

OUTER EAST AREA COMMITTEE
2006/07 SMALL GRANTS FUND
- GUIDANCE NOTES FOR APPLICANTS -
 (revised November 2006)

IT IS IMPORTANT THAT APPLICANTS READ THESE NOTES CAREFULLY BEFORE COMPLETING AN APPLICATION FORM

Who runs the scheme and why?

The Area Committee for Outer East Leeds has set aside funds from its Wellbeing budget to operate a Small Grants Scheme. The scheme is administered by the Council's East Area Management Team (contact details can be found on the application form and at www.leeds.gov.uk/east).

The scheme has been established to provide support to small scale, local projects that will deliver actions and outcomes that meet the Area Committees' responsibilities and priorities. These are:-

Priority	Example Projects
• community engagement and cohesion	community gala, neighbourhood newsletters
• safer neighbourhoods	crime reduction project
• cleaner and greener neighbourhoods	community clean up, bulb planting project
• activities for young people	out of school clubs (voluntary run only)
• supporting regeneration activities	projects helping people get into work
• to improve the range and quality of community activities available	new equipment for a community group to enable new or more widely accessible activities

Who can be funded and how much can we apply for?

The scheme is only available to registered voluntary and community sector groups who have a bank account, terms of reference/constitution and comply with LCC policies on equal opportunities. Paperwork will be required to prove these criteria are met. Projects can be funded through a third party (such as a statutory agency or a school) where that party will take responsibility for the delivery of the project as agreed and the financial administration involved. The maximum amount you can apply for is £500.

What can be funded?

Funding eligibility and decisions are at the total discretion of the Area Committee who will take into account the relative priority in the area of the proposed project. Conditions will apply and be set out in a funding agreement which must be signed.

The following important ground rules apply:

- Applications must be for specific one-off projects which seek to improve the neighbourhood as a place in which to live and play – organisational running costs, funding for the normal activities of the organisation or repeat applications for on-going activities will not be considered
- Organisations are normally limited to one small grant per financial year

The project must be aimed at benefiting residents living in one or more of the wards that make up the Outer East Area Committees. The wards are; Crossgates and Whinmoor, Garforth and Swillington, Kippax and Methley, and Temple Newsam.

What can NOT be funded?

- × the everyday running costs of a community organisation (e.g. office costs, rent)
- × contributions to salaries/wages
- × retrospective funding – i.e. for projects that have already happened
- × a project run by a profit making or private organisation
- × projects with religious or political aims
- × activities not open to all the community to access
- × activities for which an organisation already has funding or an obligation to carry out
- × projects or activities delivered by statutory agencies (including schools)

Funding Agreement and Conditions - Important

The award of a small grant will only be made once a formal funding agreement is signed and returned to the office.

Grants are conditional on the understanding that the funds can only be spent on those items listed in the application. Any proposed changes to the project/items **MUST** be approved through the Area Management Team otherwise the grant must be repaid. The original receipts to all items must be sent into the office once the project is completed. Any missing receipts will risk a demand for repayment of the grant.

The funding agreement also requires the applicant to produce a short report (no more than a side of paper) following completion of the project/activity summarising how the grant was spent and what was achieved. This report will be a public document.

Any publicity relating to the project must wherever possible acknowledge the financial contribution from the Outer East Area Committee.

Any newsletters or public material produced as a result of the grant should be non-political and not make specific criticism of the Council or its partners (e.g. the Police). Such funding is given to produce positive information to the community on local activities and services available to them and/or to consult about local issues relevant to the work of the Area Committee.

How to Apply and Timescales

We would strongly advise that you first of all drop us a note or phone for a brief chat to outline what you are hoping to get funding to help with. This may avoid wasted time completing a full application form for a proposal that has little or no chance of approval, or may help you rethink what it is you are applying for.

You must then complete the Area Well Being Budget Small Grant application form and send it to the contact address shown on the form. You will receive an acknowledgement letter once the application form has been received.

Providing the form is completed correctly and there are no fundamental concerns, the process from application to payment should take around a month to complete. The application has to be sent to the relevant Area Committee Councillors for their agreement, which takes around 10 working days. You will then be required to sign and return a funding agreement. On receipt of this, we will arrange for a cheque to be sent which will take about 2 weeks to go through the Council's payments system.

Please take this timescale into account when planning projects/events that may be reliant on the grant and contact the Area Management Office to check on progress. Ideally, applications should be made a good couple of months ahead of the project/event.

You should not rely upon the application being approved or make commitments until approval is confirmed and the funding agreement is issued. If you do, that is your risk. Regardless, you can not use the grant for purchases made before the date of approval. Do not take no response to mean approval.

If you have any queries, please contact the East Leeds Area Management Team who will resolve any questions you may have or provide further information if required.

Appendix A: Guidelines for Completing the Application Form

1. Name of Project

Please give the name of the proposed project

2(a) Name of Delivery Organisation

This is the organisation that be contracted to deliver the project activity. The Delivery Organisation will be responsible for completing the application form, and for ensuring that the project is completed within the set timescale and within the agreed budget.

2(b) Organisation address

Please provide the full address of the Delivery Organisation named in 2(a).

2(c) Contact Person and position

Please give the name and position of the person who will be taking on managerial responsibility for the project, and with whom the Area Management Team will have contact; including their telephone, fax, and email contact details.

2(d) Organisation Status

Please give the status of the Delivery Organisation; i.e. Charity, voluntary group, community group, private company, Council etc.

3. Project description

Please provide a full description of what the funding you are applying for will help achieve. Please include the aim of the project and what the funding will be specifically used for.

4. Target area of project

Please give details of the neighbourhood/ward(s) your project will benefit.

5. Which Area Committee priorities does your project meet?

Please tick the Area Committee priority your project meets

6. Details on organisational activities

Please provide details on the activities that your organisation currently provides, how often these activities are provided and when the organisation was established.

7(a) How many people are involved in running your organisation?

Please provide the number of Management Committee Members, Volunteers and Non-Active Members involved.

7(b) Does your organisation provide activities specifically for any of the following:-

Please tick the boxes that are applicable if your organisation provides activities for people with disabilities, young people, females, older people and people of minority ethnic origin.

7(c) Please tick up to three boxes which best describe the ethnic origin of the people who benefit from your groups activity

8. Please provide details of how your organisation encourage people to take part and/or help with activities you provide

9(a) Amount of funding requested

This is the amount of Area Well Being Budget funding required for the duration of the project. Please quote these figures to the nearest £10.

9(b) Total amount of other funding for this project

Please identify any other funding that will contribute to this project e.g. Lottery funding £1,000. Please quote these figures to the nearest £10.

9(c) Total cost of your project

This is the total cost of the project which includes *all* contributory funding.

9(d) Length of project (in months)

Please state how long you expect the project to last.

9(e) Expected start date of project

Please state the date you anticipate the project starting. Please take account of the time it will take to process not only this application through the various stages of consultation and approval but also any other applications you have submitted.

10. What items do you want the grant to pay for?

Please list all items which the Area Well Being Budget contribution will be going to pay for in full or in part. Please note that it is good practice to obtain three quotes for any equipment or service that is to be purchased.

11. How does your organisation normally fund its activities?

Please provide details of any membership fees, fund raising events, grants, charges to users or other income that was received in the last financial year to support organisational activities.

12. What levels of reserves does your group currently hold?

Please fill in the current amount of free reserves i.e. monies not to be used for your organisations running costs, in your bank account.

13. Has your organisation received funding from the Council in the past?

If your organisation has previously been awarded Council funding, please provide details of the type of funding, purpose and which fund/Department it came from.

14. Have you applied for any other funding for this project?

If your organisation has applied for funding from other sources, please give details of who you applied to, how much you've applied for and when you expect to find out the outcome of the bid?

15(a) Bank account details

Please include the organisation's bank account details.

15(b) Documents

If your organisation is a voluntary or community group please tell us whether you have any of the listed documents. Please provide a copy of any documents that you do have.

16 Signature of applicant

Please check that the application form is complete and that you have read the guidance notes before signing and dating. If you have any queries, please contact the Area Management Office for assistance.