



## **Community Grants Guidance 2017 – 2018**

### **Who can apply?**

#### **You can apply for a grant if you:**

- Are a voluntary, community organisation or social enterprise that is/intending to run activities in Gloucester for at least 12 months;
- Are 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; or alternatively an organisation with policies in place has agreed to be accountable for the funds on your behalf
- operate to the benefit of Gloucester and its people, and normally be located within the city;
- be able to provide annual accounts and an annual report for the last financial year or a 12 month financial budget;
- have a bank or building society account in the name of your organisation which needs at least two signatures on each cheque. The two signatories on any one cheque cannot be related or live at the same address;

### **What can I apply for?**

Gloucester City Council wish to support the voluntary and community sector and will fund projects using the asset based community development approach. Further information can be found at: <http://www.gloucester.gov.uk/resident/community/Pages/partnership-and-engagement.aspx>

**We welcome applications for projects that support greater community cohesion, increase social action and create more opportunities for people to develop and share skills.**

### **How much can I apply for?**

You can apply for up to £2,500.00. We will accept more than one application per organisation but please note that we wish to support as many groups as we can.

## **What will we pay for?**

We will pay for your project costs, however, we will give higher priority to those projects that we are a match funder for. We do expect you to secure funding from other sources as well. We will not fund applications made retrospectively.

## **When does the project need to be completed by?**

You will need to complete the project and spend the funding by 31<sup>st</sup> March 2018

## **What else do I need to know?**

If you also need funding from other sources, please include the details in your application, it must have been secured before our funding will be released.

If the total cost of your project is greater than the amount you've applied for from the City Council, you must have secured the shortfall before we can pay your grant. You must provide proof of how you have achieved this.

## **What is the deadline for application?**

Completed applications must be received by 31<sup>st</sup> August 2017

## **How do I apply?**

Complete all the sections of the application form electronically and email it to [grants@gloucester.gov.uk](mailto:grants@gloucester.gov.uk). We will not accept applications via the post.

## **What happens next?**

Once we receive your application, we will check your application covers the following criteria:

- Clearly show what difference it will make to peoples' quality of life and wellbeing
- Illustrate there is evidence that the programme will work and there is a clear desire people want it and you've used peoples strengths and assets
- Ensure the project fits strongly with our Council Plan priorities

We will ensure your project is something we can support and use a scoring system to help us decide which projects to fund.

Applications will be prioritised on this basis. To help the council better understand the impact of local projects, applicants may be invited to a decision making panel to be held in September 2017

## **What happens if we offer you a grant?**

If we offer you a grant it will be on the condition that you accept the terms of our conditions of grant aid and send us some documents that allow us to check how your organisation is run.

You cannot allocate any of our funding to project costs incurred before we have approved these documents.

Our standard conditions of grant aid are in the application pack. The additional information required if you are offered a grant will be –

- **Accounts** - We'll need a copy of your organisation's latest approved annual accounts, or if you've been running for less than 15 months, a 12-month financial projection.
- **Bank form** – If you have not received a grant from Gloucester City Council in the last 12 months we will send you a 'bank or building society details form' to complete.
- **Bank statements** - We'll need three consecutive pages of original bank (or building society) statements. The most recent page must be less than three months old. If you use a building society passbook, we'll need copies of three consecutive pages from your passbook, which have been certified by your building society with a stamp and signature as 'true copies of the original'.
- **Governing document** - Unless you're a registered charity or a company limited by guarantee we'll need a copy of your organisation's signed and dated constitution
- **Equal Opportunities Policy** - we will need a copy of your organisation's signed and dated policy, including evidence that it has been reviewed in the last 12 months
- **Safeguarding Policy** – we will need a copy of your organisation's signed and dated policy, including evidence that it has been reviewed in the last 12 months

### **Celebrating success**

Once we've checked everything you send us and confirmed our grant you can get started and tell everyone about it. We hope that everyone in your community will be proud of your achievement and want to get involved. Remember to use the Gloucester City Council logo on all materials related to your project. Please contact us if you need a copy of our logo.

We will also need you to provide us with monitoring information, telling us how you spent the grant and what you achieved with it. You will need to have systems in place so you can evidence that your work is making the differences you expect. We will confirm what is required if we offer you a grant towards the end of the financial year/s.

Please note all grants are subject to Member Call-In. This is the process whereby non-executive councillors can hold the executive members to account for the decisions they make.