



Supporting projects that deliver wide community benefit in South Kesteven

## South Kesteven District Council Community Fund Guide to Completing the Application Form

Please ensure you have read and understood the 'Criteria, Application Process and Conditions of Funding' before completing an application form.

We recommend that you get in touch with Lincolnshire CVS who will administer this fund on behalf of the District Council to discuss the eligibility of your project or event before you make an application (their contact details can be found at the end of this guide).

Please note there are two different application forms: one for projects and one for community events. This guide applies to both.

### Section 1: Contact Details

- 1a. Please give the name of group/organisation as it appears on your constitution or governing document.
- 1b-1g. Please provide the name and contact details of someone in your group who can be contacted to discuss your application for funding.
- 1h. Please state what position you hold within your group, eg chair, treasurer, secretary, etc.

### Section 2: About your Group/Organisation

- 2a. Please state the year your group or organisation was formed.
- 2b. Leave blank if your group or organisation does not have a website.
- 2c. Please provide information about what sort of group or organisation you are, e.g. parish council, registered charity, social enterprise, youth group, village hall committee etc. Also give details about your aims and main activities.
- 2d. Leave blank if not a registered charity.
- 2e. This is the current total number of trustees and the total number of members on your management committee or steering group (not your total membership).
- 2f. This is the total number of volunteers involved in your group or organisation.
- 2g. Please enter 0 if your group or organisation has no paid staff. Enter 1 for full-time member of paid staff (5 days per week), or 0.5 for a member of staff who works part-time (2.5 days per week).
- 2h. Please provide details of two bank/building society signatories who are not related.



### Section 3: Your Project Proposal (see below for Community Events)

- 3a. Please provide a title that succinctly summarises your project.
- 3b. Refer to section 2 of the 'Criteria, Application Process and Conditions of Funding'. Please contact Lincolnshire CVS for advice if you are still unsure which category your project fits into (Community Amenities, Community Buildings, Community Enterprise, Supporting Communities or Community Events).
- 3c. Please state the area of South Kesteven: parish, town, village or settlement the project will take place in and the postcode if the project location has one.
- 3d. Although your project may be based in a particular settlement, it could draw in and appeal to people from a wider area. You may be intending to publicise your project across a parish or a number of parishes, or even district-wide.
- 3e. Please provide a summary of what your project involves and what you will spend the grant on if successful.
- 3f. How will your project benefit the local community? Give examples of possible benefits. SKDC's priorities seek to:
- 'Grow the Economy' – does your project support and facilitate growth?
  - 'Keep SK Clean, Green and Healthy' – does your project encourage active and healthy lifestyles?
  - 'Promote Leisure, Arts and Culture' – does your project enable access to a balanced culture and arts programme?
  - 'Support Good Housing for All' – does your project support the creation of neighbourhoods and communities?
- 3g. What evidence exists that your project is needed or wanted by your community? If relevant please refer to, and provide details of, any relevant aims or actions in your community or Neighborhood Plans that cover the area where your project is based. Also provide details of any relevant consultations or letters of support and enclose copies of these with your application.
- 3h. How will you be able to measure the success of your project e.g. increased use or participation, efficiency savings, wider involvement etc.

### Section 3a: Your Community Event (this section applies to the Community Events application form only)

- 3a. Please provide a title that succinctly summarises your project.
- 3b. If your event will take place on more than one occasion or over a course of a number of days, please give details of all dates on which it will occur. Please note that we will not fund events that have already started or been completed before your application has been considered.



- 3c. Please state the town, village or settlement the event will take place in and the postcode, if the event location has one.
- 3d. Although your event may be based in a particular settlement, it could draw in and appeal to people from a much wider area. You may also be intending to publicise your event across a parish or a number of parishes or even district-wide.
- 3e. Please provide a summary of what your event involves and list its main aims.
- 3f. Events that are open to all and actively promote participation from minority or disadvantaged groups are more likely to be successful in being awarded funding.
- 3g. What evidence exists that your event is needed or wanted by your community? Please provide details of any relevant aims or actions in Community or Neighborhood Plans that cover the area where your event is based. Also provide details of any relevant consultations or letters of support and enclose copies of these with your application.
- 3h. Please indicate whether people will have to pay to attend your event.
- 3i. Concession refers to any reduced admission rates you wish to offer. Please indicate the type of concession on the application form.
- 3j. Proceeds from admission charges will be considered to be income when assessing your application (there is a section for admission fees in 5b. 'Projected Income').
- 3k-3n. The SKDC Community Fund will not normally support regular or annual events unless there is a significantly different aspect to them.
- 3o. What methods of publicity and promotion are you intending to use to attract people to your event (press, adverts, parish newsletter, posters, email, social media, etc)?
- 3p. How will your event benefit the local community? For example, by reducing rural isolation, promoting volunteering and participation, encouraging minority or disadvantaged groups etc.

Section 4: Your Project Planner (please note this section does not apply to Community Events)

- 4a-4c. Please provide all significant project dates, including anticipated start and finish dates. Please try to give approximate dates if you're not sure. Please note that we will not be able to fund projects that have already started or been completed before your application has been considered.
- 4d. Does your project require planning permission or any other sorts of permissions or agreements before it can commence? If no permissions are required or they are all already in place please tick 'No.'
- 4e. Please provide details of what permissions are still required and when you might expect permission to be granted.
- 4f-4i. Ownership may not be relevant to your project but if your project involves works to a building or premises, security of tenure will be an important consideration.
- 4j. The long-term sustainability of your project is an important factor in the consideration of your application. How will future maintenance be carried out; who will carry it out and how will it be paid for (is there a maintenance budget)?



### Section 5: Contribution to South Kesteven District Council's Priorities (please note this section does not apply to Community Events)

5a-5d We are interested to know how your project can help towards achieving one or more of SKDC's priorities, shown below.

- Grow the Economy
- Keep SK Clean, Green and Healthy
- Promote Leisure, Arts and Culture
- Support Good Housing For All

It is not expected that your project will contribute to all four priorities but please give brief details of any that apply. Please contact Lincolnshire CVS if you are unsure which of SKDC's priorities apply.

### Section 6: Financing your Project

- 6a. Please show VAT for your project or event costs. For organisations that can claim back VAT, do not include any amount in your request for funding that you can claim back from HM Revenues and Customs (see 6d below).
- 6b. Awards towards the maximum figures will require significant levels of match funding and demonstrable community need and support, for which you will need to submit with your application, evidence of need.
- 6c. Please add up all other sources of income including your own contributions, in-kind contributions, any admission fees, grants and sponsorship. The total must be at least 20% of your total project or event costs.
- 6d-6e. Some larger and more established groups are VAT registered and can claim VAT back as can parish councils. Your treasurer will know if your group is VAT registered and will be able to supply the registration number.

### Section 7: Project Budget

- 7a-b. Please include all items of income and expenditure relevant to your project or event. The total you list in 7b must match those listed in 6a and 7a. Copies of two written quotations and estimates must be submitted with your application for all items of expenditure between £50 and £2500 and must display the relevant company names and addresses and be no more than six months old. Three quotes are required for all items over £2,500. You do not have to select the cheapest quotation/estimate but if you do not, you should state the reasons for not doing so in your application.

### Section 8: Equalities and Safeguarding

- 8a. It is essential that your group or organisation has an equalities policy or statement. If you do not have this policy Lincolnshire CVS will be able to assist. Please enclose with your application.



- 8b-c. If your project or event involves working closely with children or vulnerable adults please provide a copy of your child protection policy or safeguarding vulnerable adults policy. It is your responsibility to ensure all the necessary checks are in place. If you are unable to provide a copy at this time Lincolnshire CVS is able to assist.
- 8d. Projects and events which positively enable and encourage access for all are likely to be looked on more favourably.
- 8e. Provide details of any ways in which you plan to promote your project or event to different groups. This might involve sending invitations to different faith groups and denominations or ethnic minority groups. Another example might be a sports club which has traditionally been male dominated actively promoting their activities to girls and women.

### Section 9: Supporting Documentation Checklist

It is essential you provide all the required supporting documentation with your application. If any of this essential documentation is missing it may delay your application or mean that Lincolnshire CVS is unable to accept it. Please tick the appropriate boxes to confirm that the supporting documentation is attached/enclosed.

### Section 10: Declaration

In making your declaration you are confirming that you have read, understood and are accepting the conditions of funding as set out in the 'Criteria, Application Process and Conditions of Funding.' We can accept a typed signature if the person signing the declaration is the same person who submits the application by email (if not we will require a signed hard copy).

### Section 11: Data Protection

The information you have provided in your application will only be used for the purposes of considering your grant application. If your application is successful, the name of your group, the location of the project, amount awarded and a summary of your project will appear in a public committee report and may also appear on the Council's website and in other media.

### Section 12: Returning Your Application

**Contact:**

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

Tel. **01205 510888** (select option 4 – Grantham office)  
Email: **skcommunitygrants@lincolnshirecvs.org.uk**