



*An empowered and enabled community*

# **Bassetlaw District Council Grant Aid 2017-2019 Guidance Notes for Applicants**

# The Application Process

## Read This Guide

This guide will help you to understand if we are able to fund your organisation and project/activity, and will help you complete the application form. It also provides information on how your application is assessed, and what happens next if you are successful.



## Complete the Application Form

Send your application and supporting documents to Bassetlaw Community and Voluntary Service by post  
**by 12 NOON Friday 27<sup>th</sup> January 2017.**

We will acknowledge receipt of your application by email

If your application is not complete, we will contact and you will have **3 working days** to send us the missing information.



## Application Assessment

Your application will be assessed by an independent panel comprising of voluntary and community sector representatives by **Monday 6<sup>th</sup> February 2017** - we may need to contact you during this time.



## The Decision

You will be notified of the decision by **Wednesday 15<sup>th</sup> February 2017.**



## Start Your Project

You can start your project/activity from **Friday 1<sup>st</sup> April 2017.**



## Finishing Your Project

You must complete your project/activity by **Friday 31st March 2019.** During the course of your project/activity you will be asked to complete quarterly monitoring reports detailing how the grant is being spent and what has been achieved. You will also be asked to complete an end of grant report to include total spend and achievements of your project/activity.

# Who Can Apply?

**As Bassetlaw District Council has indicated that it may not be in a position to fund a grant aid programme after 2019, the grants will be awarded on a TWO year basis. Therefore the grants made will cover the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2019. It is hoped that the 2 year grant will help groups to better plan for the future. Applications should reflect this. The grant in the second year may reduce slightly (to reflect any reduction in central funding to the Council).**

What Bassetlaw District Council Grant Aid will support:

- \* Local organisations from the voluntary and community sector that can contribute to the criteria outlined on Page 5.
- \* Infrastructure organisations engaged in development work within the sector.
- \* One off projects/activities that meet local need and offer wider social benefits.
- \* Applicants that can demonstrate increased participation and civic engagement in Bassetlaw.
- \* Organisations that can demonstrate a genuine financial need for support and that meet the financial assessment criteria.

To apply for Bassetlaw District Council Grant Aid, voluntary and community organisations must have:

- \* A written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed)
- \* At least three unrelated people on their board of directors (companies including community interest companies)
- \* At least three unrelated trustees on their governing body (registered charities)
- \* At least three unrelated people on their governing body (unincorporated and unregistered not-for-profit associations).

Bassetlaw District Council expects any organisations with a membership to be open to all and allow anyone to join, unless there is a good reason why this is not appropriate.

# What Will Bassetlaw District Council Grant Aid Pay For?

You can apply for funds to pay for some or all of your project/activity costs. There is no maximum or minimum grant size that Bassetlaw District Council will fund, however, there is no guarantee that the grant awarded to your organisation will be able to fund the full project/activity that you propose.

There are some things that Bassetlaw District Council Grant Aid is unable to pay for and these are shown below:

## **Bassetlaw District Council Grant Aid cannot support applications:**

- \* From individuals (unless this is a collaboration with Bassetlaw based organisations)
- \* That do not meet the criteria detailed in this document
- \* From commercial organisations
- \* From voluntary and community groups from outside the District
- \* From statutory services that have been cut that were previously the responsibility of a different organisation

**Funding will be for two years, with an expected percentage decrease in the second year.**

# How Applications are Assessed

## Complete Applications

If an incomplete application is received, this will be returned to you, which could cause a delay to your application. You will be given **3 working days** to send us the missing information. Some helpful tips on completing the form are listed below:

- \* The main and senior contacts should be different people and the senior contact must be in an appropriate position
- \* Each contact must provide a landline telephone number
- \* The accounts section on Page 4 of the Application Form should be fully completed. If you are a new organisation which has been running for less than 15 months, you should provide a projection of your income and expenditure and include the amount you are requesting from us
- \* The budget table in Part 3 of the Application Form (page 9) should be completed in full, including totals and the amount you are requesting from us.

## The Bassetlaw District Council Grant Aid Criteria

Below are the three Bassetlaw District Council Grant Aid criteria. The criteria are guidelines as to the differences that Grant Aid funding is intended to make and the aspects that Bassetlaw District Council wish to support. During the assessment, how well your project/activity meets at least one or more of these criteria will be considered in order for it to be accepted for a grant.

- ❖ **Responding to the impacts of Welfare Reform** – The Council wishes to support agencies and partnerships that are able to offer early intervention and prevention services to clients. This will help to support ever decreasing public spending budgets. Bids that offer the following in whole or in part would be considered:

- Access to debt advice
- Assistance with arrears, debt casework, referrals to money advice
- Income maximisation – e.g. assistance with benefit claims/renewals/appeals
- Financial Literacy and Capability – budgetary and money management advice
- Energy – promotion of energy saving initiatives, helping individuals to switch to the best tariffs for their needs
- Support of vulnerable claimants
- Assistance into work

Particular priority will be given to those organisations that can demonstrate that the service is quality accredited. The Council would welcome projects that enable clients to be offered a much broader range of services, information and advice through a single gateway (including preventative services).

❖ **Accessibility** – Across the District clients have access to a range of locality based advice services.

- Clients can access services through a variety of mediums best suited to meet their needs
- Ensure customers have access to online advice and support
- Work with existing community groups to provide opportunities for residents to influence decision-making
- Support and encourage customers to use digital services
- Provide equal access to services
- Provide accessible rural services
- Provide face to face contact with customers on behalf of BDC
- Assist the Council with delivery of communication/engagement activities
- Able to demonstrate successful partnership working

❖ **Assisting the Sustainability of the voluntary and community sector in Bassetlaw** –

Given the funding situation, the Council is keen to encourage activities that help community organisations to help themselves. Initiatives implementing collaborative, innovative working models that best use their relative expertise and maximising efficient use of resources are particularly welcome.

The Council is seeking organisations able to demonstrate that they can deliver a majority of these elements:

- Funding advice
- Supporting the community and voluntary sector to manage funding reductions and to access external funding
- Providing support to organisations to collaborate, merge or form other partnership arrangements as appropriate
- Events and networking programme
- Short courses
- Partnership work
- Venues for community meetings at Retford and Worksop
- Management of a comprehensive IT network which is also used by other organisations
- Provide community news and information
- Fund administration for other groups where appropriate and resources allow
- Voluntary service including placing volunteers and supporting individual organisations to find volunteers. The approach includes specific opportunities for young people volunteering
- Assistance with implementing quality assurance systems

During the assessment, the following factors will be assessed to help us reach a decision:

- \* The need for your project/activity
- \* Who will benefit
- \* How you achieve our outcomes/meet the criteria
- \* What impact your project will have on the District
- \* Your organisation's income v expenditure
- \* The total project/activity cost

The Bassetlaw District Council Grant Aid fund is a limited fund and it may not be able to support all of the applications it receives. The scoring system is designed to fairly decide who to award the grants to. More points are given to applications that:

- \* Show strong evidence of need
- \* Seek to have a positive impact on as wide a range of people as possible
- \* Meet more of the criteria

Each application will be assessed equally and fairly.

# Policies and Insurances

## **Projects Working with Children, Young People or Vulnerable Adults**

If you are applying for a project/activity to work with children, young people and/or vulnerable adults, you must have a policy that explains how you will make sure they will be safe. It is **your responsibility** to have acceptable safeguarding policies and procedures in place which you may be asked to produce if you are offered a grant.

The NSPCC has produced an effective guide for organisations to safeguard children called 'Firstcheck'. You can find out more at [www.nspcc.org.uk](http://www.nspcc.org.uk) or you can buy a copy by calling NSPCC Publications on 020 7825 7422.

## **Insurance and Safety**

You may need public liability insurance or qualified leaders depending on the project/activity that you are proposing. It is **your responsibility** to ensure you have adequate insurance in place.

This should include cover for any assets you buy or events and activities you run using the grant. You may be asked to produce your policies at any time.

If your project/activity involves a dangerous sport or activity, your organisation **must be** affiliated to a governing body.

## **Equal Opportunities**

It is expected that projects/activities will be open to all who want to be involved, unless you can give a good reason why this should not be the case.

If there are any restrictions to who can take part, you should explain why in your application, so that it can be considered whether this is acceptable.

Your application should show your commitment to Bassetlaw District Council's equality principles. You may be asked to show your organisations Equality and Diversity policy during the course of your project/activity.



# What happens if you receive a Grant offer?

If you are offered a grant, you need to confirm what you told us in your application before the grant is paid to you. This means that the grant offer is conditional on you and a senior contact from your organisation signing and returning the offer letter and accepting the terms and conditions of the grant.

You cannot start your project/activity until the signed offer letter has been received, checked and approved.

## **Confirming the Grant**

If everything you send us meets the requirements, Bassetlaw Community and Voluntary Service will request that payment is made to you by Bassetlaw District Council. Funding will be paid as close to the new Financial year as possible (April 2017).

## **Withdrawing the Offer**

If what you send is unsatisfactory, you will be contacted if it is a problem that could be resolved. If there is a major problem or something that cannot be resolved, the conditional grant offer will be withdrawn and you will be informed of the reasons why via letter. This will not affect your ability to apply for future funding from the Bassetlaw District Council Grant Aid allocation. Any new applications will be assessed on their merits, in competition with others.

## **Monitoring Your Grant**

If your project/activity is funded, you will need to complete quarterly monitoring reports detailing how your grant is being spent and what has been achieved to date. You will also be asked to complete an end of grant report to include the total spend and overall impact achievements of your project/activity. Please make sure that you get receipts for all of the items or services you buy with the grant and that you keep them somewhere safe as you may be asked to provide them.

Please keep Bassetlaw Community and Voluntary Service up to date if your project/activity or any of your contact details change at any stage during your grant.

# Supporting Documentation

## **Voluntary and Community Organisations**

The following documents need to be supplied along with your application form in order for your proposal to be considered by the board.

- A copy of your organisations latest approved and independently examined annual accounts, signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner, where appropriate. If your organisation has been running for less than 15 months, you may not be able to give this to us. In these cases we will accept a 12-month financial projection for the year when you will be spending the grant.
- The latest edition of your organisations' Annual Report.
- A copy of your organisations' governing document, constitution or set of rules.

### **Bank or building society account requirements**

- \* You must have a UK based bank or building society account in the name of the organisation that submits the application and will carry out the project.
- \* At least two people are required to sign each cheque or make a withdrawal (including debit card or internet purchases and cash withdrawals).
- \* If any signatories are related or live at the same address, written confirmation from your bank or building society will be necessary to demonstrate that these people cannot authorise payments together.

### **Internet bank**

If your organisation uses an internet account, original, paper statements will need to be presented. You will need to ask your bank or building society to send these to you, as **downloaded versions will not be accepted.**

Two people will be required to authorise a payment. If any of the people who can authorise a payment are related or live at the same address we will need written confirmation from your bank or building society that they cannot authorise the same payments.

### **New organisations**

If your organisation has been running for less than three months, original statements you have received from your bank or building society will need to be provided (or certified copies of all the pages from your building society passbook that have transactions on them).

An original letter from your bank or building society showing your account details and when the account was opened will also be required.

# If the Application is Unsuccessful

All applications received are in competition with each other and it is understandable that you will be disappointed if you are not offered a grant.

If your application is not successful you will be written to detailing the reasons why. Please consider the reasons carefully before deciding whether to apply again.