

1. Introduction

Wychavon Community Grants are on offer to local voluntary groups and charitable organisations to:-

- support initiatives that improve services and facilities for the local community;
- encourage local action to improve quality of life;
- Contribute towards the council's priorities and goals, as set out in the community strategy which can be found on the website at <http://www.wychavon.gov.uk/ourstrategy>
- Play projects will be assessed against how closely they meet Wychavon's play action plan priorities which can also be found on the website www.wychavon.gov.uk

We particularly want to fund innovative, new projects that will make a lasting difference to the community and improve quality of life in Wychavon. The theme this year is 'Community Engagement' so we would like to see projects that will encourage more of this in the community.

So if you've got a good idea or are looking for some funding to help get a project off the ground a community grant could be just what you need. Read on to find out how we can help turn your great ideas into reality!

2. Who can apply?

Applications for a **Wychavon Community Grant** are welcome from groups and organisations across the district. Applications must be:-

- for projects costing over £500.
- for projects within the Wychavon district or for the benefit of Wychavon residents;
- from non-profit making organisations;
- from organisations that are not politically affiliated or politically active;
- for a specific local project if the application is from a national organisation or local branch of a national organisation.

Please note: The maximum grant award is £10,000 (only awarded in exceptional circumstances e.g. a major village hall refurbishment)

Applications from **religious organisations** must be for non-religious, community, leisure and recreational purposes only.

Applications from **parish or town councils** must be for substantial projects only, such as village halls, land purchases or Lottery bids.

Applications from **schools** must be for projects with a wider community benefit that run outside of school hours and during school holidays. We will not fund curricular activities.

Grants will **not** be awarded to:-

- individuals;
- organisations that are able to fund the project themselves;
- organisations whose liquid assets in hand exceed one year's revenue expenditure unless funds have been set aside specifically for a capital project.
- Projects where other funding is not being sought, Wychavon will not award any project asking for 100% funding (in exceptional circumstances funding in kind may be considered)
- Organisations whose projects require year on year running costs, although start up costs would be eligible. (Running costs include usual venue hire, refreshments, newsletters, administration etc.)
- Projects that will have taken place or started by the end of May 2019.

Each organisation may only submit one application for a grant. So if you have more than one idea for a project you need to decide which is the most important.

Please note grants will only be awarded once in a three year period, e.g. If successful in 2018 applicants will not be eligible to apply again until 2021. If unsuccessful, applicants may apply each year until successful.

3. 'Community Engagement'

£50,000 up for grabs by voluntary and charitable groups.

This includes all aspects of community life, such as, community buildings, health, sports, arts, in fact any project that benefits your community, including people from different backgrounds or differing abilities and help to make a lasting contribution to their local communities.

Projects could include:

- Development of new and improved facilities or activities to encourage more people engaging in their community. This could include: -
 - Workshops for people with dementia
 - Intergenerational projects
 - Activities for all abilities within the community
 - Village Hall Improvements e.g extensions
 - Play equipment / activities

Whatever your project is, the most important thing is that:

- It meets local needs and benefits local residents.
- It has community support.
- It is well planned and involves as many local people as possible.
- You can meet the full costs of the project through other grant aid and the groups own fund raising activities.
- The project is sustainable in the long term.

What is the aim of the grants scheme?

Grants are available to local voluntary groups and charitable organisations that aim to:

- Support initiatives that improve services and facilities for the local community.
- Encourage local action to improve quality of life.
- Support activities in the local community that the council would like to, but does not have the resources for.
- Contribute towards the council's priorities and goals, as set out in our current strategy which can be found on the website at <http://www.wychavon.gov.uk/ourstrategy>

We particularly want to fund innovative, new projects that will be inclusive to all in the community and improve the quality of life in Wychavon.

Projects we have funded in the past include setting up youth groups, village hall refurbishment, arts initiatives and a wide range of sports projects

If your project does not come within this theme, please still apply as there may be money available for other projects which you can discuss when you attend one of three grants briefings (details of these are on page 7).

Examples of previous projects include: -

- **Avon Navigation Trust** were awarded £5,000 towards the cost of setting up a new range of activities and services on the River Avon.
- **Droitwich Community Choir** were awarded £500 towards the cost of amplification equipment and keyboard for choir to use at community events.
- **Joseph Baker Workman Trust** were awarded £1,000 towards the cost of the Charlton School Room refurbishment.
- **Drakes Broughton Village Hall** were awarded £4,000 towards the cost of heating for the hall.
- **Peopleton Village Hall** were awarded £5,000 towards the cost of converting their tennis courts into a MUGA.
- **Evesham Arts Association** were awarded £2,000 towards the cost of a new portable sound system and associated sockets at the Evesham Arts Centre.

4. Grant conditions

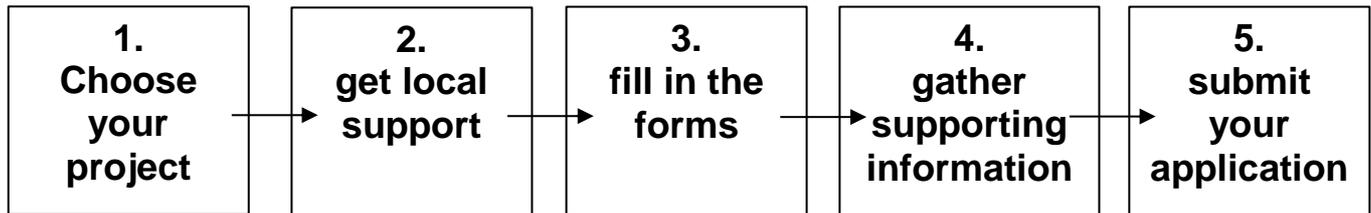
The following conditions apply to all grant applications and grant awards made.

1. All prices given in the grant application **must** be the expected level of costs. No allowance for inflation will be made once the grant has been awarded.
2. Any offer of financial assistance made by the council in excess of £1,000 will be subject to the receipt of three written quotations, otherwise a single written quotation will suffice.
3. Applicants must demonstrate that any necessary consents can be obtained in order for their project to proceed (e.g. highway, planning, landlord, etc).
4. In the event that land purchase is involved, there must be a willing vendor.
5. Applicants will be expected to show other sources of funding towards the total cost of the project. This could be from local community (e.g. businesses, parish/town councils and fund raising), the organisations own funds or from other grant aid.
6. When applications are made in connection with Lottery funded projects, the council will only provide up to 50% of the minimum partnership funding required by the relevant Lottery body (except Awards for All).
7. Applicants must note that applications for grant-aid are accepted on the understanding that in the event of the Council establishing that money is owing to the council from an applicant any grant that may have been approved will be withheld.
8. Payment of grants will be made directly to the organisation undertaking the project and not to a contractor. Grants will be paid in arrears after submission of appropriate receipted invoices. Where the full amount of expenditure, as shown in the costing section of the application form, has not been met the amount of the grant will be reduced by a proportional amount e.g. if a grant of £100 is given to a project that is estimated to cost £1,000 and the project turns out to only cost £900 i.e. 10% less, then 10% will be deducted from the £100 thus giving a grant of £90
9. VAT will not be paid to any organisations that are VAT registered.
10. Grants must be taken up within 12 months of the offer. Extension of this period will only be made in exceptional circumstances by application to the relevant grant scheme manager. In the case of Lottery funded projects the council may offer an award valid for up to two years.
11. Applications are only valid for one financial year.
12. Retrospective applications may not be submitted.

13. Following an offer of a grant any modifications to the project must be notified to the council in writing and approved in advance of any work being done or equipment purchased. If such modification is of a major nature and/or changes the nature of the application, then a fresh application may have to be submitted to the council the following year.
14. Loss in revenue from lettings or any additional costs incurred, e.g. the cost of using alternative premises while grant aided works are being carried out, are not eligible for compensation from the council. Applicants should plan their projects accordingly to minimise such problems.
15. Applicants must ensure that any revenue consequences of their project will be met from sources other than by the district council.
16. The offer of a grant from the council does not convey approval of technical, legal, financial or other matters relating to the project, which will remain the responsibility of the applicant. The council cannot accept liability for any misjudgements by applicants regarding the budgeting, design, technical standards or any other aspects.
17. Where projects involve elements of construction, applicants should endeavour to utilise local labour and local crafts men and women.
18. The council will inform all applicants of the result of their application in writing within seven working days of the council's decision. Successful applicants will receive a letter detailing the level of grant awarded and any conditions thereon.
19. The council reserves the right to inspect the property or organisation under consideration before, during and after the project and will wish to be satisfied with the standard of works/materials before any grant is paid.
20. The council also reserve the right to require the applicant to provide further information about the project at any time and to participate in joint promotional activities.
21. The council may require repayment of all or part of the grant if the asset created is disposed of or undergoes a significant change of use within five years of completion of the project.
22. Capital awards will be subject to a community use agreement, where appropriate.
23. Where grants are offered for village hall projects, in return the council reserves the right to use village halls for election purposes at an appropriate charge providing adequate notice is given.
24. An evaluation form will need to be completed by all successful applicants

5. How to apply

To apply for a **Wychavon Community Grant** follow these five steps:-



1 Choose your project

Decide on a project that you wish to submit a grant application for. The term 'project' can apply to a one-off scheme with a distinct start and finish, sponsorship of an event, or the purchase of equipment. When considering your project you should take the following points into account:-

- does your project have local support (e.g. from residents; businesses; local schools)?
- will it benefit the community?
- is it achievable and are the timescales realistic?
- can you raise or secure the required partnership funding (see section 8)?
- have you got any necessary permissions (e.g. from the Council, Environment Agency) to carry out the project?
- Will this project be sustainable in the long term?

2 Get local support

It is important that applications are received with appropriate information showing local support. This can include letters from your district, parish and county councillors (information on councillors can be found on our website at www.wychavon.gov.uk). You are also advised to get support from the local community (e.g. residents, local groups, schools, etc) in planning your project and gain their support for it.

You are strongly advised to approach your parish or town councillor and local district councillor about your application

3 Fill in the application forms

You will need to complete and submit the following forms:-

- **Application form for grants**
- **Community projects form**

If either of these forms are missing from the pack please contact Tracy Grubb on (01386) 565168. If you have any difficulties completing the forms or require a large print version, other languages or Braille please let us know.

4 Gather supporting information together

Please collect the following documentation together to submit with your application forms:-

- evidence of local support for your project and how it meets community needs (e.g. letters from local organisations or residents; petition);
- audited, or independently verified, balance sheets and revenue accounts for the past two years. If these are not yet available please supply interim accounts or balance sheets.
- copy of the organisation's rules and regulations and/or constitution.
- copies of estimates relating to work for which a grant is sought;
- where appropriate, plans of proposed work.

If you are unable to provide some of the above documents you **must** state the reason why on the application form **as this will invalidate your application**. Please feel free to include any other relevant information in support of your application, for example photographs and diagrams.

If you are requesting a grant of £2,000 or more, applicants may be called in to give a short presentation to the working group. This would allow more detailed questioning of the project, in addition to providing applicants an opportunity to clearly state the need and outline the benefits for the community.

If you are applying for a grant for a building project or any other project in excess of £1,000 please also enclose any of the following that are relevant:-

- A copy of the organisation's lease or conveyance particulars, where an organisation is acquiring an existing building, will be required. These should include a report on its construction, age, present condition, drainage, services available, etc.
- Copies of any letters promising loans, grants or covenants towards your project.
- Copies of any official/professional reports confirming the necessity or desirability of the project.
- Where a project involves building work, information showing the design detail and costs of those works will be required.
- Copies of any necessary permissions and approvals, these could include an appropriate planning permission, building regulations approval, fire officers approval, charity commission consent for asset sales, approvals from landlords, etc.

5 Send in your application

Before you send in your application, do check that you have completed and included all of the Forms and supporting information required (see Sections 3 and 4 above).

Send your completed application to:

Tracy Grubb, Community Development,
Wychavon District Council, Civic Centre,
Queen Elizabeth Drive, Pershore, Worcs.
WR10 1PT.

There is a return address label included in this pack that you can use. Alternatively you can hand your application into one of the Wychavon Community Contact Centres.

The information in your application will provide the basis for determining whether you are awarded a grant. **It is important that all sections of the application forms are completed in full and that you do supply all the necessary documentation by the closing date. Failure to do so will result in rejection of your application.**

The closing date for all completed applications is noon on Friday 29th March 2019. No applications will be accepted after that date in any circumstances.

6. How grant awards are made

Only fully completed and documented applications will be considered by the closing date of noon 29 March 2019. we cannot consider applications where any of the required information is missing.

All the applications received will be processed to check the information provided, cost details, etc. They will then be dealt with by the **Wychavon Community Grant Scheme Manager**. The manager will go through your application in detail and provided it meets all the relevant criteria your application will be considered in accordance with the grant conditions.

We anticipate that all the grant applications received will be considered by members of the council during April and May 2019. They will make a decision about which projects to fund and what level of grant to allocate.

Evidence of local support for projects and the level of parish or town council contributions towards any project will be significant factors in the decision process. Parish councils are encouraged to levy precepts to support local projects. The following points will also be taken into consideration when assessing the applications:-

- demand for the project or service;
- benefits to Wychavon residents;
- how innovative and well planned the project is;
- total cost of the project;
- degree of self help e.g. own fundraising (we are unlikely to fund 100% of any project and the more that can be raised by the applicant the better the chance of success).
- any Wychavon grants previously awarded to your organisation. Organisations that have not previously benefited from a Wychavon grant may take precedence over those that have;
- other grant assistance provided or outstanding applications made for financial assistance with the specified project

The award of a grant remains at the discretion of the council regardless of whether or not an application meets the grant rules and conditions.

We aim to notify all applicants of the council's decision with respect to their grant application within 7 working days of the decision being made.

7. Help and advice

A grants briefing service is in operation during February and March 2018. Anyone applying for a grant must attend one of these sessions, failure to do this will result in your grant application becoming ineligible. For further details telephone Tracy Grubb, Community Development Officer on 01386 565168

Applicant's briefing sessions have been arranged for:

- **Tues 5 February 2019. 6.30pm in the Chamber, Civic Centre, Pershore, WR10 1PT**
- **Tues 26 February 2018, 6.30pm in the Committee Rooms, Civic Centre, Pershore, WR10 1PT**
- **Tues 19 March 2017, 6.30pm in the Chamber, Civic Centre, Pershore, WR10 1PT**
(please use the Civic Suite entrance at the rear of the building for the briefing sessions)

These sessions will provide organisations with further information, which will assist them in preparing high quality applications.

You are required to attend one of the applicant's briefing sessions detailed above.

If you are unable to attend any of the briefings please contact Tracy Grubb on 01386 565168

8. Other sources of funding

On the Wychavon District Council Website, there is a comprehensive list of funding sources available and in addition a number of 'help sheets' aimed at helping groups and organisations - <http://wychavon.whub.org.uk/cms/community-and-living/community-development/community-grants-scheme/help-and-advice.aspx>

Awards for All – www.awardsforall.org.uk/

There were changes to the Awards for All scheme from April 2009. Each of the lottery distributors supporting the scheme will have their own small grants programmes up and running.

These are:

- **Big Lottery Fund** - launched a new small grants programme on 1st April 2009 awarding grants from £300 to £10,000 to local communities - www.biglotteryfund.org.uk/
- **Sport England** – Sport England is committed to helping people and communities across the country create sporting habits for life. This means investing in organisations and projects that will get more people taking up and continuing to play sport and creating opportunities for people to excel at their chosen sport. - <http://www.sportengland.org/funding.aspx>
- **Arts Council England** – will provide small grants through their existing 'Grants for the Arts' programme, supporting awards between £1000 and £100,000 - <http://www.artscouncil.org.uk/funding/>
- **Heritage Lottery Fund** – small grants will be provided through the existing 'Your Heritage' (£3000 to £100,000) and 'Young Roots' (£3000 to £50,000) schemes – <http://www.hlf.org.uk/Pages/Home.aspx>
- **Community First** – Community First is the Rural Community Council in Herefordshire and Worcestershire. Building better local communities by advising, informing and supporting community groups and voluntary organisations. They can be contacted on **01684 573334** or visit their website - www.comfirst.org.uk/funding

The **Severn Waste Environmental Fund** offers grants for community projects that further sustainability in Herefordshire and Worcestershire. As the scheme is funded through Landfill Tax credits, projects seeking funding generally need to be within 10 miles of a licensed landfill site. The Fund is currently being managed by Welcome to Our Future.

<http://www.wtof.org.uk/index.html>

The **National Lottery/ Big Lottery** is still a major source of funding for substantial community projects. Wychavon District Council may be able to offer advice and support to organisations wishing to make a Lottery application.

www.biglotteryfund.org.uk/

The **Worcestershire Partnership** also provides information on grants through their "Funding Desk." - <http://www.worcestershirepartnership.org.uk/cms/funding-search.aspx>.

For more details or help with sports and lottery funding contact **Tracy Grubb on 01386 565168.**