

# Small grants for community-led planning

## INFORMATION FOR APPLICANTS

### 1 Introduction

- 1.1 Under the aim of promoting strong communities the Council Plan states “*we want local communities to have a say in what matters to them, which is why we are supporting community planning.*” The Council has agreed a budget to assist with small grants.
- 1.2 This document sets out:
- The purpose of the grant
  - Who can apply for funding
  - How much is available
  - What kind of project could be supported
  - What conditions are attached to an offer of funding
  - How to apply for funding.

### 2 Purpose of the community-led planning grant

- 2.1 A community-led plan sets out how local residents would like to see their local area change in the future. The grant scheme is to:
- enable local communities to research and understand the issues that are most important to their local area through engagement with as many people as possible (initial stage), and
  - initiate sustainable projects that meet the priorities and actions identified in the community-led plan (enabling stage).

### 3 Who can apply for funding?

- 3.1 **Initial stage** funding is open to community-led planning groups that have been set up with the specific purpose of producing a broad based community-led plan for their area, following the advice and guidance of the community development officers at BDBC. The grant is aimed at supporting wide engagement with the local community, and stakeholders.
- 3.2 **Enabling stage** funding is open to any organisation or community group to pump-prime initiatives that are identified in the local community-led plan, and are open to and benefit the wider community, provided that it:
- is non-profit making (including charities) and is operated with no undue restrictions on membership.
  - directly benefits residents of the area covered by the community-led plan.

Examples include youth clubs, community associations, community-led planning groups, town and parish councils, schools and religious groups.

An organisation can apply for separate projects, but must complete separate application forms for each project.

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## **4 How much is available?**

**4.1 Initial stage: max of £250**

**4.2 Enabling stage: max of £1000**

**4.3** Please note these are the maximum sums available – there is no guarantee you will receive these sums.

## **5 What kind of projects could be supported?**

**5.1 Initial stage: max of £250**

- Funding is intended to cover expenses incurred for engaging with the local community such as hall hire, promotion activities, engagement activities including refreshments and printing.
- Priority will be given to activities designed to increase continued involvement and engagement, particularly with harder to reach groups.

**5.2 Enabling stage: max of £1000**

- Funding is intended for enabling projects coming directly from a community-led plan action plan, where there is clear evidence of community support and community benefit. Examples include community noticeboards, contribution to equipment, start-up costs for a new community group such as a green fingers or cycling group, or for a group to extend, such as establish a younger age youth club.
- Priority will be given to projects that best meet identified need in the community-led plan, are more likely to become sustainable, and support community involvement.

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5.3 **Exclusions:** You cannot apply for the following:

- 5.3.1 Projects outside the area covered by the community-led plan.
- 5.3.2 Projects that do not directly contribute to priorities identified in the community-led plan.
- 5.3.3 Funding for staff - although professional fees for a facilitator to instigate a specific community project may be considered. Projects will expect to develop capacity to become sustainable.
- 5.3.4 Projects where it is believed there are alternative sources of funding from the council or elsewhere.
- 5.3.5 Projects that have already started before a funding decision is made.
- 5.3.6 Repeat applications from organisations for identical projects that have already been funded will not receive funding.

### 6 What conditions are attached to an offer of funding?

- 6.1 You will be responsible for securing and demonstrating any conditions to be met such as permissions to install or store equipment, and relevant insurances.
- 6.2 If the project is to provide an ongoing activity, evidence of how it will be financially sustained after the grant has been spent is required.
- 6.3 If your application is successful you will be asked to sign and return a letter of acceptance agreeing conditions.
- 6.4 A project grant evaluation will be required providing copies of invoices or receipts and outlining the community benefit and impact the project has had. Applicants should plan into their application how they will measure and demonstrate the impact.
- 6.5 Ideally the grant should be spent within one calendar year of it being granted. If this is not possible a monitoring report will still need to be provided and we could require a monitoring meeting after six months. Ultimately unspent grant may need to be returned.

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## **7 What supporting information is required?**

- 7.1 Evidence of the group's financial position which could include checked accounts or bank statement.
- 7.2 Evidence of the way the group operates including its aims and objectives, and could include its terms of reference, or constitution.
- 7.3 Smaller community groups without their own bank account or a constitution / terms of reference, may apply under the umbrella of another local community organisation after agreement with them.
- 7.4 Relevant permissions and insurances.

## **8 How to apply for funding?**

- 8.1 Complete the application form and submit with all supporting documents. This will include a copy of your constitution/ terms of reference, an outline of the project/ activity, a budget plan and outline how the impact of the project will be monitored.