

Community Grants 2005/06 Funding Policy and Criteria

Applications over £750

Crawley Borough Council supports a range of voluntary and community organisations to provide services, projects or activities for people in Crawley.

As Voluntary Sector Support we aim to:

- *Directly support the people and organisations of Crawley to improve quality of life.*
- *Complement and enhance plans and services which CBC provide or wish to support.*
- *Provide greater opportunities for active citizen participation and volunteering.*
- *Achieve more for our community by working together.*

Community Grants/Funding Support

This funding support programme is divided into main and small grants in order to encourage as wide a range of organisations as possible to apply.

- **Main Grants. (Over £750).**
This category is for any direct service that is provided by (not-for-profit) voluntary and community organisations with organised management committees and Registered Charities. In some cases funding will be made available for up to 2 years. This support will depend on developing a "Funding Agreement" between the organisation and CBC including formal monitoring arrangements. You will need to apply in September for funding from the following April.
- **Small Grants. (£750 and less).**
This category is available to all local voluntary and community organisations. Grants awarded under the small grants scheme will not exceed £750 for each organisation on a one-off (or non annual recurring) basis. On going commitments to provide grant funding will not be given, although an application for another project may be considered. Small grants are available all year, subject to funding.

Who Can Apply

Registered charities and other not-for-profit groups/organisations can apply for funding but will need to demonstrate, as a minimum, a constitution/governing document and a system for recording income and expenditure.

We particularly welcome joint applications from groups who feel they can achieve more by working together – collaboratively or in a formal partnership – for a specific project or activity. We also welcome bids from new groups and the development and expansion of existing groups seeking to meet identified needs.

Who Should Not Apply

We cannot accept applications from:

- Individuals or on behalf of an individual
- Private groups or Companies (except Charitable Companies)
- Local groups whose funding is sent to their headquarters/elsewhere for re-distribution.
- National and regional organisations unless their application is of local significance, such as a specific project within the Borough working with a local base and advisory/reference group.
- Political Parties or organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race or religion.
- Churches or religious organisations if the activity is designed to promote the religion itself or if people must take part in religious services in order to benefit.
- Organisations where 'campaigning' is the main purpose or activity.

Applications will not normally be considered by CBC if it is to replace funding by Central government, NHS Trusts or the County Council as the *main* source of funding. However joint or partnership funding will be considered in most cases. Contact us to discuss your requirements.

Our Key Funding Priorities

We have identified a number of areas where we believe the voluntary and community sector has an important role to play in improving quality of life in Crawley.

We will only consider applications which show that the funding will be used to support at least one of these priority areas:

- Promoting the involvement of individuals or groups in the community (especially volunteering)
- Improving access to services for people with a disability
- Combating social exclusion (promoting social inclusion)
- Supporting people in housing need
- Improving community safety
- Providing (quality) advice and information services to the community
- Supporting the activities that promote equal opportunities
- Promoting cultural development

What can be Funded

Funding can be given towards most areas of expenditure where it supports our priority areas including:

Administration - Items such as printing, publicity, stationery and telephones.

Equipment - Small items of equipment but not large scale capital items.

Premises - Rent or hire charges for using premises such as a school or community centre. Heating and lighting costs. Minor building works particularly adaptations to improve access to services.

Set up costs – One-off projects including development work, special programmes and events which are consistent with the grants criteria. (Excludes one-off festivals)

Staffing Costs - Employment costs of full or part time staff. Volunteers' expenses. Training and development.
Improvement - Organisational development, service review and quality steps.
Innovation – New initiatives and new joint ventures.

We will normally only make one award to any organisation each year. If your application for a main grant is unsuccessful, we will consider an application for a small grant of up to £750 if appropriate.

What information and evidence is required

We will need you to provide evidence in support of your application. As a general guide this should be relative to the amount of funding you request.

For example, your application should specify:

- That you have an organised committee/form of management which is accountable and democratic
- That you have identified there is a need for the proposed activity, how you aim to meet that need and that this need is not met by others/in other ways.
- You have identified the main outcomes and milestones/events for the activity over time.
- The direct benefits to people who live in Crawley.
- Evidence that you have consulted people who use at present or will use the service.
- How you aim to complement or enhance the services provided by CBC/others working locally.
- How you will secure and use resources effectively including other/external funding.
- All costs of the project/activity.
- That you have appropriate organisational policies including equal opportunities.

Standard Terms and Conditions.

All organisations awarded funding are required to sign a standard funding agreement, key points of which include:

- To use the monies only for the purpose for which it was awarded.
- To acknowledge the contribution of CBC on all appropriate publicity material, press releases and Annual Report/Accounts.
- To have own insurances including public liability insurance appropriate to the service provided.
- To comply with all relevant statutory requirements including Health and Safety, Employment law etc.
- To provide monitoring reports on the use of any monies within a specified period.
- To agree to return any unspent monies should the organisation or activity cease during the life of the funding award (or request a change of purpose subject to CBC approval).

Certain other conditions may be made when the funding is awarded and this will be discussed at the time of any formal offer of funding.

How & When to Apply

Main Grants - All applicants must complete an application form available in MS Word format online (download at www.crawley.gov.uk/living - 'Local Community' link) or may request separately an electronic or hard copy. Initial decisions are usually announced in January/February.

Apply now for funding in 2005/2006.

*Applications for main grants must be submitted by **30th September 2004***

Small Grants - Applicants may be submitted at any time of the year, subject to availability. A decision is usually announced within twelve weeks of applying. We are particularly keen to fund activity that already has some funding in place or where other fundraising has proved difficult. Contact us to discuss your requirements.

Open for applications (subject to funding)

For an application form for main or small Community Grants please contact:
Craig Downs, Voluntary Sector Support Officer
Tel. **01293 438763** Email: craig.downs@crawley.gov.uk

Other Funding Available

Further information on funding sources is available from Crawley Council for Voluntary Service or '**CVS**' (Registered Charity No. 1094699) contact **Sue Knight**, Chief Officer. Tel. **01293 526248**

You can also make an appointment with CVS to use *FunderFinder* and search for funding from various Grant Making Trusts.

Crawley Compact – Partners

*Now operating with CBC on the Standard Application Form...
(A new form for all three main local funds developed for the Local Compact)*

For details of funding available from **Crawley Primary Care Trust** contact:
Sarah Hawke, Partnership Manager, Crawley PCT. Tel. **01293 572128**

For details of funding available from **WSCC Social and Caring Services** contact:
Geoff State, VSLDO, West Sussex County Council. Tel. **01293 895171**

[Note different closing date\(s\) apply](#)

Community Grants 2005/2006

Notes on Grant Aid Appeals Procedure

Please review these notes carefully in considering any appeal

1. Your appeal should be lodged in writing* and signed quoting the application reference number, within 14 (calendar) days and include the following:
 - A. the **implications** for the project/service ('activity') of any reduction in CBC grant aid - or for other applications - details of how the activity was previously funded and why such funding is no longer available [e.g. who will this decision impact and how];
 - B. the **savings options** available to reduce expenditure and maintain a level of activity [e.g. what is the minimum funding required to deliver a practical level of service/support];
 - C. all **other funding** sources that have been *identified* and *lodged* in the last year and those outcomes [e.g. specify dates/funders/decisions]; and
 - D. a description about how the activity supports ONE or more of our published **funding priorities** if not previously detailed in your application [e.g. demonstrate at least the most important link]

* We recommend obtaining proof of posting (or e-mail with copy by post)

2. The appeals process is an opportunity for CBC to review the provisional award and help identify other possible sources of support.
3. Applications received after the formal closing date will not be eligible for further consideration.
4. Following the appeals panel meeting, the provisional award will be confirmed or changed. **NB. The appeals panel may vary a provisional award by way of increase or decrease and this outcome is final.**
5. For 2-year awards, an Appeal will cover the full award (both years / not part). Awards are subject to annual review and approval. You can however apply later to alter a Year 2 award if there are exceptional and unforeseen circumstances relating to the activity to be funded.