

Community Grants - Neighbourhood Grant and Borough Wide Grant Guidelines

Background

1. A new approach to the grants programme was agreed at Finance and Contracts Committee on 11th December 2018 making 4 new funding streams to form a new 'Community Grants Programme' available to not for profit organisations and community groups to access.
2. With effect from the financial year 2019/2020 the Your Kingston Grants (up to £750) and New Initiatives Grants (up to £3,000) will be replaced with 'Neighbourhood Community Grants' and 'Borough-wide Community Grants'.
3. **Neighbourhood Community Grants** of up to £3,000 per application, are available to fund projects/ activities/ services to benefit communities in each of the four neighbourhood areas. Each Neighbourhood is awarded £20,000 per annum, which is reduced as Neighbourhood Community Grants are awarded throughout the financial year.
4. **Borough-wide Community Grants** of up to £3,000, per application, are available to fund projects/ activities/ services to benefit of communities across the Borough. There is a £20,000 allocation per annum, which is reduced as the Borough-wide grants are awarded throughout the year.

Neighbourhood Community Grants programme (from May 2019)

5. Neighbourhood Community Grants are to be made available to support local activity that engages communities in meeting priorities identified by the Neighbourhood, which may also be in the respective Neighbourhood Community Plans. Community plans are likely to be in place in the Autumn 2019. Maximum award amounts for each initiative/project/activity are up to £3,000. All Neighbourhood Community Grants will be available on a rolling programme throughout the year.
6. The Neighbourhood Manager and grant budget holder will be responsible for gathering monitoring reports from the successful organisations' projects/activities/events and how the grant has been spent.
7. Organisations will be able to submit up to two grant applications per financial year if the applications are for completely separate projects/activities/events, not just a repeat of the previous application and must meet the grant criteria to be considered for a grant. Please note, applications may be deferred to another Committee later in the year if there are multiple applications made at once from the same organisation.
8. Neighbourhood Managers will report applications and recommend grant allocations to the appropriate Neighbourhood Committee for a final decision.
9. The overall budget for Neighbourhood Community Grants for 2019/2020 will be up to £80,000. Therefore, £20,000 will be made available to each Neighbourhood Committee to decide which projects/activities/events, in the relevant geographical area, should receive an award.

Borough Wide Community Grants

10. The overall budget for Borough-wide Community Grants is up to £20,000. Maximum award amounts for each initiative/project/activity are up to £3,000.
11. An additional £20,000 will be allocated for Borough-wide projects with the relevant strategic Corporate Head of Service or Service Director signing off the final grant award decision under their delegated authority.
12. Organisations will be able to submit up to two grant applications per financial year if the applications are for completely separate projects/activities/events, not just a repeat of the previous application and must meet the grant criteria to be considered for a grant. Please note, applications may be deferred to another point later in the year if there are multiple applications made at once from the same organisation.

Criteria: Neighbourhood Community Grants and Borough Wide Community Grants (up to £3,000)

13. Both the Neighbourhood Community Grant and Borough Wide Community Grants have the same criteria except the Neighbourhood Community Grant is for activity in that locality and the Borough Wide grant is for activity that crosses Neighbourhood Boundaries or may benefit a specific population group.
14. For example, the Borough Wide Grant would be suitable to apply for if a project targets certain population groups who may live anywhere in the borough i.e. refugees, carers, older people at risk of certain long term conditions or people on a low income.
15. These are annual grants for costs towards the running of events, projects and activities which can include a contribution to project overheads but cannot be used for the day-to-day running costs of the organisation.
16. Events can include:
 - events in community halls to celebrate or raise awareness of important causes
 - events to support community markets to take place or local businesses to thrive
17. Funding towards projects or activities can include:
 - start up, 'pump-priming', developmental or piloting activities to see how they work
 - one-off projects but they must be completed within 12 months of starting
 - costs towards venue hire or equipment to run the activity
 - costs towards staffing on the specific project applied for

18. This grant funding is to support local activity that engages communities in events, projects or activities that have to contribute to meeting one or more of the Council's **Strategic Outcomes and Priorities to 2023**, which are:

- Healthy, independent and resilient residents with effective support to those who need it most.
- A safe borough which celebrates our diverse and vibrant communities, with local priorities shaped through participatory democracy.
- A sustainable approach to new homes, development and infrastructure which benefits our communities, in a well maintained borough.

19. Neighbourhood Community Grants and Borough-wide Community Grants are especially for the benefit of community-based groups, or organisations that need a small amount of funds to enable them to have a big impact on their local community.

20. We welcome projects, events or activities that:

- focus on meeting the needs of marginalised or isolated people or communities
- focus on funding local initiatives provided for community benefit

In addition, for Neighbourhood Community Grants we welcome applications that:

- contribute towards priorities:
 - identified by the Neighbourhood
 - which appear in the local Neighbourhood Community Plan

Who can apply

21. Eligible groups are:

- not-for-profit organisations
- voluntary or community sector organisations
- faith groups

Grant applications process

22. The Officer or Neighbourhood Committee decision on all Community Grant applications is final. To apply the applicant needs to include the following:

- have a written constitution or memorandum and articles or set of rules that establishes that it is a voluntary, community, faith or other not-for-profit organisation
- be able to say how surpluses are re-invested if the group is a not-for-profit organisation

- have a management committee or board of trustees with at least three members
- have a bank or building society account in the name of the organisation
- have at least two unrelated people to authorise cheques and make withdrawals (including debit card or internet purchases or cash withdrawals)
- have an accounting system such as annual accounts to record income and expenditure
- not have an ongoing deficit that the grant application could be used to fill

23. The organisation needs to have all of these aspects to apply. In the application form the group will also need to provide as much of the following as is possible:

- describe what the grant request will be used for
- show there is a need or demand for the suggested activity (if possible)
- show how the suggested activities contribute to meeting at least one of our Strategic Outcomes and/ or local neighbourhood community plan priorities identified (showing how the project or activity promotes community integration or inclusion and/ or focuses on reducing inequalities, closing the gap for disadvantaged, isolated people and/or groups will also be advantageous)
- show that the organisations is open to the whole community, no matter the gender, race, disability, religion, age, marital status or any other protected characteristic group.
- describe how the project, event or activities will continue once the funding has ended, or how any legacy from the project or activities will be passed on, if appropriate.
- have a significant proportion of beneficiaries resident in the Neighbourhood in which it submits its application if the group is submitting a Neighbourhood Community Grant application
- provide evidence of its fundraising/match funding plans as part of its application to ensure the best value for money possible for any Community Grant contribution
- demonstrate that these activities are additional and do not duplicate existing work
- demonstrate added value i.e. social and environmental considerations
- show how the group will engage and consult regularly with users or members in developing and monitoring events, activities or services to identifying the need for changes

24. The organisation will also have to commit:

- good practice in terms of equality legislation, health and safety, safeguarding (children and vulnerable adults) and promoting environmental good practice
- that it will collect and use performance management data to measure the event, activity or project's impact and to monitor and improve effective delivery
- that it has adequate financial information including a budget for the event, project or activities in the application
- a clear indication of the state of the organisation's reserves, including designated and restricted funds and the reason that they are designated or restricted

What the grants will not fund

25. Groups can't apply for the grant:

- on behalf of an individual or commercial organisation
- if it is a repeat application from the same organisation for the same or similar activities. However, we will consider repeat applications where the organisation can demonstrate that its activities deliver significant community benefit and can provide evidence of efforts to fundraise and/or apply for grants from elsewhere.
- for projects or activities whose primary purpose is to promote religion or belief. However, applications are welcomed from faith organisations to carry out work with the community that is not primarily of a religious nature and does not exclude people from other faiths, or those who have no faith
- if the application is related to a current planning application, licensing application or other application yet to be determined by the Council
- Applicants should be aware that funds will be accessible only once and projects should not have ongoing running costs for the council. If ongoing costs are likely, then permissions from the relevant service Director at the Council will be required, in writing. Applicants are encouraged to support project maintenance and to seek additional forms of funding, if necessary, e.g. through crowdfunding to match the amount.

26. Grants cannot be used to pay for:

- major building works
- a minibus or minibuses
- political activities
- teaching community languages
- activities that are part of normal day-to-day running (though not capacity building)
- activities that are normally undertaken by Statutory organisations
- organisational fundraising activities
- endowments (to provide a source of income)
- retrospective events/ activities

Grant conditions

27. If the organisation is awarded a grant it will need to agree to the Council's standard grant conditions which are to:

- use the grant only for the purpose for which it was awarded
- complete a grant monitoring form about its use of the grant (we'll send the group the form)
- operate with a commitment to Equal Opportunities issues in relation to its workers, volunteers, members and users and other relevant policies such as Safeguarding (children and vulnerable adults), Health and Safety and good environmental practice
- comply with the Local Government Act 1986 (Section 2) which prohibits local authorities from giving funding or assistance to others to publish material that appears to influence people's support for a political party
- tell us if the organisation either closes or does not operate for any significant period during the grant aid year
- acknowledge the borough's financial support in any related publicity material
- not use any grant awarded to promote religion or belief
- seek our permission if grant monies are carried forward into the next financial year or if any changes to the purpose are required

28. The Council may add special conditions to a group's grant award. If this happens these will be laid out in the offer letter.

How to apply

29. Complete and submit your application form. Please send this to the Council as soon as possible before the event or project is due to start. Please submit the application as soon as possible and to the email identified on the correspondence you have received, thank you

Your application will be assessed

30. If your application is not complete, the Council will send this back to you and *give 10 working days* to provide any missing information. You may also be contacted for further clarification.

Notification of decision (Borough-wide grants)

31. The Council aims to let applicants know the outcome of the decision within 6 weeks of receiving an application.

32. If the council offers your organisation a grant it will be conditional on you signing the offer letter and accepting the terms and conditions of the grant. If your application is unsuccessful the relevant Council Officer may be able to provide you feedback upon request, as to why it was unsuccessful.

Notification of decision (Neighbourhood Community Grants)

33. The Council will let applicants know when their application will be considered by the relevant Committee and applicants will be able to attend the Committee meeting where their application will be determined. Applicants will be informed of the outcome within 10 working days of the meeting.
34. If the council offers your organisation a grant it will be conditional on you signing the offer letter and accepting our terms and conditions of the grant. If your application is unsuccessful the relevant Neighbourhood Manager or Council Officer may be able to provide you feedback, upon request, as to why it was unsuccessful.

Offer letter

35. Please sign and return the documents within 10 days of receiving the Council's offer letter.

Start your event/ activity or project

36. You will be asked to complete an end of year report against your outputs and outcomes and the budget you set for the activity applied for. If there are differences during the project, please get in touch with your Neighbourhood and Communities Manager or Community Development Lead.

Help and Advice

37. If you are unsure of which grant funding to apply for due the nature of your project, please get in touch with your Neighbourhood Manager.
neighbourhood_management@kingston.gov.uk
38. If you require help with your governance arrangements, filling out your application or other funding streams you could access outside of the Council, please contact Kingston Voluntary Action Tel: 0208 255 3335; your local voluntary sector umbrella organisation, who can assist you.