

## Broadland Community at Heart Grants Guidance 2017

Broadland District Council's Community at Heart Grants are designed to help meet the needs of local community groups and the provision of community-led activities and projects. This Guidance Note links to Broadland District Council's Community Grants Policy.

The Council can fund projects that clearly demonstrate their contribution to the priorities set out in the Broadland Business Plan a copy of which can be viewed at: [www.broadland.gov.uk/businessplan](http://www.broadland.gov.uk/businessplan)

The ambitions of Broadland District Council are currently:

- To deliver Economic Success in our area
- To achieve Environmental Excellence in everything we do
- To plan and provide well housed communities
- To increase levels of health and wellbeing
- To keep people safe and secure
- To continue to provide high quality, value for money services on our own or as a trusted partner

We strongly advise that anyone who is thinking about requesting a grant reads these guidance notes before completing the application process.

### INTRAN

If you would like this information in a different format, such as large print, audio, Braille or in a different language please call 01603 431133 and we will do our best to help.

### How a Community Grant can help your organisation

In order to achieve the Council's ambitions the outcomes required from the Broadland Community at Heart Grants include:

- Improved quality of life for Broadland residents through access to local facilities, activities and services
- Increased participation to create stronger and more cohesive communities

- Enhanced local environments
- Increased opportunities to encourage healthier and more active people
- Increased number of volunteers
- Increased number of local activities and events that offer opportunities for all

The Council can fund community-led projects that clearly demonstrate their contribution to the following areas:

- Leisure services and facilities
- Working with older people
- Working with young people
- Social and health care projects
- Sports activity
- Community Safety
- Tourism
- Arts
- Economic Development
- Lifelong Learning
- Environmental Projects

These examples are given as a guide and are not exhaustive.

## **How much can be applied for**

### Community Activities Grant

Grants of between £500 and £2,000 can fund up to 50% of the project cost or a maximum of £2,000 therefore community groups will need to secure other funding to deliver their project. These grants are particularly suited to community events i.e. festivals or local celebrations although other projects will also be considered.

### Community Small Grant

Grants of up to £500 for smaller projects which can be revenue or capital costs. Match funding is not required although where the project costs exceed £500 details of other funding i.e. from the Parish or Town Council or local fundraising efforts, will be required.

### Community Capital Grant

The Capital Grant Programme can fund up to 50% of the project cost with a maximum grant of £5,000 therefore community groups will need to secure other funding to deliver their project. These grants are particularly suited to community buildings, i.e. a village hall undergoing a refurbishment programme, and to play areas although other projects will also be considered.

## **Eligibility for Community Grants**

The Broadland Community at Heart Grants are designed to help local groups and organisations develop revenue and capital projects and are aimed at:

- Community organisations requiring a grant to help fund a specific project or activity provided there is a formal structure/constitution
- Any charitable not for profit group provided there is a formal structure/constitution, Parish or Town Council, or School who wish to provide extra- curricular and/or community activities
- Social enterprises provided there is a formal structure/constitution, and a clear social purpose.

See [www.norfolkfoundation.com](http://www.norfolkfoundation.com) for further guidance on the types of groups able to apply.

Please Note:

Grants cannot be awarded retrospectively therefore projects must not commence before a grant offer letter has been received by the applicant.

Where the applicant is able to claim back VAT then VAT is not eligible as part of the costs of the project and should not be included.

Identical projects will not be funded for more than 2 years consecutively.

All grants have to be used within one year of the award wherever possible. Applicants who are delayed in starting their project but still require the funding awarded must contact the Grants Team before the 12 month expiry date to explain why the project has been delayed. The decision to allow an extension to the funding period is at the discretion of the Broadland Community at Heart Grants panel. .

## **General Criteria for Community Grants**

The project must benefit residents of Broadland.

The project should encourage the involvement of local people and volunteers

The organisation must have a constitution (a written document stating how the group is to be run, and for what purpose).

The organisation must have a bank or building society account requiring at least 2 unrelated signatories for payments and withdrawals.

The project financial plan must show where other funds will come from and demonstrate the need for grant funding from Broadland Council.

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Grants should have a demonstrable impact on a particular local need, problem or aspiration. Applicants should be able to demonstrate that any grant received will make a real difference to the people or community it intends to support.

Groups are expected to be clear about their objectives and must be able to demonstrate that the plans are realistic and practical.

The project costs should be accurately detailed and evidence provided to support the stated costs, i.e. estimates or quotes for the proposed expenditure.

Wherever possible, the beneficiaries of the project should be involved in developing the project as a whole.

An awareness of equalities and safeguarding measures (where appropriate) should be evidenced in the application.

Please note: that the above criteria are not exclusive and that the Council reserves the right to exercise discretion in making their decisions. You will be much more likely to receive a grant offer if you:

- Are clear about exactly how you will spend the grant
- Can demonstrate a clear need for the project and the difference that it will make
- Can show what you have achieved so far
- Are responding to local needs and aspirations
- Are actively involving the community

## **General Exclusions**

Individuals for their personal needs i.e. bursaries

Retrospective grants – i.e. for work that has already taken place

Direct replacement of statutory obligation and public funding i.e. curricular activities in schools

General running costs, e.g. utility bills and maintenance or projects with high ongoing maintenance costs - unless the applicant can clearly demonstrate that they have the funds and skills to maintain the project once funding ends, salaries

Activities promoting political or religious beliefs. However, places of worship are eligible where funding is for adaptation or improvement for wider community use

Commercial ventures

General appeals

Animal welfare unless the project benefits people i.e. disabled riding Programmes

Overseas travel or expeditions for individuals and groups

Services for asylum seekers inconsistent with immigration law

Organisations raising funds to redistribute to other causes

## **Decisions**

Applications are assessed against the criteria set out above. Final decisions are made by Officers at Broadland District Council.

Wherever possible applicants will be informed whether their application has been successful or not within six weeks of submitting all the necessary documentation. Applicants who are unsuccessful will be given guidance as to why their submission has been unsuccessful in order to assist with identifying possible ways of taking a project forward.

Where successful a Grant Offer letter will be issued detailing any terms and conditions that apply to the grant. Work on the project should not commence before an Offer Letter has been received.

## **Payment of funding**

Grants will typically be paid upfront. Where further funding is required or other matters need to be resolved before the project can commence, funding will be offered conditionally and released once satisfactory evidence can be provided that the project is able to begin.

If a project is delivered under budget the Council reserves the right to ask the recipient organisation to refund any proportional cost difference.

The Council will not award or release funds to cover the costs of goods or services received prior to the issue of our letter offering grant support.

## **Monitoring**

Grant recipients must carry out monitoring and evaluation of their funded project i.e. numbers attending, number of new volunteers participating, feedback from beneficiaries stating how they have benefited from the project, photographs where appropriate etc. This information will need to be included in the Project Completion Report.

## **Publicity**

Broadland District Council is keen to promote how funding is used as it stimulates projects in the district and encourages future applications. If you would like help with a press release please contact the Communications Manager on 01603 430523 who will be happy to work with you on making the necessary arrangements. The Press Office may contact applicants once an offer letter has been issued to discuss the use of the Council's logo and media coverage.

## **What needs to be included with your application?**

### **Constitution/Set of Rules**

Your group's constitution or set of rules is the document that the group has adopted which outlines the way in which the organisation operates. It should include the following:

- Your groups name, aims and objectives
- Details on how those objectives are achieved
- How people can join the group
- Information on how people are elected into the organisation
- The roles of the different officers of the group (e.g. Treasurer, Chair, Secretary)
- How frequently the management committee meets
- The arrangements for an Annual General Meeting
- How finances are managed
- What happens to existing assets if the group ceases to operate (dissolution clause)

### **Insurance Certificates**

If the project requires funds for equipment the applicant group will need to have appropriate insurance cover before the grant money is released. Some items of equipment may be covered under general contents insurance but applicants will need to check with their insurers and provide evidence if this is the case.

For organisations providing a service or activities appropriate Public Liability insurance is required and a relevant certificate will need to be submitted with the application form.

### **Equalities Statement**

The Broadland Community at Heart Grants promote positive attitudes and equality of opportunity for all. Applicants need to demonstrate that their organisation supports this approach by providing a copy of their Equalities Policy or Statement. Help can be offered by the Grants Team where such a policy does not exist or more

information can be found through The Equality Advisory and Support Service (EASS)  
- FREEPOST: Equality Advisory Support Service, FPN4431  
Freephone: 0808 800 0082 / Text phone: 0808 800 0084  
The EASS helpline is open Monday to Friday 9am to 8pm and Saturday 10am to 2pm.

General advice for applicants can be found at the Equality and Human Rights Commission website: <https://www.equalityhumanrights.com>

### Annual Accounts - Statement of Income/Expenditure

This information should clearly outline the income received and items of expenditure for the last year. This may be the financial year or your group may have its own year end for producing this information. Please include the most up to date information. For organisations more than one year old we require your balance sheet.

New Organisations - By definition new organisations cannot provide accounts from a previous year. With this in mind new organisations will need to provide estimates of income and expenditure. This will give a guide on the type and size of your organisation and whether it is able to deliver your proposed project successfully. Copies of your last two bank statements will also be required.

### Child Protection Policy

The Council wishes to promote good working practices to safeguard children. This policy is essential for any group working directly with children outlining what steps the group will take to safeguard children while in their care. It therefore asks that all applicants who work with these groups have an up to date Child Protection Policy appropriate to their activities and provide appropriate DBS (Disclosure and Barring Service) checks and evidence.

If your organisation does not have a written policy, please contact the Grant Administrator or Norfolk Safeguarding Children Board: 01603 223409 or [nscb@norfolk.gov.uk](mailto:nscb@norfolk.gov.uk)

### Safeguarding Vulnerable Persons Policy

A vulnerable person is anyone who, for whatever reason, is unable to protect themselves without support. Safeguarding is preventing the physical, emotional, sexual, psychological and financial abuse of adults who have care and support needs, and acting quickly when abuse is suspected. It can also include neglect, domestic violence, modern slavery, organisational or discriminatory abuse.

The policy will set out what specific steps the group will take to safeguard vulnerable people including training for volunteers, risk assessments, what procedures are to be followed in the event of suspicions of abuse of the vulnerable person.

If your organisation does not have a written policy, please contact the Grant Administrator or Norfolk Safeguarding Adults Board: 0344 800 8020 or [nsabchair@norfolk.gov.uk](mailto:nsabchair@norfolk.gov.uk)

#### Quotations or estimates of costs

If your project involves the purchasing of equipment and/or services please ensure that you enclose appropriate costs. These should be provided by a third party. At least two quotes or estimates are required for capital expenditure. The Council encourages community groups to look for local contactors/suppliers wherever possible.

#### Planning Permission

If planning permission or building regulations are required, please enclose a copy of the granted permission and/or a copy of the Building Regulation Approval Notice or Building Notice Acceptance with the application.

#### Licences

Licensing act 2003 licences: The Licensing Act 2003 covers a diverse range of "licensable activities" including:

- The supply of alcohol
- Performance of a play
- An exhibition of a film
- An indoor sporting event (boxing, wrestling etc)
- Performance of live music
- Playing of recorded music
- Performance of dance or any entertainment of a similar kind
- Provision of late night refreshment

If you are involved in the provision of entertainment and refreshment to the public, including by way of a club, society, church, charity, community group, or river boat operator, an appropriate licence will be required – 10 working days notice is needed to secure a Licence.

For more information contact:

Licensing Team

Tel: 01603 430574 / Email: [environ.enforcement@broadland.gov.uk](mailto:environ.enforcement@broadland.gov.uk)



Additional evidence of local community consultation may also be required. This could be based on a Neighbourhood or Parish Plan. Where the project involves play equipment the applicant will be asked for details relating to collecting the views from local children i.e. through a local school or organisation working with the relevant age group.

Where the project is being funded by other organisations i.e. Parish or Town Council, a copy of the written confirmation of funding will be required.

Letters of support for the project from local people will also be required. These can be from potential beneficiaries of the project and/or from the Parish or Town Council, local councillor etc.

### **Assessment of applications**

Applications to this Programme are subject to a rigorous assessment that checks all the required criteria are met. Funding cannot be awarded retrospectively therefore it is vital that applicants do not start the project until they have received notification that a grant has been awarded.

These notes should be read before completing the application form and any questions need to be raised with the Grants Team.