

Community Grant Fund

Guidance Notes and Conditions

Tel: 01724 297257

Introduction

North Lincolnshire Council recognises the importance of individuals, local groups and organisations in delivering on priorities in local communities, which in turn help to make North Lincolnshire an excellent place to live, work and play. The Council has funding available to:

1. Encourage and support communities who wish to strengthen their local community through the provision of facilities, events, activities or services to local children and young people, families, and adults of all ages
2. Encourage and support voluntary groups to run existing Council facilities, services and activities
3. Encourage town and parish councils to run existing and new services
4. Support and enable talented people to progress their development and realise their full potential in the field of sport, arts and culture

Who can apply for the fund?

Individuals

Talented individuals resident in North Lincolnshire who are able to demonstrate excellence in sport, arts or culture, supported by independent evidence, i.e. selection to a recognised governing body national sports squad, working with professional artists, practitioner in a residence, mentoring or master class setting.

Organisations

The fund will support the following organisations if they are non-profit making and have social aims:

- junior and youth groups
- charitable bodies
- trusts
- co-operatives
- industrial and provident societies
- not for profit constituted organisations
- town and parish councils.

Applications from new groups are welcomed.

What kind of activity will be supported?

The fund will support a wide range of facilities, events, activities and services that will help deliver some of the council priorities:

- Keeping people safe and well - to achieve a longer and better quality of life for our residents
- Enabling resilient and flourishing communities - to develop greater resilience and community spirit and enable people to identify and meet their ambitions
- Enabling economic growth and renewal - to ensure there are highly skilled jobs and opportunities for a highly skilled workforce and the local economy supports efforts to reduce carbon emissions
- Providing value for money for local taxpayers - to ensure high quality services are provided for residents and the Council is well led.

These priorities will enable the council and its partners to achieve the following outcomes for North Lincolnshire **SAFE WELL PROSPEROUS CONNECTED**

Further details of the council priorities can be found at www.northlincs.gov.uk/your-council/Council-plan/

The fund may be used to support the following:

- equipment
- transport
- training
- hire of premises (for junior or young groups where a concessionary rate has not been secured).

Examples of Capital Projects that may receive support include:

- playing fields, sports, arts & heritage facilities
- children's playgrounds
- community buildings
- major equipment.

What we cannot normally fund:

- repairs to damage caused by fire or vandalism
- groups not legally constituted
- groups who cannot demonstrate evidence of their own fund-raising efforts
- projects to premises used solely as places of worship
- retrospective applications
- schools and colleges
- political groups or groups promoting political activities
- groups/organisations where much of the membership live outside of North Lincolnshire Council boundaries
- groups whose activities exclude young people under 18 years
- grant making bodies applying for funding to redistribute to individuals or groups
- repair and maintenance projects
- please note we will not consider applications for support with staffing.

How much will we fund?

Individuals

The maximum grant is £500. Talented sports individuals will also receive free access to the council's fitness centres and swimming pools for one year from when the grant was awarded.

Premises Hire

The maximum grant awarded will be 70% of revenue costs for premises hire for junior and youth organisations.

Other Projects

The maximum grant awarded for other project cost will be 90% (maximum £15,000). For projects with a capital cost more than £60,000, groups may be eligible for one grant of up to £30,000 in any five-year period.

There are no restrictions on the number of smaller grants a group can apply for, but priority may be given to groups who have not previously received support from the fund.

Grant funding will be based on the estimated net cost of the work involved. Any VAT payments will only be covered by grant funding if they are non-reclaimable.

The applicant group will be expected to contribute a minimum of 10% or £5,000, whichever is the lesser, towards the cost of the project.

Important things to note:

1. Any grant awarded must be claimed by the end of the financial year in which it is offered. Any difficulties with this must be advised in writing at the earliest opportunity.
2. Each application will be considered on its own merits. Consideration will include:
 - a. The benefits that will accrue to the children, young people, families, adults or community to which the application applies
 - b. The children, young people, families, adults or community must be within the North Lincolnshire Council boundary
 - c. The aims of the event, activity or service must contribute to the Council's priorities.
 - d. The purpose for which the financial assistance is being requested
 - e. Whether the objectives can be achieved more effectively
 - f. Evidence of the applying body's efforts to raise the funding themselves
 - g. Evidence of financial need. We would not expect you to have unallocated reserves of more than six months turnover. If you have more than this in your bank at the time of applying for financial help, please explain what this is for.
3. Applications for individual support will be expected to use their talents to make a difference in the community. For example, to help run a coaching session for young people, give a performance to a local group or work with schools or youth organisations.

Conditions of grant

1. Expenditure made prior to the date of any offer will not be considered for payment.
2. The grant will be used solely for the purposes approval was granted within the financial costings outlined in the application and as awarded in the offer letter.
3. All grant claims will be made within one month of the completion date stated on the application, unless previously agreed in writing with the Grants Team.
4. Funds will be released on the Council's receipt of a completed claim form along with supporting evidence, copy invoices/receipts and up to date monitoring reports.
5. Grants will be paid retrospectively on production of proof of expenditure. Advance payment will only be considered in exceptional circumstances, which must be specified on the application. Applicants must be able to show that their organisation has sufficient funds to meet their share of the expenditure.
6. All grant funded projects must be open to inspection by the Council's officers.
7. All premises, contents and facilities supported by the Community Grant Fund must be adequately insured at all times.
8. Any premises used by the applicants must be suitable for the activity (activities) to be undertaken and meet the needs of the client group.
9. Recognition of the support received from North Lincolnshire Council must be displayed on all appropriate written materials eg posters, leaflets, programmes, reports, newsletters and on any web based or social media marketing and must include the North Lincolnshire Council logo.
10. North Lincolnshire Council must be notified of and invited to participate in any media coverage organised to coincide with the commencement of the activity or publicity linked to the event. Applicants must be available to attend any photocall or presentation that the Council may arrange regarding the grant.
11. A representative of North Lincolnshire Council must be permitted access to the activities, documents or meetings of any organising body receiving grant funding.
12. In accordance with Section 2 of the Local Government Act 1986, as amended, applicants must not engage in the publication of any material designed to affect public support for a political party.
13. Applications from groups that have an involvement wider than North Lincolnshire will be considered on a pro rata basis.
14. To ensure equity and value diversity, resources may be targeted from time to time on specific age groups, issues, or localities.
15. Applicant groups must have a bank account that requires at least two people who are unrelated and do not live at the same address to sign each cheque/make a withdrawal/authorise any expenditure for the group.
16. North Lincolnshire Council is committed to minimising its impact upon the environment. Where appropriate we will expect groups receiving grant funding to show how their projects will reduce the impact upon the environment.
17. If the applicant does not meet the stated objectives, the council will recover any grant funding offered.
18. Where grant funding is requested towards capital work to facilities, the organisation must have security of tenure on the premises, either by freehold or leasehold with an unexpired term of 10 to 25 years, depending on the size of the project.
19. Monthly monitoring reports must be submitted by the last working day of each month following the date of an offer.
20. An end of project monitoring report must be submitted within four weeks of the end of the project/activity or receipt of final payment.

How to apply

Complete the application form available at www.northlincs.gov.uk/grants.

Help and guidance is available on request via telephone on (01724) 297257 or email: communitygrants@northlincs.gov.uk. Examples of support include advice, information and guidance on safeguarding, governance arrangements etc.

Applications must be fully completed and will not be considered unless full supporting information, as indicated in the application process, is provided at the time of application.

Talk to the Council about your proposed project, staff can offer pre-application support.

Applications for financial support should be made only for the financial year in which the project/activity occurs.