

# Guidance for Revenue Community Grants applications

## 1. Aims of Community Grant

- 1.1 The Revenue Community Grants scheme awards discretionary grants to support a range of voluntary and community organisations to benefit and improve the wellbeing of residents and communities across the New Forest district. The grant should support the Council's priorities and objectives as set out in our Corporate Plan, see [newforest.gov.uk/corporateplan](http://newforest.gov.uk/corporateplan), and directly benefit the people of the New Forest District Council area.

## 2. What do we fund?

- 2.1 Revenue Grants are to support eligible organisations with their day-to-day running costs of providing a charitable or community service which benefits or supports local people.

## 3. Who can apply?

- 3.1 The following groups are eligible to apply:

- Community, voluntary and registered charitable organisations
- Not-for-profit groups that are properly constituted

## 4. What is not funded?

- 4.1 Community grants will not fund the following:

- Individuals or an item or project that mainly benefits an individual
- Applications from private companies, profit-making or trading organisations
- Party political activities
- Any organisation that is in poor financial health and may be unable to deliver the service
- Organisations that are based outside of New Forest District Council, unless they can clearly demonstrate the benefits to our residents and meet our objectives
- One-off events unless the event will have a significantly positive impact on Corporate Plan priorities
- Educational establishments, religious groups and Town and Parish Councils
- Organisations that have been operating for less than 1 year
- Activities and support that are the statutory responsibility of another

organisation

- Applications where there are already well established funding routes
- Applications where the number of residents benefiting from the grant is less than 20

4.2 Where an application does not meet the eligibility criteria the applicant will be notified.

4.3 Organisations delivering services aimed at children, young people or vulnerable adults will need to demonstrate to the Council that they have suitable safeguarding policies and appropriate checks in place.

## **5. Applications**

5.1 Applications will be made online, and applicants can provide additional information to support their application. The information provided in the application must be up-to-date and complete at the time of submission. Incomplete applications will not be considered.

5.2 Applications can apply for a grant of between £3,000 and £20,000. Applications below £3,000 will not be considered and alternative funding will need to be obtained. This may include applications to individual ward councillors under the Councillors' Community Engagement grant scheme.

5.3 Applications from organisations can be made each year, however repeat applications are monitored and considered if still meeting priorities and objectives, or if advice given previously has been undertaken.

5.4 The Council may consider entering into a formal Service Level Agreement for revenue grants above £20,000 where the service provided is meeting a need that the Council considers important; or where the Council has asked an organisation to provide the service on the Council's behalf.

## **6. The Process**

6.1 Once the application deadline has passed the Council's officers will assess each application to make sure that it meets the eligibility criteria and that it will provide positive benefits to local people. Only those applications which pass this initial assessment will progress to the next stage whereby each application will be scored against a matrix, including, but not limited to, how the applicant:

- supports and/or works in partnership with Council services to deliver longer term outcomes over a 1-to-3-year period.
- provides value for money by maximising the grant awarded on a per resident basis benefitting from the proposal.
- meets one, or more of the Council's 9 priorities listed in the Corporate Plan to deliver longer term outcomes over a 1-to-3-year period.
- provides a unique service which is not replicated in the service catchment area.
- generates an income to reduce or eliminate grant funding support in the future.

6.2 The next stage is that applicants may be invited to attend a meeting of the Community Grants Task and Finish Group to give a short presentation, up to 15 minutes, about their application and to allow the group to ask questions about the

application. These interviews take place in the autumn. If any organisation does not attend this interview their application will be considered based on the application form alone.

- 6.3 When all presentations have been made the Task and Finish Group will consider the applications and present their recommendations to the Housing and Communities Overview and Scrutiny Panel. There is discretion to award a greater grant than the amount applied for where it can be demonstrated that there is additional benefit to residents and communities. Similarly, where a number of applications are received, recommendations may be for an amount which is less than the amount applied for so as to support as many organisations and groups as possible, and to recognise the benefits of the grant application. Those applications that score highly, may result in a longer term grant award where they are a key partner or provide key services that meet a council priority.
- 6.4 In making their recommendations the Task and Finish Group will consider the matrix and various factors, including, but not limited to:
- how well the application supports the Council's priorities and our services
  - evidence that the application is required and the extent to which it meets a community need without duplicating services
  - the efforts to secure alternative funding
  - the long-term benefits of the application
  - value for money
- 6.5 The Housing and Communities Overview and Scrutiny Panel consider the recommendation and recommend to the Cabinet, who will determine final awards at their meeting in February. Applicants will be notified of the decision on their grant following this meeting by email, with a link to the report.

## **7 Payment of grants**

- 7.1 The payment of successful Revenue Community grant awards will be made from 1 April by BACS.
- 7.2 All successful applicants are requested to provide an update to the Council on how the grants received has benefited our residents and communities.

## **8 Publicity**

- 8.1 Organisations receiving a community grant from the Council will acknowledge the community grant in any publicity to ensure the Council's support is recognised and will be issued with specific information to support this and adhere too.