

COMMUNITY GRANTS FUND



Grants for Community Projects

WHO CAN APPLY?

You can apply if you are a **non-profit making** group or organisation such as a community group, community association, voluntary sector or charitable organisation or parish council. Religious and political organisations are not eligible for funding to support their primary purpose.

WHAT IS AVAILABLE?

- Up to £10,000 for projects needing capital funding, eg for equipment, building and 'one-off' project costs that will involve and benefit local people in the borough of Ashford. (*This form.*)
- Up to £1,000 for "one-off" twinning, youth, arts, sports or community projects needing revenue funding. (*Ask for a revenue form.*)

WHAT ARE THE SCHEME'S PRIORITIES?

We will look to support projects which:

- encourage broad participation and involvement of local people;
- provide evidence of need;
- offer learning opportunities;
- maximise available grant-aid;
- work in partnership with other local groups and organisations;
- enhance the environment;
- benefit young people;
- show innovation and creativity.

We will only fund projects where there is a clear financial need due to lack of available funds.

We do not fund projects that have already been delivered or work that has already been carried out.

WHAT KIND OF CAPITAL PROJECTS DOES THE SCHEME FUND?

Over the past three years we have funded both rural and urban based projects such as the construction and refurbishment of community halls, sports facilities and play areas; the promotion of local heritage; equipment and materials for projects for young people; the production of village design statements and community appraisals; and the improvement of greens and open spaces.

We will NOT fund projects which only allow a proportion of the community to benefit. For example, we would not fund a school for a classroom project, but we would consider a grant for a multi-use-games-area based on a school site and open to local people; we would not fund repair of a church, but would consider a grant to refurbish a church hall which houses a broad range of community groups.

We will not fund **core** revenue costs which are **ongoing** such as salaries or volunteer expenses, heating or lighting etc.

WHAT ARE THE CONDITIONS?

You must:

- have a constitution or set of rules showing your aims and objectives
- demonstrate a sound financial footing, but also show a financial need for the grant to take forward your chosen project
- have a bank or building society account in your organisation's name
- provide statements in support of your project from your ward and parish councillors if appropriate, and any other interested party
- provide match funding to meet your total project costs. Whilst an element of the required match funding can be made up of donated materials or services and labour 'in kind', you must make an appropriate cash contribution either from your own funds or other fundraising. **Parish councils are expected to make a cash contribution towards projects which they support.**

HOW DO WE ASSESS YOUR PROJECT?

We look at:

- if there is evidence of need and local support;
- your skills as a group to manage your proposed project;
- the number of people gaining benefit;
- how well your project meets our priorities (*see front page*);
- the extent of your partnership working and the involvement of local people;
- how appropriate and realistic your budget is;
- if you have supplied all the necessary information (including supporting statements, **particularly from your Ward and/or Parish Councillor where appropriate**).

DEADLINES

You can submit **any** Community Grant Fund application of **£1,000 or under** at any time. We aim to inform you of our decision within one month of receiving your application (*please request a revenue form for twinning, arts and sports projects*).

For grants of over £1,000 the deadlines for receipt of applications are 31 March, 31 August, 30 November each year (*this form*). We aim to inform you of our decision within 8 weeks of the deadline.

TERMS AND CONDITIONS

It is important that you read the Terms and Conditions on the back of this form so you are aware of what we will require of you if your application is successful.

MAKING AN APPLICATION

For general grant enquiries and application forms contact:

MICHELLE BYRNE
ASHFORD BOROUGH COUNCIL, CIVIC CENTRE,
TANNERY LANE, ASHFORD, KENT TN23 1PL
(01233) 330485
michelle.byrne@ashford.gov.uk

For youth, arts and sports projects contact the relevant officer below. They will advise you on whether your project could receive a grant, prior to an application for funding.

SallyAnne Logan
Youth Development Officer
(01233) 330293
sallyanne.logan@ashford.gov.uk

Simon Harris
Sports Operations Development Officer
(01233) 330232
simon.harris@ashford.gov.uk

Chris Dixon
Arts Project Co-Ordinator
(01233) 330352
chris.dixon@ashford.gov.uk

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APPLICATION FORM

Before completing this form you should read the previous pages so that you are clear about the criteria for awards. Please also read the Terms and Conditions on the back page so you fully understand what we expect of grant-aided groups.

QUESTION 1: Information about your organisation

1a Your group's name:

This should be the name given in your constitution or set of rules.

Website:

1b Your project's name:

1c Your group's official address:

Postcode

1d Main contact name:

This must be somebody who we can contact to talk about the application during office hours.

Tel:

Fax:

E-mail:

1e Contact's position:

For example, Treasurer or Secretary.

1f Address for correspondence if different from your group's official address:

Postcode:

1g If you are a registered charity please give your registration number:

Number:

1h Your group's constitution or set of rules:

YES

We confirm that we have a signed constitution or set of rules and a copy is enclosed

NO

1i Please provide information about your most recent annual accounts (preferably audited).

Please attach a copy of these accounts.

Accounts year ending Day _____ / Month _____ / Year _____

£

Total (gross) income

Minus total expenditure

Equals surplus/deficit for the year

Savings (reserves, cash or investments)

MAKE SURE YOU COMPLETE THIS SECTION

1j Which bank or building society account will you use if you are successful?

Account Name:

Name of the bank or building society:

Address:

Sort Code:

Account number/roll number:

1k Is your group able to reclaim VAT?

Please give your VAT registration number if applicable.

YES

Number:

NO

1l Name and contact details of the person in your group who is responsible for the receipt of cheques and financial matters:

1m What are the main activities of your group?

QUESTION 2: *General information about your project*

2a Project location or project area:

Please describe this.

2b Brief description of project and timetable for project delivery.

Please tell us briefly what this project is about and what its aims are. Make sure you have read and understand the CGF criteria.

Give the proposed start and finish date for the project, list proposed stages and say when they will happen.

2c What will be the final outcome of your project

(eg new play area)

QUESTION 3: Information about who will benefit from the project

3a What ages are the people who will benefit from the project?

Under 4	<input type="checkbox"/>	25 - 59	<input type="checkbox"/>
5 - 11	<input type="checkbox"/>	60+	<input type="checkbox"/>
12 - 24	<input type="checkbox"/>	All ages	<input type="checkbox"/>

3b Where do most of the people who will benefit from the project live?

3c How would you describe the people who will benefit from the project?

You can tick up to 3 boxes.

People living in rural areas	<input type="checkbox"/>	Unemployed people	<input type="checkbox"/>
People living in urban areas	<input type="checkbox"/>	People on low income	<input type="checkbox"/>
Disabled people	<input type="checkbox"/>	Young people	<input type="checkbox"/>
Older people	<input type="checkbox"/>	Women and girls	<input type="checkbox"/>
Other (give details)			
<input style="width: 100%; height: 30px;" type="text"/>			

3d Please tick the box which best reflects the origin of **MOST** of the people who will benefit from your project.

White	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Any other Asian Background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
African	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Other ethnic group (please give details)			
<input style="width: 100%; height: 30px;" type="text"/>			

3e How many people do you think will be directly involved in and benefit from your project?.

TOTAL No RUNNING PROJECT:	<input style="width: 100px; height: 30px;" type="text"/>	TOTAL No BENEFITING:	<input style="width: 100px; height: 30px;" type="text"/>
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QUESTION 4: Information about how local people are involved

4a Tell us how you have identified a need for your project?

eg community appraisal, survey.

4b Describe what community support you have already gained for this application:

You may wish to describe where the idea came from, what public meetings you have held and the number of people attending, or supply any letters of support from local groups.

4c How will your project actively involve the local community?

Please be as specific as possible. How will you inform people of your activities? How will you encourage them to participate?

QUESTION 5: Information about the management of your project

5a What systems/structures will you put in place to ensure your project is managed efficiently?

Describe how you intend to divide up responsibility for issues such as promotion and/or building works for capital projects. You may wish to mention skills already existing in your group, training that members have taken or intend to do, external advice and guidance you will be using.

5b If your project is based at a specific site or sites do you need any of the following permissions and licences?

Planning Permission	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
The permission of the landowner	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Scheduled Monument consent	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Listed Building consent	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Public Entertainment Licence	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Theatre Licence	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Cinema Licence	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

5c If the answer to any of 5b above is YES, please supply the name and telephone number of the authority/person who can give this permission for work and activity to be undertaken or attach a copy of written consents or permissions already given.

QUESTION 6: Information about the benefits of your proposed project and how you will look after it in the future

6a What will be the final outcomes of your project?

Please tell us what your project will actually produce (eg restored feature, play area, leaflet, survey data, event, public art) as well as the wider benefits for your group, your community, the local heritage, the economy, or the environment (eg increased public awareness, new artistic or sporting activity, new skills learnt, new links made between groups, provision of a needed facility).

6b If your project includes restoring/building or refurbishing a heritage or community facility or feature how will you make sure that there is public access to it?

tick if not applicable

6c If your project includes restoring/building or refurbishing a heritage or community facility or feature how will you make sure that it is properly maintained for at least 10 years?

Please include plans for paying for any maintenance.

tick if not applicable

6d Is there anything else that you think is special about your project or group that you want to tell us about?

eg whether it is related to any other local or regional strategies or activities.

You can also enclose supporting information if you wish.

NB: You must provide a supporting statement from your local Councillor **AND** Parish Councillor (if appropriate).

8e What 'in-kind' contributions do you expect to raise?	Details (eg tasks for volunteers to do, materials to be donated)	Estimated value of this item (£)
<p>Please be as specific as possible. All volunteer time should be costed at £6.50 per hour.</p>	eg volunteers to erect fence	5 vols for 7 hours = £227.50
	eg free venue hire	2 days @ £50 = £100
	eg supply of bricks	3 tons @ £100/ton = £300
TOTAL VALUE		

8f If your group has carried out other grant-aided projects, **received grant aid in the past 3 years from ABC**, or made any unsuccessful application for funding give brief details:

QUESTION 9: Declaration

I confirm, on behalf of (group), that I am authorised to sign this declaration and the proposal falls within the objects and powers of the organisation. The information in it is correct to the best of my knowledge. If this application is successful, this organisation will use the grant only for the purposes specified in this application, and will comply with all the terms and conditions attached to the grant. This organisation has not received funding from another source for costs that we are asking Ashford Borough Council to fund.

Signed Date:

Name (in capitals):

Position (if applicable):

Please return the application form to the Regeneration Projects Co-Ordinator at the address given opposite

CHECK LIST

- Have you read the Terms and Conditions overleaf? YES
- Have all the questions been answered? YES
- Is the form signed and dated? YES
- Have you made a copy for your records? YES

HAVE YOU ENCLOSED COPIES OF:

- Your Trust Deed, Constitution, Management Committee Members List? YES
- Your most recent accounts? YES
- Supporting evidence of the need for the project? YES
- Conveyance/Letting Agreement/Lease? YES
- Other Written permissions or consents YES
- Business Plan (if applicable) YES
- 2 or 4 quotations for work/equipment? YES
- Evidence of secured funding or your application for other funding (eg grant offer letter)? YES

Supporting statements from: Ward Councillor Parish Councillor Other



01>02>03>04>05>

PLEASE SEND YOUR COMPLETED FORM TO:

Michelle Byrne
Regeneration Projects Co-Ordinator
Ashford Borough Council
Civic Centre, Tannery Lane,
ASHFORD, Kent TN23 1PL

FOR QUERIES OR ASSISTANCE:
Email: michelle.byrne@ashford.gov.uk
Telephone: (01233) 330485

goashford.com - log on for funding news - can you afford not to?

TERMS AND CONDITIONS

We aim to notify you of the grant offered by Ashford Borough Council (ABC) towards the cost of your project within eight weeks from the closing date for applications.

Please note that if your application is successful your grant award is made conditional on the following:

1. This money will be used as stated in your Community Grants Fund application and for no other purpose, otherwise Ashford Borough Council reserves the right to withhold payment of a grant.
2. If expenditure on the grant-aided aspect of your project is less than stated in your application, the grant amount paid to you may be reduced accordingly.
3. The grant must be drawn down within 12 months of the date of this Offer of Award or within a specified time period agreed in writing by Ashford Borough Council.
4. Payment will be made by cheque when Ashford Borough Council receives a completed Financial Return form (enclosed with this offer) *and* copies of paid invoices or receipts for the Ashford Borough Council grant-aided aspects of your project. These should be attached to the Financial Return form.
5. Payments will only be processed for the total sum granted. Ashford Borough Council will not, in usual circumstances, make interim payments nor provide the grant in advance of completion of the project or the event taking place.
6. You will keep all financial records and accounts, including receipts for items purchased with the grant, for at least three years from payment of the grant. You will make these available to Ashford Borough Council on request. This does not release you from your statutory obligations to keep records for longer periods.
7. You may be required to complete a Self-Evaluation Form to tell us how successful your project/event was. In the case of events or 'one-off' activities we may require this before any payment decision is made. If this is the case, ensure all requested attachments are provided, ie financial statement of the project/event, copies of any promotional literature and/or letters from users.
8. It is your responsibility to ensure that all publicity materials, advertisements, press releases and programmes relating to the project/event for which this assistance is offered shall bear the Ashford Borough Council logo. In special circumstances, when the logo cannot be used, the following words must be used: "supported by Ashford Borough Council".
9. You will also acknowledge Ashford Borough Council's grant in your annual report and accounts which cover the period of the grant.
10. You will allow Ashford Borough Council to use your name and the name and details of your project in its own publicity materials and on www.goashford.com.
11. You will not sell any equipment or other assets purchased with our grant without Ashford Borough Council's prior written permission.
12. If you cease to operate, are dissolved or insolvent; where claims are found not to relate to the project approved; or there is any breach of this contract, Ashford Borough Council reserves the right to take action to recover any money paid or to withhold any part of the grant.