

Community Partnerships

GUIDANCE NOTES FOR APPLICANTS

In partnership with
the community

SOUTH DERBYSHIRE DISTRICT COUNCIL'S
PARTNERSHIP FUNDING SCHEME

**South
Derbyshire**

At the Heart of The National Forest

Community Partnerships Scheme

Guidance Notes

INDEX

Section	Contents	Page No.
	Introduction	2
1.0	What is the Community Partnerships Scheme?	2
2.0	What do we offer?	2
3.0	What type of projects will we support?	3
4.0	What you need to show and how your application will be judged?	3
5.0	Who Can Apply?	4
6.0	How to Apply?	5
7.0	When to Apply?	5
8.0	What Happens Next?	5
9.0	Conditions of the Grant.	5
10.0	How you can help.	6

THE COMMUNITY PARTNERSHIPS SCHEME

GUIDANCE NOTES

Introduction

When reviewing its budget this year (2002-2003) the District Council made provision for the distribution of £50,000 financial support or grant aid to community organisations and partnerships operating within South Derbyshire. The purpose of these Guidance notes is to assist organisations in understanding the grant criteria as applied by the District Council and also to assist any would be applicant to apply.

1.0 What is the Community Partnerships Scheme?

- Community Partnerships has been developed to provide support, advice and grant funding to community projects in South Derbyshire.
- It encourages self-help, joint working relationships and the fulfilment of community aspiration.
- It is designed to assist community groups to attract external funds such as lottery money to South Derbyshire.

2.0 What do we offer?

- We offer an initial meeting to discuss your project.
- We can also offer further advice with our partners on how best to develop your project, where to get other funding, what you need to do and how you can do it.
- We offer cash grants to support the total capital costs related to the delivery of your project. It is not for helping towards the day to day running (revenue) costs.
- Grants will normally be between 5% and 25% of total project cost, with a minimum of £1,000 and a maximum of £25,000. The actual support offered will depend upon a number of factors and these are outlined later in Section 4.0 of these guidance notes. Only in exceptional circumstances will grants be offered in excess of 25%.

Note – the conditions above are those that will normally apply. The district Council reserves the right to amend the amount of grant aid in any particular case due to special circumstances. It must also be noted that all applications are subject to funds being available.

- Grants are also available for assistance towards an agreed value of professional fees associated with, for example, the development of feasibility studies, detailed

designs, contract management and building and planning regulation approval related to construction projects.

3.0 What type of projects do we support?

- We will support a wide variety of capital projects providing that they benefit communities within South Derbyshire.

Typical examples include:

- sports, arts, heritage, environmental and other community projects,
- the provision of new or refurbishment / improvement of existing community buildings,
- the purchase of major items of equipment, such as musical instruments, minibuses etc.,
- purchase of land, N.B. With an application for grant towards the cost of the acquisition of land or buildings, the authority may take advice as to the value of the property and grant will not be given on expenditure in excess of the price recommended by an approved Valuer.
- access improvements to buildings, particularly for people with disabilities.

N.B. Works to religious buildings are excluded except those that fulfil a substantially wider community role beyond the confines of the religious requirements and subject to the community facilities having separate financial and management arrangements.

If you have a project in mind, why not ask if we will support it!

4.0 What you need to show and how your application will be judged?

You will need to show that:

- The project relates to the corporate priorities of the District Council. **N.B.** An extract from the South Derbyshire District Council Corporate Plan stating the Council's Vision, Guiding Principles, Key Aims and priorities is attached to these notes. (Appendix 1)
- Your project meets the needs and priorities of the community.
- The community itself is committed to and is involved in the project.
- There is a significant element of self help and that the project can attract other grants.

- You need to demonstrate that you can support the running of the project.
- The project is realistic.
- The project provides value for money.

Additionally, the criteria used in assessing your application will include:

- The management and finance of the organisation.
- Project planning and staffing.
- A comparison of need, benefit and community involvement.
- Commitment to equal opportunities within the project.
- Monitoring and evaluation proposals.
- The value of the applicants' contributions and other funding partners, including non-cash contributions, self help, business sponsorship, gifts in kind etc.
- A Business Plan for large projects.
- The available balance of the organisation.
- Risk analysis and value for money.
- The extent to which an organisation serves an area outside the District and the extent to which, if any, the organisation receives grants from other sources.

N.B. Each application for funding shall be considered on its merits. The mechanism for assessing projects is attached to these Guidance Notes as Appendix 2.

5.0 Who Can Apply?

Any community organisation or partnership based or operating in South Derbyshire, providing they are operating on a not for profit basis and have:

- A constitution or set of rules defining its aims, objectives and operational procedures.
- A bank or building society account with at least two joint signatures.
- Recently approved and signed accounts or for newly formed organisations, a Business Plan incorporating at least a twelve month financial forecast.

N.B. Individual applications and applications from commercial organisations are not acceptable. Similarly the scheme will not fund political or religious activities, equipment already purchased or work already started.

6.0 How to Apply?

- Simply phone Malcolm Roseburgh on 01283 595774 for a preliminary discussion. Following this, an application pack will be sent to you within a few days.

7.0 When to Apply

- Applications can be made at any time and will be considered largely on a first come first served basis that ties in with the Councils committee cycle. It is important to note that the grant must be awarded by March 31st 2003 when the scheme comes to an end.
- If the scheme becomes over subscribed then the Council will consider the applications at the next available committee meeting when it can consider the merits of each individual application against the remaining budget. Unsuccessful and further applications will remain on file should funding become available for 2003/2004.

8.0 What Happens Next?

- Upon receipt of your application form an initial assessment will be undertaken of the projects eligibility for funding. This will be based upon the criteria outlined in Section 4.0.
- Following receipt of the application and initial assessment, an informal meeting may be required with the applicant and will be dependent upon the size and type of the proposed project. The purpose of the meeting will be to provide advice, clarify and establish the way forward, and to give an early indication of the authority's likely support.
- Once your application has been submitted you will receive written acknowledgement. It will then take up to a maximum eight weeks to process your application. During this time you can progress your application with other grant funding organisations.
- In the event of an application being rejected a letter will be sent to the applicant explaining the reason(s) for rejection

9.0 Conditions of the Grant

The District Council will provide a grant under the following conditions:

1. The grant will be valid for a period of 12 months from the date of award. After this period applicants will need to re-apply unless otherwise agreed.
2. Grant approvals shall be based upon the submitted project and the commitment of the other partners. Any subsequent changes in the details of the project and its finances will lead to a review of the assistance offered by the District Council.
3. Cash grant payments will be released upon receipt of invoices or independently certified completion reports, with the flexibility of staged or lump sum payments.
4. Payments will be made by cheque in the name of the organisation's bank or specific project account.
5. An agreed review and monitoring process will be put in place to ensure that the aims and objectives of the project are met. Some projects may also have additional conditions applied to them, the extent of which will be agreed at an early stage.
6. Acknowledgement: the support of South Derbyshire District Council should be acknowledged on any literature specific to the project, in press articles or at the premises. The District Council will provide copies of logos. If desired the District Council' Public Relations Officer will be able to offer assistance with publicity.
7. A grant will only be approved in advance of the scheme being carried out.
8. Your organisation must agree to allow the District Council's Officers to inspect your records at any time, including your book of accounts.
9. It would be a condition of payment of all grants for recreational facilities, Village Halls, Community Centres etc that in the event of the land or buildings purchased for such purpose ceasing to be so used, or sold, or appropriated for another purpose then the District Council would reserve the right to claim a share of the proceeds or value as appropriate, based on the proportion of the District council grant to the value of the land or building, subject to the overriding supervision of the Charity Commission where applicable.
10. If the application is made by an organisation registered for VAT purposes, grant will be paid only on amounts after deduction of VAT, and net amounts should therefore be shown on applications and claims.

10.0 How you can help

To enable us to process your application as quickly as possible we need your co-operation and it would be helpful if you could bear the following in mind. Please complete the application form fully providing all relevant information. This will prevent any unnecessary delay in assessing your grant request. Don't forget to provide us with a daytime telephone number, this will help us to resolve any queries as speedily as possible. Please keep in touch with us. If there are any changes in

circumstances which may affect your application it is essential that you let us know as soon as possible.

Appendix 1 to Guidance Notes for Applicants

Extract from South Derbyshire District Council's Corporate Plan

The Council's Vision for the future

3.6 Our vision is:

'to promote and enhance the social, economic and environmental wellbeing of the community through the provision of cost effective, customer focused services'

Guiding Principles

3.7 The following principles will guide everything we do:

- making decisions openly and with integrity
- being accountable to the people of South Derbyshire for our decisions
- involving the community in choices about services and local priorities
- being open and responsive to change
- treating people fairly and promoting equality of opportunity in employment and service provision
- providing reliable and responsive services to our customers
- working with partners in the public, private and voluntary sectors to achieve more than we can on our own
- ensuring that the actions we take are sustainable in the long term
- valuing employees and the essential role they play in service provision

Key Aims

3.8 To help us to achieve our vision, we have also identified a number of key aims that will be used guide service delivery. They comprise:

- 1 to strengthen and develop the local economy through support for business development and inward investment
- 2 to safeguard and enhance the natural and built environment
- 3 to address the needs of South Derbyshire residents for good quality homes, of a variety of tenures, located in well planned and safe environments
- 4 to promote the health and welfare of all sections of the community, including access to leisure and cultural activities
- 5 to secure continuous improvements in the quality and efficiency of services provided by the Council
- 6 to manage resources efficiently and effectively
- 7 to listen to, represent and provide leadership to the people of South Derbyshire in local, regional and national arenas
- 8 to support the development of the National Forest and its enjoyment by residents and visitors

Priorities

3.9 Our priorities for service delivery remain unchanged and continue to reflect the views of local residents as expressed in the MORI survey. They are:

- the provision of high quality value for money services
- community involvement in decision making
- the protection and promotion of the environment

COMMUNITY PARTNERSHIP SCHEME 2002/03

PRIORITISING PROJECTS WITHIN THE COMMUNITY PARTNERSHIP SCHEME :
ASSESSMENT CRITERIA

Project appraisals will be undertaken for all applications submitted. The assessment will be as follows: -

Step One The project must meet one or more of the Council's aims or objectives. Meeting this minimum threshold allows each project to progress to the full assessment and prioritisation stage.

COUNCIL AIMS & OBJECTIVES (Weighting 25%)

1 ***What are the main aims and objectives, which the project will contribute towards?***

3	Essential contribution to agreed Council aim/objective
2	Key contribution to agreed Council aim/objective or agreed strategy
1	Contribution to Council aim/objective or outline strategy
0	Minor or no contribution

Step Two Further assessments against the following questions will be made to score and prioritise each project

EXTERNAL FUNDING (20% Weighting)

2 ***Is the project likely to secure external funding?***
 > *What conditions apply to the external funding?*

3	All external funding secured or likely to be secured
2	Some funding secured, other bids submitted and likely to be successful
1	Bids submitted for funding, outcome unclear
0	No other bids made, other funding unlikely

SUSTAINABILITY (Weighting 25%)

3 ***How have the capital costs been assessed?***
 > *What action could be taken if the final capital costs exceeded the budget?*
 > *Would other partners increase their contributions if capital costs rose?*

3	Estimates over the last 12 months with professional input
2	Estimates produced over 12 months ago but updated for inflation
1	Some attempt to estimate costs based on similar schemes
0	No detailed estimated

4 ***What assumptions have been made in assessing running costs?***

3	Detailed assessment based on experience of similar projects
2	Indication of costs of similar projects elsewhere
1	Some attempt to look at experience elsewhere
0	Lack of detail and little basis on previous projects

5 ***What evidence of need is there for the project?***

3	Extensive research and consultation
2	Some research and consultation
1	Little research and consultation
0	No research or consultation

COMMUNITY PARTNERSHIP SCHEME 2002/03

6 *Is there a clear forward strategy in place?*

3	Forward strategy documented and in place
2	Some consideration given to a forward strategy
1	Little consideration given to a forward strategy
0	No forward strategy

7 *Is the organisation able to support running of the project?*

- > Are there appropriate structures and mechanisms for management and finance?
- > Are the management responsibilities clearly defined?
- > Are there any procedures in place for monitoring?

3	Organisation fully equipped to manage project
2	Organisation capable of managing project
1	Management capabilities of organisation weak
0	Organisation unable to manage project

COMMUNITY INVOLVEMENT (*Weighting 10%*)8 *Are volunteers and the community involved in the project?*

3	Large scale volunteer and community involvement in the project
2	Some volunteer and community involvement in the project
1	Little volunteer and community involvement in the project
0	No volunteer and community involvement in the project

VALUE FOR MONEY (*Weighting 10%*)9 *Does the project offer value for money?*

- > Does the project add value to any other Council activity, strategy, spending programme?
- > Would the project be able to go ahead without Council support?

3	Project offers excellent value for money
2	Project offers value for money
1	Project offers some value or money
0	Project offers little or no value for money

RISK (*Weighting 5%*)10 *Are risks clearly identified?*

- > Are their contingency plans for dealing with them?
- > Is the project deliverable in the time scale envisaged?
- > How dependent is the project on factors outside the control of the lead partner?
- > Are substantial risks justified by potentially high outcomes?

3	Risks identified and contingency plans in place
2	Some risk analysis and management
1	Little risk analysis and management
0	No risk analysis

COMMUNITY PARTNERSHIP SCHEME 2002/03

EQUAL OPPORTUNITIES (*Weighting 5%*)11 *Is there any evidence of commitment to equal opportunity principles?*

3	Project underpinned by equality of opportunity
2	Some reference to equality of opportunity
1	Little reference to equality of opportunity
0	No reference to equality of opportunity

The initial appraisal will be carried out by the Partnership Development Officer who will make recommendations to the Council's Community Services Committee. The Community Services Committee will then make the final decision on which projects to support.

Community Partnerships

APPLICATION FORM

In partnership with
the community

SOUTH DERBYSHIRE DISTRICT COUNCIL'S
PARTNERSHIP FUNDING SCHEME

**South
Derbyshire**

At the Heart of The National Forest

Before you complete this form please make sure you read and understand the Guidance Notes. When completing the form please read each question carefully, provide the relevant information where required and tick the appropriate boxes. You may also provide additional information sheets if necessary. Please note the form is also available in an electronic format.

Once completed please make a copy for your own records and return the form to Malcolm Roseburgh, Partnership Development Officer, South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote, South Derbyshire DE11 0AH

1.0 Application Details

1.1	Name of the applicant organisation (and the title of the applicants bank account, if different)	
-----	--	--

1.2	Bank account reference	
-----	------------------------	--

1.3	Main contact for correspondence about the application	Name :
-----	---	--------

1.4	Address for all correspondence (Including payments)	Address :
		Post Code :
	Other contact information	e-mail
	Tel.	Daytime :
		Evening / Weekend :
		Fax No :

1.5	What type of organisation best describes the applicant (e.g. charity, trust, voluntary group, club, association etc.)	
-----	--	--

1.6	Please describe the activities of the organisation, the management structure and the profile of its membership	
-----	--	--

--	--	--

1.7 How long has the organisation been in existence Tick if newly formed

1.8 Are you a registered charity Y N Charity No.

1.9 Are you registered for VAT Y N VAT No.

2.0 Details of your proposed project

2.1 Name of the project

2.2 Location

2.3 Describe clearly and concisely the aims, objectives and targets for the proposed project. State what you hope to achieve, how you intend doing this and how you will measure the progress?

2.4 How does the project relate to the Council's aims and objectives?

2.5 Why is the project needed? How do you know? What groups does the project specifically target? Who else will benefit from it?

2.6 What facilities do the organisation use

2.7 Are the facilities:

Owned by the organisation

Y		N	
---	--	---	--

Leased

Y		N	
---	--	---	--

Remaining period
left on lease

YRS

Hired / Rented

Y		N	
---	--	---	--

(Please provide details)

3.0 Project Costs and Funding Arrangements

3.1 What is the anticipated total project cost

£

3.2 Please describe the basis of this cost, identifying separately capital and revenue costs and any critical dates that you require funding to be in place

--

3.3 What potential funds do you have available (excluding grants) now and in the future?

£	Source	In place			
		Y		N	
		Y		N	
		Y		N	
		Y		N	

3.4 What other grants have you applied for, intend to apply for or have obtained?

£	Source	Confirmed			
		Y		N	
		Y		N	
		Y		N	
		Y		N	

3.5 Are there any conditions attached to any of your funding?

--

3.5 What support is the organisation requesting from SDDC

--

3.6 Please supply details of any self help / non-cash contributions being made by the applicant

--

--

3.7 What is the Current level of your organisations reserves? E.g. cash at bank, investments etc. Are parts of your reserves earmarked for specific projects? If yes please give specific details.

--

3.8 What options are available if not all funding is secured?

--

4.0 Implementation Arrangements

4.1 Indicate what other organisations are involved and their commitments to the project

Organisation	Nature of Commitment

4.2 Have you sought professional advice for the project
(If yes, please provide details)

Y		N	
---	--	---	--

--

4.2a Are the following approvals required? Building regulations, planning

permission. If so please state whether required or obtained.

- 4.3 If applicable, please outline any on going revenue / running cost implications for the project

- 4.4 Describe / provide details of community support and involvement in the project.

- 4.5 What impact will your project have on the environment?

- 4.6 What risks are involved in the project and what contingency plans are in place?

5.0 Additional Information

Please provide the following details in support of your application :

	Tick if included
Constitution / Rules	<input type="checkbox"/>
Insurance (either in place or proposed in relation to project)	<input type="checkbox"/>
Organisational policies (= opps, health and safety, complaints etc.)	<input type="checkbox"/>
Lease details (if applicable)	<input type="checkbox"/>
Letters of confirmation of project support	<input type="checkbox"/>
Letters of confirmation of financial support	<input type="checkbox"/>
Latest certified annual accounts/Business Plan	<input type="checkbox"/>

I have also attached the following in support of this application :

6.0 Declaration and Signature

A senior representative must sign the following declaration on behalf of your organisation.

I confirm on behalf of _____ (name of organisation) that I am authorised to sign this declaration. As far as I am aware, all the information on this form is true and complete. The application is made on the understanding that if successful, the organisation will only use the grant for the purposes specified. We also confirm that the organisation will comply with the conditions attached to any financial assistance imposed by South Derbyshire District Council.

Signed :

Position in organisation:

Date:

Additional information may be required following this initial assessment.

FOR OFFICIAL USE ONLY

Recommendation (including any conditions)

Appraiser :

Designation :