

# 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 £1,000 for “one-off” twinning, youth, arts or sports projects needing revenue funding, eg for professional or coaching fees, marketing, venue hire that will involve and benefit local people in the borough of Ashford (*this form*).
- 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 (*please request a capital 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 REVENUE PROJECTS DOES THE SCHEME FUND?

Over the past three years we have funded both rural and urban based music, sports, art, drama and theatre projects; such as tournaments, workshops, concerts, festivals and drama productions. We have also grant aided twinning exchanges.

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

**For grants of over £1,000** the deadlines for receipt of applications are 31 March, 31 August, 30 November each year (*please request a capital form*).

## TERMS AND CONDITIONS

It is important that you read the Terms and Conditions on the back of this pack 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  
REGENERATION PROJECTS CO-ORDINATOR  
ASHFORD BOROUGH COUNCIL, CIVIC CENTRE,  
TANNERY LANE, ASHFORD, KENT TN23 1PL  
(01233) 330485  
michelle.byrne@ashford.gov.uk

For 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

<b>1a</b> Your group's name:  <i>This should be the name given in your constitution or set of rules.</i>				Website:	
<b>1b</b> Your project's name:					
<b>1c</b> Your group's official address:					
	Postcode				
<b>1d</b> Main contact name:  <i>This must be somebody who we can contact to talk about the application during office hours.</i>					
	Tel:		Fax:		E-mail:
<b>1e</b> Contact's position:  <i>For example, Treasurer or Secretary.</i>					
<b>1f</b> Address for correspondence if different from your group's official address:					
	Postcode:				
<b>1g</b> If you are a registered charity please give your registration number:	Number:				
<b>1h</b> Your group's constitution or set of rules:	YES	<input type="checkbox"/>	<i>We confirm that we have a signed constitution or set of rules and a copy is enclosed</i>		
	NO	<input type="checkbox"/>			
<b>1i</b> Please provide information about your most recent annual accounts (preferably audited).  <i>Please attach a copy of these accounts.</i>	Accounts year ending	Day _____ /	Month _____ /	Year _____	
	£				
	Total (gross) income				
	Minus total expenditure				
	<b><u>MAKE SURE YOU COMPLETE THIS SECTION</u></b>	Equals surplus/deficit for the year			
	Savings (reserves, cash or investments)				

<b>1j</b> 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:	
<b>1k</b> Is your group able to reclaim VAT? <i>Please give your VAT registration number if applicable.</i>	YES <input type="checkbox"/>	Number:
	NO <input type="checkbox"/>	
<b>1l</b> Name and contact details of the person in your group who is responsible for the receipt of cheques and financial matters:		
<b>1m</b> What are the main activities of your group?		

## QUESTION 2: *General information about your project*

**2a** Project location or venue:

*Please describe this.*

**2b** Brief description of project:

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

**2c** What will be the final outcome of your project?

*(eg event, public art)*

**2d** Brief timetable for the project from beginning to end:

*Give the proposed start and finish dates for the project. List proposed stages or activities and say when they will happen. If you have already done some preparatory work or research please list this as well, **but note that we cannot fund any work already carried out.***

**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? Identify which areas of the borough

**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)			

**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)			

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

*Please give a total number identifying participants and audience numbers if appropriate.*

**TOTAL No:**

Participants:

Audience:

**3f** 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? What will people get out of your project?*

## Question 4: Information about the costs of your whole project

### 4a Give details of **all** your predicted costs (not just what you are seeking a grant for):

*Make sure that the amounts you request are based on accurate estimates or costs and represent value for money. Once awarded, grants will not be increased, except under very special circumstances. If you want to split your project into different stages you should supply detailed expenditure for stage 1 (on this page) and outline expenditure for subsequent stages (on photocopies of this page). If you can reclaim VAT then do not include VAT in the predicted costs, otherwise please list the VAT amounts where applicable.*

Item No	Item/Element <i>Describe clearly each item/element of your project. Provide 2 quotations for capital works or items totalling £1,000 - £2,000, and 4 quotations for £5,000 - £10,000</i>	Net cost (£)	VAT @ 17.5% if applicable	Total Cost (£)
1.	Professional/coaching fees and expenses			
2.	Training costs			
3.	Equipment (hired or bought - please attach breakdown)			
4.	Materials (hired or bought - please attach breakdown)			
5.	Venue/room hire			
6.	Documentation, eg visually recording project			
7.	Evaluation			
8.	Marketing:			
	➤ design and print			
	➤ advertising			
	➤ distribution			
9.	Overheads (appropriate to project only)			
	➤ telephone and post			
	➤ stationery			
	➤ insurance			
	➤ travel			
10.	Other			
Contingency @ 10%				£
<b>TOTAL ESTIMATED COSTS</b>		£	£	£

### 4b Indicate what your group has done to obtain funding from other sources (*eg letters or completed applications for other funding bodies and trusts; sponsorship from local businesses*).

**Question 5: Information about how you will fund your project**

**5a** Give details of all cash **income** you expect to raise or have secured for the project (NOT ABC GRANT) and indicate where this money is coming from (ie local trust, community fund, lottery, sponsorship):

<b>Source of Income</b> <i>identify each funding body or sponsor including the Parish Council if appropriate and clearly identify your own contribution</i>		<b>Approved or Applied For</b> <i>include date if appropriate</i>	<b>Amount</b> (£)
	<b>WHO/WHAT</b>		
Funding body <i>(eg Arts Council, Sports Council, SEEDA, Governing Body, Lottery)</i>			
Sponsorship			
Donations			
Trusts			
Earned Income	➤ ticket sales		
	➤ merchandise		
	➤ publications/programmes		
	➤ refreshments		
Other (please identify)			
Your Organisation's Contribution			£
<b>TOTAL INCOME</b>			£
<b>TOTAL ESTIMATED COSTS</b> <i>(taken from previous page)</i>			£
<b>What grant are you requesting from Ashford Borough Council?</b>			£
<b>TOTAL SHORTFALL</b> <i>(if appropriate)</i> If you show a surplus we will question your need for a grant			£
<b>5b</b> Explain how you intend to make up any shortfall:			



**QUESTION 6: 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 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](mailto:michelle.byrne@ashford.gov.uk)  
Telephone: (01233) 330485**

## 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>

**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](http://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.