

MEMBER DEVOLVED GRANTS - GUIDANCE NOTES

£1,000 AND UNDER

APPLYING FOR A GRANT £1,000 AND UNDER

Grant Purpose

Each County Councillor (Member) has a budget of £8,000 to be spent on local projects or initiatives in their electoral division. Potential applicants must contact their County Councillor before applying for a grant. For help finding who your local County Councillor is please look at <http://www3.hants.gov.uk/yourcountycouncillors/findyourcouncillor.htm>

Eligibility Criteria and Who can apply?

Applications can be made by organisations and groups located within the administrative County of Hampshire, but the organisation or group must have:

- A formal letter heading
- Independently verified statements of accounts or at least, a formal letter from an independent person with the requisite ability and practical experience to carry out a competent examination of the accounts
- A published statement of its objectives
- A committee or board of governors or trustees
- Minuted meetings and an annual general meeting

Applications will not be accepted from individuals (e.g. for personal sponsorship), however, an organisation that meets the criteria may apply for a grant on behalf of an individual member. Applications from religious groups may be considered, but the application must show that the project will bring wider community benefit.

Examples of organisations that could apply:

This is not intended to be an exhaustive list – other organisations who seek to serve the people of Hampshire may well qualify, provided that they satisfy the Council's Open for Business priorities:

Parish Councils (for specific projects only), Scout, Guide, Boys and Girls Brigades, local organisations, religious groups where the project will bring wider community benefit, local Shopmobility schemes, local Citizens' Advice Bureau, local Riding for the Disabled, village or community hall associations, Age Concern, Mencap, British Legion, Services' benevolent societies, parent teacher associations (formally constituted), organisations promoting the locality, nursery education groups, etc.

Organisations that are not eligible:

- Any political party
- Any organisation with political aims
- Any campaigning group (CPRE, Friends of the Earth, etc)
- Any organisation that raises funds nationally – for national distribution
- Any organisation that is principally funded by national government (e.g. National Parks, District Councils, Natural England, Highways Agency)
- Any government quango

- Any pressure group formed solely for one issue.
- Any group formed to oppose any proposed/likely County Council policy
- Any part of Hampshire County Council.

What type of projects/initiatives are covered by the scheme?

Groups and organisations can apply for funding for both revenue (one-off) and minor capital projects. It is hoped that grants would benefit a wide range of groups/activities: for example, vulnerable children or adults, young people, facilities for older people, community facilities, parish councils (but only for specific projects), minor traffic or safety works, local environment projects, and community safety.

When to apply?

The scheme will close in February and all applications must be received in the County Treasurer's Department by 28 February each year. Only Grant approvals made and received by that date will be paid in that year.

Application Process

Organisations/groups applying for a grant must complete the appropriate application form, preferably using the electronic application process. Paper applications should be submitted to their local County Councillor for approval.

How will applications be assessed?

Applications for grants must demonstrate that their project or initiative contributes to one or more of the County Council's Open for Business Plan 2011-13 priorities:

1. Improve outcomes for vulnerable and disadvantaged groups
2. Enhance community engagement and partnership working – strengthening and empowering communities
3. Support and enable sustainable economic development
4. Enhance Hampshire's environment and promote sustainability
5. Develop new models of service provision, meeting the challenges of reduced resource and evolving national policies, whilst improving the quality of service for users
6. Improve customer service
7. Deliver efficiencies and expenditure reductions, supported by effective management of resources
8. Rebuild training, leadership and competence frameworks to enhance the effectiveness, capacity and flexibility of staff and managers

Financial issues

There will be a minimum grant set at not less than £100 with the maximum set at £8,000.

Grant payments will be one-off, and there should be no expectation of future funding. The grants are expected to support projects and not to contribute to an organisation's revenue costs: for example, annually recurring costs.

The scheme may be used to facilitate match funding from other organisations, but match funding is in no way a requirement.

The County Council is not able to undertake feasibility work to assess the merits of an initiative/project nor to assist applicants in making their bid beyond advising on the application process.

Publicity

Support from the Council's Corporate Communications Team will not be available to publicise individual Members' grants. Councillors must deal with all correspondence and media comment that arises from their grants and fully recognise with the media and others that the grant has been provided by the County Council in furtherance of the County Council's priorities.

Audit and reporting

Funding recommended by Members will be processed and payments made by the County Treasurer's Department. The scheme will be advertised County-wide with a focus on the County Council's website.

For grants over £2,000, applicants will have to report to the Member directly on how the money was spent.

The County Council will report annually on the out-turn and nature of grants made by each of the Councillors.

FILLING IN YOUR APPLICATION FORM

The Application form is now a standardised layout which is used for all grants given by Hampshire County Council.

To help you in completing the form please note the following:

Contact details of your organisation (Questions 2-6)

Organisational name – please state the name of the organisation who will have responsibility for accounting for the grant.

Your project/activity (Questions 7-10)

Please complete all questions to tell us about the project / activity / service you are requesting funding for.

If your request is for building works, please state whether all the necessary approvals are in place and that permission has been granted from the owners of the building.

Finance (Questions 8-15)

There will be a minimum grant set at not less than £100 with the maximum set at £8,000.

Question 12

Please provide a breakdown of all costs of activity/project.

Questions 13 & 15

These do not apply to grants of £1,000 and under.

Questions 16-20

Questions 16 & 17

These do not apply to grants of £1,000 and under.

Question 20

Please answer all 3 parts as best you can. We are not looking for comprehensive policies – just some bullet points, for example: through training; information sessions, staff guidebook etc. In addition to information about your policies and procedures please outline how the aims of your project will contribute towards (a) (b) and (c).

Examples of things which may be relevant to include are:

- We have an equality and diversity policy. We ensure our staff receive equalities and diversity training. We actively encourage and support all sectors of the community including those having protected characteristics to take part in this project.
- We have an open and transparent recruitment and promotion policy.
- The organisations' culture fully embraces diversity.
- Our constitution/ this project focuses on fostering good community relations across all sectors of society by
- This project will advance equality of opportunity for everyone by.....

Monitoring Information

This information will help us to plan and fund areas of work where there are significant gaps and needs. If you need to collect this information from your staff or service users then it is important that you give them a choice as to whether they choose to give this personal information

Documentation to be submitted

You only need to send in the following documents if you have them and if your grant is over £5,000.

- Annual accounts
- Adults safeguarding policy
- Child Protection Policy

You only need to send your documents in once over a 12 month period. If you have sent us your documents in the last 12 months please tell us the grant reference number to which they were attached if possible. We would appreciate electronic document attachments. If, however, you only have a paper copy please write this in the documentation section and send a paper copy to your local County Councillor.

Please return paper application forms directly to your local County Councillor at their home address, or send to your local County Councillor at Hampshire County Council, Chief Executives Department, The Castle, Winchester, SO23 8UJ.

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For office use only	V: 10/01/2012
Amount requested:	Grant ref:



GRANT APPLICATION FORM FOR £1,000 AND UNDER

Should you need help with the questions on this form, you may like to contact your local Council for Voluntary Service or contact the relevant department. Please read the relevant guidance notes carefully before completing your application.

1. Please tell us which Department/Grant Programme you are applying to:

2. a) Contact details of your organisation

Organisation Name:	
Organisation Address:	
	Postcode:
Website:	

b). Are you applying as part of a Consortia ? Yes No

3. How would you describe your organisation? Please tick all boxes that apply.

Registered charity Registration number:

Voluntary or community organisation/group Self help group/forum

Social Enterprise Please describe and give your registration number if you have one

Company limited by guarantee

Are you a childcare provider?

Ofsted registration Number if applicable :

Other

If other please clarify:

4. The main contact person for this organisation:

Please make sure that this person knows **all** aspects of your project and is able to talk about it if required

Title: First Name: Surname:
Position in organisation:

Contact Address (if different from above): 	
Postcode:	Email:
Tel No:	Mobile:

Information about your organisation:

5. If you are part of a larger organisation or have an umbrella group, please state the name of this organisation :

6. What are the stated aims and objectives of your organisation. This should be based on your governance documents (maximum 50 words).

Details of your activity/project/service

7. What is the title of your Project/Service/Activity to which this application relates?

8. a) Please give us a short summary of your project which this application relates (maximum 20 words)

8. b) Please give details of your project/activity/service which this application relates and tell us what this funding will pay for if your project is successful (up to a maximum of 400 words)

Please use separate continuation sheet if necessary

8. c) Please describe the project outcomes and how residents in Hampshire (excluding Portsmouth and Southampton) will benefit. (maximum 300 words)

Please use separate continuation sheet if necessary

8. d) Please tell us how you involve service users/participants in the development of your service/activity. How will you seek their feedback?

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9. In relation to your project / activity / service, please answer the following:

Date from:	Or is it ongoing?
Date to:	
Venue(s):	
Frequency:	
Expected number of Hampshire residents (excluding Portsmouth and Southampton) per activity/event to benefit :	

10. Please tell us which geographical area(s) will benefit most from your project/activity/service which this application relates. Please tick all boxes which apply.:

Basingstoke and Deane	<input type="checkbox"/>	Hart	<input type="checkbox"/>
East Hampshire	<input type="checkbox"/>	New Forest	<input type="checkbox"/>
Eastleigh	<input type="checkbox"/>	Rushmoor	<input type="checkbox"/>
Fareham	<input type="checkbox"/>	Test Valley	<input type="checkbox"/>
Gosport	<input type="checkbox"/>	Winchester	<input type="checkbox"/>
Havant	<input type="checkbox"/>	Countywide	<input type="checkbox"/>

11. Financial Reserves: Please give details about the level of free reserves (unrestricted and undesignated funds) held by your organisation- both the total amount and also the amount in terms of number of months running costs.

Free Reserves Held: £ Number of months running costs
 this equates to

Please state the amount of funds held by your organisation which could be used for this project/service.

12. Please detail all the costs required to carry out your project / activity/service in the table below. Where applicable, please attach a copy of quotes.

Description	Cost (£)
(Check guidance notes for required headings)	
Total costs (this figure will be the same as the first (top row) figure in Q14a)	

13. This question does not apply to grant applications £1000 and under.

14a. Project /Service finance summary:

TOTAL EXPENDITURE	£
TOTAL INCOME	£
SHORTFALL	£
Funding requested from Hampshire County Council (see guidance notes for levels of grants awarded)*	£

b) Please tell us if your project will be sustainable long term. If it is dependent on grants generally, please outline how your organisation intends to bring the project to a close once the funding period ends.

c) What would happen if your application was only partially awarded or unsuccessful?

15. This question does not apply to grant applications £1000 and under.

16. This question does not apply to grant applications £1000 and under.

17. This question does not apply to grant applications £1000 and under.

18. Please can you tick to confirm whether you have the following documentation?

Public Liability Insurance Amount of cover

Employers Liability Insurance Amount of cover

Indemnity Insurance Amount of cover

Adults Safeguarding Policy Child Protection Policy

Health and Safety Policy Vehicle Insurance

Constitution Equality and Diversity Policy

19. Tell us about your organisation:

How many trustees/members of the management committee do you have?

How many paid staff (excluding trustees) ?

How many volunteers (excluding trustees) ?

20. Please outline how your project will contribute towards:

- a) the elimination of unlawful discrimination
- b) the advancement of equality of opportunity for everyone included those having a protected characteristic
- c) the fostering of good relations between all including those having a protected characteristic

Protected characteristics are those defined in the Equalities Act 2010 , namely, race (including ethnic or national origins, colour or nationality), age, disability, gender, religion or belief, sexual orientation.

Supporting documentation

Please refer to individual department guidance notes for a checklist of documents you need to submit with your application form.

These additional documents form part of your application and your submission will not be processed unless all required paperwork has been received by the deadline.

Privacy Note

The information you have supplied in this form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information provided may go into a public decision report. In addition your application form may be shared with third parties and partner agencies who will be involved in the decision making process or whom can verify specific facts within your application.

In addition we may be required to disclose information outside the County Council to help prevent fraud, or if required to by law.

We may not be able to process your application if you do not provide all the requested information.

Full grant applications will be retained for a maximum of 6 years (plus current year).

Information will be retained on a database at Hampshire County Council for statistical and monitoring purposes.

Transparency/Open Data

If your application is successful, details of grants of £500 and over will be published on Hampshire County Council’s website in accordance with government policy. No personal information will be published.

Declaration

I certify that all the particulars given in the form are correct, that I agree with the Privacy note, and that any grant money received from Hampshire County Council will be used for purposes stated in this form. The Council reserves the right to reclaim any grant not used for the purposes stated on this form.

I understand that the grant applied for is for this year only and that any grant provided will not be provided on an ongoing basis in future years.

I agree to provide a report detailing the outcomes of this bid/project (a form will be sent out for completion at the relevant time) if your application is successful.

Signed **Date**

Please refer to the website or your guidance notes for details on where to submit your completed application

Monitoring Information

Your answers to this will not affect your grant application and is for monitoring purposes only.

21. Please indicate whether your project is specifically targeted at people within one or more of the protected characteristics listed below.

(You may tick more than one category.)

a) Male Female Transgender Not Targeted

b) Young people People 25-65 Older People (65+) Not Targeted
(under 25)

c) People with disabilities (physical or emotional or mental) Not Targeted

d) Gay Lesbian Bisexual Heterosexual Not Targeted

e) Race (including ethnic or national origins, colour or nationality) Not Targeted

Please specify

f) Specific religion or belief Not Targeted

Please specify

22. Is your organisation set up to specifically to advance the interests of any of the groups above and if so which ones (gender / age / disability / sexual orientation / race / religion)?