



Supporting projects that deliver wide community benefit in South Kesteven

South Kesteven District Council Community Fund Criteria - Grants up to £2,000 for Projects/Events

Section 1: Introduction

- 1.1 The Community Fund has been established to support and develop community initiatives within South Kesteven district.
- 1.2 Grants are available for groups and organisations involved in community projects and events that benefit the residents of communities in the district. Groups and organisations must demonstrate how their project or event will deliver wide benefit, contributing to the sustainability, vitality and well-being of the communities of South Kesteven and the Council's priorities.
- 1.3 Applications for grants up to £2,000 will be assessed at regular intervals. Please refer to the Lincolnshire CVS website for current timelines: <http://lincolnshirecvs.org.uk>
The minimum grant is £500.

Section 2: What can be funded?

- 2.1 Up to a maximum of 100% of total costs can be applied for, although the Council expects organisations to make a contribution from donations, grants, sponsorship or cash.
- 2.2 The types of projects and events that can be supported by the Community Fund are shown below:

Project Category	Types of Projects Supported
Community Amenities	Outdoor facilities such as multi-use games areas (MUGAs), shelters, recreation areas, footpaths etc.
Community Buildings	Repairs, maintenance and alterations to village halls and other public buildings, contributions to new-build community buildings and the purchase of equipment to be used in community buildings.
Community Enterprise	Projects that generate ongoing revenue streams for a community such as community-owned pubs, shops, cafes, and community tourism initiatives.
Community Events	Community celebrations, sports events, street festivals, arts and cultural events.
Supporting Communities	Supporting the work of organisations that support communities, including social enterprises, support organisations and Neighbourhood Planning groups (to support the delivery of projects in their Neighbourhood/Community-Led Plans).



Section 3: What will not be funded?

- 3.1 The Community Fund will not support:
- Projects or events that are for private gain
 - Events primarily intended to pass on surplus income to other organisations, e.g. charity concerts
 - Revenue costs (salaries, project officer or other employee costs, rents, statutory training etc)
 - Projects or events that already receive South Kesteven District Council funding (including funding through the Ward Member Grant Scheme)
 - Regular events (unless they have a significantly new and different aspect)
 - General appeals or sponsorship
 - Activities of a mainly political or religious nature, including improvements to the fabric of church buildings (non-religious community activities held within a place of worship may be eligible)
 - Contingency funds, income deficits, bridging loans or security against a loan

Section 4: Criteria for Funding

- 4.1 We welcome applications from community and voluntary groups, parish and town councils, charities and social enterprises to deliver projects that benefit communities in the South Kesteven district. We do not accept applications from individuals.
- 4.2 Applications will be assessed on their ability to:
- Deliver community benefit, contributing to the sustainability, vitality and well-being of communities, such as encouraging volunteering and participation
 - Contribute to locally identified community needs and priorities
 - Contribute to South Kesteven District Council's corporate priorities
 - Measure the success of a project or event
 - Demonstrate equality of opportunity and the elimination of discrimination
- 4.3 To apply to the Community Fund your group or organisation must have:
- A bank or building society account in the name of your group or organisation; and ideally
 - A written governing document or constitution
- 4.4 You may be required to provide documentation to support your application, including copies of written quotes for items of expenditure over £50.
- 4.5 Grants will not be awarded retrospectively (e.g. for work or equipment already purchased or events that have already taken place).
- 4.6 We will not make more than one award per annum to the same organisation or group unless there are clearly identifiable different projects or events and the first project is completed and a Project Completion Form returned.



Section 5: How your application is dealt with

- 5.1 On receipt of your application we will make an initial assessment to check that your group or organisation and project or event are eligible and all the requisite information has been provided.
- 5.2 We will aim to acknowledge receipt of your application within five working days. This will be by email where you have provided an email address, but otherwise it will be by letter.
- 5.3 Eligible applications will be forwarded to the determination panel for consideration. The panel is a forum capable of decision-making for community bids that will influence the delivery of community-based projects and initiatives that contribute to the sustainability, vitality and well-being of communities in the South Kesteven district.
- 5.4 Applicants will be informed (usually by email) whether the panel has recommended their project or event to receive a grant, within five working days of the meeting taking place.
- 5.5 The panel may request that you attend a short interview with its members to answer queries and provide greater detail of your project or event, or they may ask for a site visit where appropriate.
- 5.6 South Kesteven District Council's determination panel's decision is final and cannot be changed (no appeals or discussions will be entered into).
- 5.7 Payment will be made in two stages, with 75% of the grant being paid prior to commencement of the project or event and 25% on completion.
- 5.8 A Project Completion Form must be completed and submitted by the applicant on completion of their project or event in order to draw down the final 25% payment.

Section 6: Conditions of funding

- 6.1 Grants must be spent within one year of an award being made (from the date on the grant offer letter).
- 6.2 Grants awarded must be spent on the purpose stated in the application. If for any reason your circumstances change or you wish to vary the way in which you spend your grant, you are required to contact us to request written permission to do so.
- 6.3 In the event of a group or organisation ceasing to operate or failing to undertake or complete the project or event for which the grant was offered, South Kesteven District Council reserves the right to withhold payment, to reduce an award or seek its recovery.
- 6.4 Financial support provided by South Kesteven District Council should be acknowledged on all relevant printed publicity, on websites and in information given to the press. Relevant guidance will be provided to applicants at the time of a grant offer being made.
- 6.5 Your group or organisation must ensure that its project or event operates within the requirements of all legislation.



- 6.6 Your group or organisation should ensure equality of opportunity and the elimination of discrimination in the delivery of its project or event.
- 6.7 You will be required to inform the Council when your project or event has been completed and to submit a Project Completion Form within three months of completion (we will provide you with a template). You may also need to provide relevant invoices and a bank statement showing payments made. Groups or organisations that do not complete and return a satisfactory Project Completion Form may be required to return their funding and will not be considered for future funding.

Applications will be assessed at regular intervals. Please refer to the Lincolnshire CVS website for current timelines and dates: <http://lincolnshirecvs.org.uk>

Section 7: Contact us

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