



Supporting projects that deliver wide community benefit in South Kesteven

South Kesteven District Council Community Fund Criteria, Application Process and Conditions of Funding

If you require this document in an alternative format, please contact Lincolnshire CVS on Tel: **01205 510888** (select option 4 – Grantham office) or e mail: **skcommunitygrants@lincolnshirecvs.org.uk**

Please read these guidance notes carefully and refer to them when completing both the 'Community Events' application form and the 'Community Projects' application form.

Section 1: Introduction

- 1.1 The South Kesteven Community Fund has been established to support and develop community initiatives within South Kesteven District. South Kesteven District Council has appointed Lincolnshire CVS to administer this fund on our behalf. Lincolnshire CVS, is the District's local infrastructure organisation supporting voluntary and community groups, they will be able to assist groups with all aspects involved in choosing the correct fund and completing the application forms.
- 1.2 Grants are available for groups and organisations who are involved in community projects and events that benefit the residents and 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 South Kesteven's communities and the Council's priorities.

Section 2: How much money is available and what can be funded?

- 2.1 The fund total of £150,000 is available and it is intended that the full amount will be awarded.
- 2.2 Payment will be made in 2 stages, with 75% of the grant being paid prior to commencement of the project or event and 25% after completion.
- 2.3 The Panel will meet at regular intervals to assess application forms. Please note that 'Community Projects' and 'Community Events' have their own application forms. Please ensure you use the correct application form depending on the type of project or event you wish to be considered for funding.
- 2.4 80% of total eligible costs, up to a maximum award of £10,000 in the Community Projects strand and £5000 in the Community Events strand can be applied for. The minimum contribution (match funding) required from applicants is 20%. This can be made up of own cash contribution, donations, grants and sponsorship and a maximum of 10% (of total costs) in-kind volunteer time or materials.



- 2.5 The value of volunteer in-kind time is calculated at the average hourly pay rate of £9.90 for South Kesteven.
- 2.6 The kinds of projects and events that can be supported by the Community Fund are shown in the table below.
- 2.7 Awards towards the maximum figures will require significant levels of match funding and demonstrable community need and support.

Please use Community Project Application Form

Project Category	Types of Projects Supported	Minimum/Maximum Grant Levels
Community Amenities	Outdoor facilities such as multi-use games areas (MUGAs), shelters, recreation areas, community orchards, footpaths etc.	Min = £500 Max = £10,000
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.	Min = £500 Max = £10,000
Community Enterprise	Projects that generate ongoing revenue streams for a community such as community-owned pubs, shops, cafes, and community tourism initiatives.	Min = £500 Max = £10,000
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).	Min = £500 Max = £10,000

Please use Community Events Application Form

Community Events	Community celebrations, sports events, street festivals, arts and cultural events.	Min = £200 Max = £10,000
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Section 3: What will not be funded?

- 3.1 The SKDC Community Fund will not support:
- i. Projects or events which are for private gain
 - ii. Events primarily intended to pass on surplus income to other organisations, e.g. charity concerts
 - iii. Revenue costs (salaries, project officer or other employee costs, rents, statutory training etc. N.B. sessional worker fees requested as part of an Events application may be considered)
 - iv. Projects or events which already receive SKDC District Council funding (eg rural pools, SKDC Ward Member Grant Scheme etc)
 - v. Regular events (unless they have a significantly new and different aspect).
 - vi. General appeals or sponsorship
 - vii. Activities of a mainly political or religious nature, improvements to the fabric of church buildings, and its fixtures and fittings (**non-religious community activities only**, held within a place of worship, may be eligible)
 - viii. Contingency funds, income deficits, bridging loans or security against a loan

Section 4: Criteria for funding

- 4.1 We welcome applications from constituted community and voluntary groups, parish and town councils, charities and social enterprises to deliver projects that benefit communities in South Kesteven District. **We do not accept applications from individuals.**
- 4.2 Applications will be assessed on their ability to:
- Deliver wide community benefit, contributing to the sustainability, vitality and well-being of SKDC's communities, such as encouraging volunteering and participation
 - Contribute to locally identified community needs and priorities (such as in Neighbourhood Plans/Community Led Plans etc)
 - Contribute to South Kesteven District Council's priorities
 - Demonstrate value for money (through obtaining written quotes and estimates)
 - Measure the success of a project or event
 - Demonstrate equality of opportunity and the elimination of discrimination
- 4.3 To apply to the SKDC Community Fund your group or organisation must have:
- A written governing document or constitution
 - A bank or building society account in the name of your group or organisation with at least two signatories who are unrelated and do not live at the same address
 - Relevant policies and procedures.
 - Where possible photographic evidence should be supplied with your application



- 4.4 You are required to provide all necessary documentation to support your application including copies of written quotes and estimates for all items of expenditure of £50 (incl VAT) and over. The written quotes and estimates must display the relevant company names and addresses and be less than six months old. Your chosen quotation should be highlighted and should exactly match the amount on your application form.
- 4.5 Grants will not be awarded retrospectively (e.g. for work or equipment already purchased or events which have already taken place).
- 4.6 We will not make more than one award during the current financial year to the same organisation or group unless applications are for clearly identifiable different projects or events and the first project is completed and a Project Completion Form has been returned. Groups can apply up to a maximum of 3 consecutive years where projects have been completed.
- 4.7 It is unlikely that the SKDC Community Fund will be able to provide grants for all potentially eligible applications. Therefore, we reserve the right to prioritise applications to achieve best value for money. We also reserve the right to decline applications which do not meet the stated criteria.

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 that all required supporting documentation has been provided. Lincolnshire CVS may contact you to obtain missing information, documentation or for clarification: however, the emphasis is on the applying organisation to ensure the application is complete and accurate.
- 5.2 Lincolnshire CVS will aim to acknowledge receipt of your application within five working days of receiving it. This will be by email where you have provided an email address but otherwise will be by letter.
- 5.3 Eligible applications which are accompanied by the required supporting documentation will be forwarded to the determination Panel for consideration. The Panel is a forum of members 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 The Panel will meet at regular intervals to review applications. It is expected Panel meetings will take place approximately 4-6 weeks after the closing date for applications being submitted for consideration.
- 5.5 Applicants will be informed (usually by email) whether or not the Panel has recommended their project or event to receive a grant, within five working days of the meeting taking place.
- 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% after 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 two years 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 Lincolnshire CVS 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 (Lincolnshire CVS will provide you with a template). You will also need to provide relevant invoices and bank statements showing payments made. Groups or organisations who 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.

Section 7: Application timetable

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

Contact Lincolnshire CVS:

Lincolnshire CVS
c/o South Kesteven District Council
St Peter's Hill
Grantham
NG31 6PZ

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