funding linked to local priorities**

✓ **Simple online application process**

✓ **Up to and including £500 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 £500**

✓ **Support for organisations making applications**

✓ **Signposting to other sources of funding**

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

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.

Applications are now invited on-line. <insert hyperlink> Applications will be considered at each Area Board.

Making your application

All grant applications are now submitted using our online application system. <insert hyperlink> The system will guide you through the process giving you advice and help as you go. You can save your application at any stage and return to it later.

To ensure your application has the greatest chance of success, we recommend that you leave sufficient time to enable you to develop a strong application. Preparatory work would include investigating a variety of match funding opportunities and we suggest you allow yourself sufficient time to do this before submitting your area board grant application.

To save frustration and wasted time, we strongly advise that you read the following funding criteria before you start you application.

What we cannot consider

The council will not consider grant applications for:

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

(b) Parish councils and statutory bodies to fund their normal services or activities (including Wiltshire Council services, school curricular projects, etc)

(c) Sole benefit of individuals

(d) A private - profit making/commercial organisation

(e) Recurring revenue or running costs – e.g. rent, rates, utilities, printing, stationery, salaries, etc

(f) Retrospective funding

(g) Repeat requests for annual events

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

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

(j) Training of trustees or fundraisers

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

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

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

Our funding requirements

To avoid disappointment it is important that you follow the following requirements

1. Applicants for funding are encouraged to discuss their project with the Community Area Manager well in advance of submitting their bid.

2. Applicants should use the Council's online funding application system <insert link>.

3. Applications are invited from not for profit organisations/activities or groups; clearly showing a need for financial support, through evidence of current financial status and supported by bank statements and audited accounts which must be available for inspection upon on request.

4. Projects should demonstrate a link to a local priority e.g. in a Community Plan or Joint Needs Assessment or evidence of another 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. From 2013/14 the Area Boards grant scheme will be restricted to capital projects that deliver a lasting community benefit – such as new equipment, facilities or environmental improvements. Please use our online eligibility checker for further advice. <insert link>

8. Grants will not normally exceed £5,000

9. Projects where the total cost of the project is up to and including £500 do not require match funding.

10. '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.

11. For funding requests of more than £500, financial support from other sources must be identified (match 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).

12. 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.

13. Applications must be received a minimum of 6 weeks before the relevant area board.

14. If you are asking the area board to fund any item that costs over £500, one written quote/estimate must be obtained. 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 obtained with an indication of the supplier you intend to use

15. All quotes from suppliers must be on headed paper, from brochures or websites and must be made available on request.

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

17. 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 – this should be forwarded separately to the Community Area Manager.

18. 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.

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

20. If successful and you receive a grant from the area board, a condition is that you must be able to provide copies of all receipts and invoices associated with your grant on request as your project may be audited after completion.

21. It is the applicant's responsibility to contact the Community Area Manager if the funds raised for their project (including those awarded by the area board) exceed the sum required.

22. It is the applicant's responsibility to contact the Community Area Manager if there are any changes to the project considered and awarded a grant by the area board.

23. Completion of an evaluation form is a condition of receiving area board funding and information/photographs to demonstrate how your grant was spent should be provided as soon as the project is completed.

24. The grant money can be requested by successful applicants only when **all** award criteria have been met (e.g. match funding is in place).

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

26. If you receive funding, the money cannot be claimed before 3 months of the project starting and must be used within 1 year of the date of the award.

In exceptional circumstances, the Area Board may waive any of the requirements set out above provided you can provide reasons to justify why an exception should apply. The Board's decision on eligibility is final.

Apply online now

If you meet our criteria, we would be delighted to receive you application, apply online now

<insert link>