



Guide to Community Grants

Important Information

- ▶ Read the Guidance Notes.
- ▶ Complete the eligibility test.
- ▶ Discuss your proposed application with the Community Development Team.
- ▶ Obtain an application reference number from the Community Development Team, otherwise your application cannot be assessed.
- ▶ The application will only be assessed if all sections of the form have been completed and received, including all appendices, by the deadline.
- ▶ Deadline for receipt of applications is **12 noon on 31st July 2008.**
- ▶ Please be aware that we will very rarely fund applications for more than £5,000 and most awards will be much smaller.
- ▶ Only one application per organisation can be submitted and the organisation must not already be on multi-year funding through the Community Grants Programme.
- ▶ Organisations in receipt of one year funding for 08/09 cannot apply for the same projects/activities to be funded in 09/10.



How to apply

We have tried to make the information below as clear as possible, but recognise that after reading it you may still have questions about the grants application process. If you need any help with understanding this information or with completing the application form please do contact the Community Development Team on (01452) 396980 or 396033.

When to apply/timescales

- Applications can be submitted anytime from 1st June until 31st July 2008;
- The deadline for receipt of applications is 12 noon on 31st July 2008;
- Assessments and approval take place between 1st August and 31st October 2008;
- You will be notified of whether your application has been successful or not in November 2008;
- Funding will be available from 1 April 2009.

Application stages

There are five steps to applying:

- 1 Read the attached guidelines:** you are very unlikely to make a successful application unless you read the Grants Guidelines in full.
- 2 Complete the eligibility test on page 3 of the guidelines:** once you have read the guidelines, and you think your project meets our criteria, you should complete this test. We have designed the test to help you check that you meet the criteria of the programme you are applying to. You do not need to send it to us, but it will help you work out if we are the right funder for you. If you do not pass the test, it is highly unlikely that your application will be successful.

- 3 Talk to the Community Development Team about your project.** You will need a reference number for your form that will be supplied by a member of the team after a discussion with you about your project. This is to try and ensure firstly, that your project meets the fund criteria and secondly that if you need support, someone is assigned to support you. **Your application will not be considered unless you have obtained an application reference number from the Community Development Team.**

- 4 Fill in the application form:** if you do meet our criteria and want to apply, you need to fill in an application form. **GAVCA are available to help you with this, see page 10 for their contact details.**

The form has 5 key sections –

- Your organisation
- Your project/activity
- Your financial information
- Conditions of grant aid
- Checklist and independent referee.

- 5 Sign and send:** please send us a copy that has been signed by the appropriate person in your organisation by post. Make a copy for yourself and send us the original.

Remember to send us, or provide details of the electronic source of, all the documents we ask for. If you do not have one or more of the documents, please tell us why.

We recommend that you use the Royal Mail recorded delivery service if you plan to send us your application on or close to the application deadline – 31st July 2008. If your application reaches us after 12 noon on the 31st July, we will not consider it.

We cannot accept applications by fax.

Please post your application to:
Community Development Team
Gloucester City Council
1st Floor Herbert Warehouse
The Docks
Gloucester GL1 2EQ

Eligibility test – don't start your application until you have completed the test below

Your organisation must:

- be a voluntary, community organisation or social enterprise;
- be non-profit making (any funds raised must be used towards furthering the aims and objectives of your organisation);
- have a constitution setting out your organisation's aims and how you operate;
- operate to the benefit of Gloucester and its inhabitants, and normally be located within the city.
- **operate activities and/or services that support the sustainable community strategy as described in Category 1 on pages 4 to 6.**
- be able to provide annual accounts and an annual report for the last financial year (new organisations will need to provide estimates of your income and expenditure);
- have a bank or building society account in the name of your organisation which needs at least two signatures on each cheque.

Tick the box if you can answer YES to all of the above points.

Eligibility test continued

We will not consider applications from/for:

- statutory bodies or individuals;
- companies that exist to trade for profit;
- organisations which promote political parties; activities promoting religious beliefs;
- organisations which could reasonably be expected to fund their activities or needs from members' subscriptions;
- organisations which could reasonably be expected to obtain sufficient funds from other sources, or where the funding for the service applied for is thought to be the primary responsibility of another funding authority, e.g. Gloucestershire County Council, Sport England, local health authority;
- organisations whose principle area of activity is outside the City, or whose aims and objectives are not specifically directed at residents of the City of Gloucester;
- organisations with more than 6 months of unrestricted reserves which are not being used to fund activities;
- national organisations with no specific local brief;
- capital costs; deficit funding; projects or services already provided;
- organisations that have already been awarded funding from the Community Grants (previously Community Support Grants), excluding training grants, for the year that this grants round applies to, eg those on Service Level Agreements or multi year funding.
- Identical projects/activities funded in 2008/09

Tick the box if you DO NOT fall under any of the above points.

If you can tick both boxes then you are eligible to make an application.

What we will consider funding

The Council wishes to fund activities that address issues within the **3 categories** that follow. Your application will need to show how your project / activity will achieve this in each of the 3 categories.

CATEGORY 1

Sustainable Community Strategy

This is a strategy devised with and for the wider community in Gloucester. The following section describes the aims, outcomes and actions forming the strategy.

Your application will need to show how your activities will help to achieve at least one of the specified **actions**.

You only need to meet one action in one aim not one action in each aim. The action(s) you choose should be the one(s) that your project/activity particularly meets.

Aim 1

A Place Where The Future Matters.

Outcome 1.1

We will have minimised Gloucester's contribution to climate change and addressed the local consequences.

Actions

- 1.1.1 Reduce the need to travel by car;
- 1.1.2 Support locally based climate change initiatives;
- 1.1.3 Increase Gloucester's resilience to flooding and drought.

Outcome 1.2

The heritage of our natural and built environment is central to our quality of life

and we take action year-on-year to protect, enhance and cherish it.

Actions

- 1.2.1 Develop initiatives to increase the biodiversity of public and private spaces in Gloucester;
- 1.2.2 Take actions to preserve and enhance the built environment.

Outcome 1.3

The reduction of waste in Gloucester to a level that can be managed in a sustainable way.

Actions

- 1.3.1 Encourage households, businesses and organisations to reduce, reuse and recycle waste.

Aim 2

A place where all communities matter and people want to live.

Outcome 2.1

Communities live, work and play in peace and harmony.

Actions

- 2.1.1 Take action to increase community cohesion and integration in Gloucester

Outcome 2.2

Our diverse communities have a strong influence on the services they receive.

Actions

- 2.2.1 LSP Partners work together to put community engagement at the heart of their decision making.

Outcome 2.3

Communities are safe and feel safe.

Actions

- 2.3.1 Reduce crime;
- 2.3.2 Build respect within neighbourhoods and reduce anti-social behaviour;
- 2.3.3 Reduce fear of crime.

Outcome 2.4

There are high quality open spaces and built facilities for culture, recreation and leisure.

Actions

- 2.4.1 Engage and work with local communities and agencies to improve use of and quality of public open spaces and built facilities.

What we will consider funding (continued)

Aim 3

A place where all people matter and we 'narrow the gap' in health, poverty and social exclusion.

Outcome 3.1

Measurable improvements are made in Gloucester's deprived communities.

Actions

- 3.1.1 Work with communities to develop and implement neighbourhood action plans in the most disadvantaged neighbourhoods to improve quality of life;
- 3.1.2 Improve the way services are delivered in neighbourhoods.

Outcome 3.2

Everyone has improved access to decent, warm and affordable homes

Actions

- 3.2.1 Reduce fuel poverty among vulnerable households;
- 3.2.2 Improve standards in private sector accommodation;
- 3.2.3 Increase the number of affordable homes through the Local Development Framework and Housing Strategy.

Outcome 3.3

Every child thrives and reaches his or her potential.

Actions

- 3.3.1 Ensure good practice in children's services reaches all neighbourhoods, BME communities, and looked after children and young people.

- 3.3.2 Contribute to the implementation of the Gloucestershire Teenage Pregnancy Prevention Strategy to reduce teenage pregnancy;

- 3.3.3 Resource, sustain and make best use of voluntary and community sector work with children and young people;

- 3.3.4 Improve out of school activities and services especially for vulnerable and disabled children and young people.

Outcome 3.4

Health improves for all age groups, the inequality gap is narrowed and people feel healthier.

Actions

- 3.4.1 Commission and support a range of health improvement activities and self-help groups in the 20% most deprived groups;
- 3.4.2 Create an environment which allows healthier choices;
- 3.4.3 Develop healthier environments and a healthy workforce;
- 3.4.4 Improve sexual health of young people.

Outcome 3.5

Older people and those with special needs have access to the services, support and information they need.

Actions

- 3.5.1 Support independence, health and well-being for those over 75 years and those with special needs.

What we will consider funding (continued)

Aim 4

A Place That Thrives.

Outcome 4.1

Local businesses flourish and contribute to the economic well-being of Gloucester.

Actions

- 4.1.1 Support the growth of small and medium enterprises;
- 4.1.2 Sustain and develop the third sector as an important contributor to the local economy;
- 4.1.3 Support measures to remove barriers and increase business start-ups within the City of Gloucester.

Outcome 4.2

We realise the potential of Gloucester, and work with Cheltenham and the rest of the county to create a strong local economy.

Actions

- 4.2.1 Support the implementation of the Gloucestershire Urban Economic Strategy.

Outcome 4.3

Everyone has access to quality skills and job opportunities, bringing people out of poverty and into work.

Actions

- 4.3.1 Develop initiatives so that local people benefit from growth in employment in Gloucester;
- 4.3.2 Support delivery of the City Employment Plan.

Outcome 4.4

Physical regeneration of the City delivers social, cultural and environmental benefits for local people and their communities.

Actions

- 4.4.1 Co-ordinate agency and partnership work in order to improve outcomes for all;
- 4.4.2 Promote and develop Gloucester's cultural identity and cultural offer, including a stronger, more diverse and vibrant evening economy.

What we will consider funding (continued)

CATEGORY 2

Your application will now need to show how it supports community engagement and action and/or community cohesion and equalities, including expected outcomes. The following explains what we mean and gives some practical examples:

1 Community engagement and action

Local people taking action to improve the quality of life for communities and to inform and improve services which impact on their lives.

What do we mean in practice? Examples can be:

- Community events/meetings which enable local people to have contact with and influence service providers in their area;
- Enabling your users to have a voice and influence on services which affect them;
- Undertaking outreach activities with different communities which enable them to engage with the wider community;
- Enabling people to take action over issues which affect their community eg crime, lack of open spaces, play provision;
- Providing training and support to people to enable them to get involved in decision-making processes.

and/or

2 Community cohesion and equalities

People from different backgrounds and circumstances positively engaging with each other, having a voice and sense of belonging in their communities and having equal access to services.

Community cohesion is not just about issues of race and faith. For example it also includes issues of age (eg relationships between young and old), issues of wealth/poverty, class etc

What do we mean in practice? Examples can be:

- Activities which build relationships between people from different backgrounds;
- Inter-generational activities;
- Running activities and events that cover a diverse range of people and/or communities;
- Developing your group's activities to meet the needs of more communities;
- "Myth-busting" activities – activities which challenge preconceptions about particular communities, either communities of interest or geographic communities.

What we will consider funding (continued)

CATEGORY 3

Shared and Joint Working

Your application will need to show how your project/activity involves working together with other organisations/groups.

The following explains what we mean and gives some practical examples:

Working collaboratively with other organisations/groups to deliver services and activities. This could be for example, through joint delivery of a project or sharing of support functions such as premises, IT, personnel support, financial administration etc.

It is important that you give practical examples from your project and it is clear how your users will benefit from this collaboration.

What do we mean in practice?

Examples can be:

- A group providing support services for elderly people working with a community transport scheme to increase access to the service to those who are housebound.
- Sharing of support functions i.e. a bookkeeper, thereby reducing back office costs.
- Setting up a programme of outreach sessions from other agencies to come and work with your users.

There are many practical ways of sharing resources and the Collaborative Working Unit at National Council for Voluntary Organisations (NCVO) has a number of case studies that are being pursued in the VCS nationally. For more details go to www.ncvo-vol.org.uk/collaborativeworkingunit

Types of grants made

We make grants towards project costs; these can include a proportion of "overhead" costs eg premises, administration, management costs, staff costs etc. There are grants available as 'one off' activity funds, (for example, for an event you want to run) or for funding for up to three years.

A full list of our previous year's grants is on our website at - www.gloucester.gov.uk/community/grants

How much to apply for

The community grants fund available in 2009/10 is approximately £35,000 in total. There is no maximum grant size and the amount you request should be the amount you need. We will however, only make a small number of grants that exceed £5,000 a year. Most grants will be for smaller amounts.

How we assess your application

A council officer will assess your application, in line with the points that follow. **Please note that this is only information on your application form and appendices that we will assess. Prior knowledge of your activities will not be used, to ensure an equitable and fair process.**

Your application will need to show:

- That your organisation is eligible (see eligibility test), if it is found not to be you will be informed and your application will not be further assessed.
- That all the information requested has been supplied and the form is complete; if it isn't you will be informed and must supply all the information by the date specified. If it is not supplied by this date your application will not be assessed and you will be informed.
- That your project meets the criteria of the fund in all three categories.
- That if your organisation is requesting funding of over £10,000, it has a track record of organising similar work successfully.

- That you can show that there is a need for the services/activities you want funding for.
- That you have involved the users in all aspects of the design and implementation of your project.
- That the activities proposed are achievable and realistic, ie well planned.
- That you have addressed equal opportunities and diversity within the design and implementation of the project.
- That you have thought through the monitoring of your project and how you will learn from the evaluation.
- That the sustainability of the work (if needed) has been explored.
- That there is a need for financial assistance, that the budgets you are proposing are realistic and that the City Council's contribution to your overall budget will allow you to operate on a viable basis.

In September, you will receive a copy of the assessment of your application for your comments. This assessment and your comments will then be considered by the Cabinet member with responsibility for the Voluntary and Community Sector. Once a decision has been made we will write to you confirming whether you have been successful or not.

We aim to treat all organisations applying to us fairly and efficiently. We try to make applying for a grant as simple as possible, while making sure that public money is well spent.

We always get many more applications than we can fund, so we have to make some difficult choices. We want to make sure that our funding is spread effectively throughout and for the benefit of the Gloucester community.

However, because the Council has a limited budget, it is possible that even if your application meets these criteria, it may still be unsuccessful.

What happens if your application is not successful?

There is no appeals procedure for grants, however, if your organisation is having particular financial problems you should contact the Community Development Team on 01452 396980.

Other grants

Training and Development Grants

These grants may be used for your organisation [up to £500] or individuals [up to £100] within it so that your organisation can be strengthened. For example grants could be used to: attend conferences and training, to pay for a trainer or consultant to work with your organisation, to set up/develop an organisation, or to visit a similar organisation. For further information please contact the **Community Development Team** on **01452 396980**.

Neighbourhood Pride Fund Awards

Awards of between £250-£1,000 for activities which improve the local environment. For further information please contact the **Community Development Team** on **01452 396980**.

Funding support and advice from the local voluntary and community sector

Gloucester Association for Voluntary & Community Action (GAVCA), Ground Floor, 75/81 Eastgate Street, Gloucester GL1 1PN.

Tel No: **01452 332424**

Email: admin@gavca.org.uk

Web: www.gavca.org.uk

Or you can help yourself any time on the internet by using the free funding search database at www.gloshub.org.uk/funding to find local, regional and national funding sources.

Definitions

Constitution This is the organisation's governing document that describes the purpose, management and structure.

Annual report and accounts Yearly documents that are required by your governing document, which summarise your activities and income and expenditure for the last business year.

Budget Projected income and expenditure for the relevant project year(s).

Outcomes Outcomes are the specific changes or difference that your project/services will make over time. An easy way to think of them is that they are the result of what you do, rather than the activities or services you provide.

The Big Lottery Fund has produced a helpful booklet on outcomes called A BIG guide to using an outcomes approach. This can be found on their website at www.biglotteryfund.org.uk or you can contact them on 0845 410 2030.

Equal Opportunities and diversity This is about what steps your organisation is taking to ensure people from all sections of the community are able both to access your services/activities and to be involved in their development. Examples could include:

- providing outreach services to particular groups/communities eg IT sessions for older people at luncheon clubs;
- providing services/activities at different times to suit different groups;
- promoting your services/activities through different community groups/venues eg youth centres/churches/mosques/local shops etc;
- ensuring venues are accessible for people with disabilities/people with buggies.

The Big Lottery Fund has produced a helpful booklet on equalities issues called "Equality Matters". This can be downloaded from their website at www.biglottery.org.uk or you can contact them on 0845 410 2030.

Sustainability How the activities, services and outcomes being delivered by the project will be maintained after this grant has been spent.

Vulnerable Adults A vulnerable adult is defined in 'No Secrets' (the Government's Guidance on Adult Abuse) as: - 'a person aged 18 years or over, who is in receipt of, or may be in need of, community care services by reason of mental or other disability, age or illness and who is, or may be, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.'

If you require the guide in a different format or large print please contact the Community Development Team on 01452 396980.

If your main language is not English, and you would like help understanding this guide, please phone Tapestry on (01452) 396909.

আপনার মাতৃভাষা যদি ইংরেজী না হয় এবং এই নির্দেশিকাটি বুঝতে আপনার যদি সাহায্য দরকার হয়, তাহলে দয়া করে (০১৪৫২) ৩৯৬৯০৯ নম্বরে ট্যাপেস্ট্রীকে টেলিফোন করবেন।

如果你的母語不是英文而你希望在了解這本指南方面得到幫助的話，請致電達意處(01452) 396926。

તમારી મુખ્ય ભાષા ઈંગ્લીશ નહીં હોય, અને આ ગાઈડ સમજવામાં મદદ જોઈતી હોય તો, મહેરબાની કરીને ટેપિસ્ટ્રીને (૦૧૪૫૨) ૩૯૬૯૦૯ પર ફોન કરશો.

Jeśli nie mówisz płynnie po angielsku i potrzebujesz pomocy w zrozumieniu tego przewodnika, zadzwoń do Tapestry pod numerem (01452) 396909.

اگر آپ کی مادری زبان انگریزی نہیں ہے اور اس گائیڈ کے سمجھنے کیلئے مدد چاہتے ہیں تو براہ مہربانی ٹاپیسٹری کو (01452) 396909 نمبر پر فون کریں۔

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