

Cheshire East Giveback (Your Money Fund) Grant Application Guidance Notes and Terms & Conditions

Please read these notes carefully before completing the application form as they form part of the terms and conditions of your application.

Section 1 – Grant Amount

- Please enter the exact amount of grant funding which you wish to apply for.
- Young people's sections of uniformed organisations and organisations who provide services and support to older people can apply for grants up to £1,000. However, applications for sums over £1,000 but up to a maximum total value of £10,000 will be considered in exceptional circumstances where an organisation can demonstrate a need.
- If you wish to apply for up to a total value of £10,000 you must be able to demonstrate that your organisation is in need of this amount of funding. Use section 4 to add this information and continue on a separate page if necessary.
- Faith organisations who are connecting with communities can apply for grants up to a maximum total value of £25,000.

Section 2 – Contact Details

- Please enter the full names as they appear on your governing document.
- The main contact must be the person that submits the application and must have knowledge of, and be able to talk about, your project.
- The senior contact must be your chair, treasurer or a senior member of your committee and must not be the same as the main contact for the application.

Section 3 – Organisation Profile

- ➔ Organisations eligible for funding are:
 - ▶ Young people's sections of uniformed organisations shall include Scouting Groups, Girlguiding Groups, Boys Brigade, Girls Brigade, St John's Ambulance Cadets, Red Cross Cadets, Air Cadets, Sea Cadets, Army Cadets and Fire Cadets. As the surplus money has become available in the commemoration year of the First World War the funding will recognise the efforts these Organisations made during the war.
 - ▶ Organisations who provide services and support to older people shall include voluntary and community groups, registered charities or other not for profit organisations.
 - ▶ Faith organisations who are working in and with communities to create social cohesion and community engagement.
- To describe your organisation tick all boxes which apply and, where applicable, add your charity registration number.
- Enter the number of years that your organisation has been in existence.
- When entering a description of what your organisation does please consider that this will be read by people who do not know your organisation. Enter a summary which captures the main element of what you do. This information will be used on the Council's website if your application is successful.

- Please tick the one category that describes your organisations land / premises / facilities and enter the lease expiry date or length of lease.
- Enter the number of staff involved with your organisation, not the number of staff involved in the project.

⇒ To qualify for a grant Organisations must meet the criteria listed below:

- ▶ Operate within the Cheshire East area;
- ▶ Provide value for money;
- ▶ Either address the needs of the older population, are a young person's section of a uniformed organisation or a faith organisation which is working in and with communities to create social cohesion and community engagement;
- ▶ Have a set of audited accounts, or as a minimum an Organisation bank statement;
- ▶ Have a constituted management committee with a signed Constitution;
- ▶ Have appropriate safeguarding policies relevant to the Organisation where children, young people or vulnerable adults are involved, which must include a requirement that staff / volunteers must be cleared with the Disclosure and Barring service;
- ▶ Have your own bank or building society account with two signatories;
- ▶ Complete the application form in full, providing all required information.

Section 4 – Your Project / Activity / Event

⇒ Priority will be given to applications for projects and activities which:

- ▶ Enhance the quality of life for Cheshire East residents;
- ▶ Increase involvement in the community;
- ▶ Attract more participants/volunteers;
- ▶ Demonstrate the potential to be sustained in the future;
- ▶ Show innovation and creativity;
- ▶ Have funding contributions from the Organisations own funds and/or funding support from other bodies in place or promised;
- ▶ Demonstrate a knowledge and understanding of the needs of their community;
- ▶ Support the Council's Community Outcomes identified in the Council's Three Year Plan, which are:
 - ▶ Our local communities are strong and supportive
 - ▶ Cheshire East has a strong and resilient economy
 - ▶ People have the life skills and education they need to thrive
 - ▶ Cheshire East is a green and sustainable place
 - ▶ People live well and for longer

- Please enter the date when you expect your project to begin or the date on which the activity or event will take place. Grants cannot be paid retrospectively therefore any work commenced prior to acceptance of the grant offer will not be eligible for funding.

- When explaining what the grant you are requesting is required for please be specific about what you want to do and how you will do it.

⇒ Grants are available to support Organisations who are looking to improve or enhance community life and offer wider opportunities to people within Cheshire East. Examples include, but are not limited to:

- ▶ Equipment, materials or specialist kit to help the Organisation develop;
- ▶ Training courses or specialist coaching / teaching sessions;
- ▶ Hire or purchase of equipment or performers for events / fates / carnivals;
- ▶ Events and activities which contribute to the wellbeing of group members.

- If you want to buy a piece of equipment, tell us what it is for and what benefit it will bring for your organisation.
- If you want to run an activity or event, tell us what it is, when it will happen, who will attend and how local people and the community will benefit.
- If you want to address a problem or issue in the community tell us what the problem or issue is, how you identified it and what you intend to do to address it.
- ☞ We cannot fund the following under this scheme:
 - ▶ Organisations with an annual turnover of more than £25,000 (applies to young people's sections of unformed Organisations and Organisations who provide services and support to older people);
 - ▶ Events, activities or purchase of goods which has already taken place before acceptance of the grant offer;
 - ▶ Individuals;
 - ▶ General appeals, sponsorship or fundraising for national or local charities (including local branches) or other local organisations;
 - ▶ Activities of a mainly political or religious nature;
 - ▶ Events which do not involve members of the local community participating;
 - ▶ Loan against loss or debt;
 - ▶ Administration expenses i.e. postage, telephone, utilities etc.
 - ▶ Running Costs i.e. gas, electricity, water, salaries, subscriptions, insurance etc.
 - ▶ Organisations which are not based in Cheshire East.
- When thinking about who will benefit, tell us how many people will directly use the new equipment or attend the event/s and how the project or activity will make a difference to the quality of life of people, directly or indirectly.
- Tell us what evidence you have to show that the project or activity was needed and if you consulted with the people who will benefit from the project or activity.
- Tell us who will benefit from your project, how many people will be involved and which geographical area will benefit most from your project. If your project is mainly for local people but you also attract people from further afield please enter this information.
- We expect all activity funded by the Council to be inclusive, if you restrict access to any groups or individuals please let us know and explain why you do this.
- When explaining how your project or service will be sustained in the future consider whether you will be applying a charge to your service users, profits from ticket sales, grants, sponsorship, fund raising and other sources of income.

Section 5 – Projected Expenditure

- Provide costs for the full expenditure of the project, activity or event which you are asking us to provide funding towards.
- Do not provide the annual costs for running your organisation.
- Do not include any VAT that you can claim back from HM Revenue and Customs

Section 6 – Projected Income

- Provide the amount of funding you are contributing from your own organisation.
- If you have applied for funding from elsewhere enter the amount you have applied for, the date when you expect to hear if the application has been successful and tick if this has been confirmed.

- When recording non-cash or in-kind contributions consider those items which you would otherwise have to pay for such as volunteer hours (It is recommended that you use an hourly rate of £11.04 for volunteer hours), donations of goods for the project and printing of advertising literature.
- If you are unable to secure the full amount of the project costs please state how any shortfall will be covered, whether this will affect the start date or if the project will not be able to go ahead.
- If your organisation has been running for less than 15 months, please provide a 12 month projection for the year when you will spend the grant. Please include the amount you are requesting from the Council in your projection.
- Your bank account must be in the same name as the organisation that is applying for the grant.
- ➔ Given the fixed budget and the Council's aim to benefit as many Organisations as possible, the Council cannot guarantee to fund the maximum amount applied for; therefore you must ensure that you have procedures in place to cover the balance of funding required. The Council will not pay a grant unless you can demonstrate that the balance of the funding is available.

Section 7 – Supporting Documentation

- Please look carefully through the list of supporting documentation and ensure that you only tick the boxes if you have the documents or policies in place, as you may be asked to supply copies to support your application.
- You must send a copy of your constitution with your application.
- If your project involves work with children, young people under the age of 18 or vulnerable adults, you must have safeguarding policies in place relevant to your organisation's work and the project you are asking us to fund.

Section 8 – Data Protection

- Please read the data protection statement and tick the box if you do not want your contact details passed on to the local press.

Section 9 – Declaration

- Please ensure that you read these Guidance Notes fully as you will be accepting the terms and conditions contained within these Notes when signing your application form.
- The application form should be signed by both the main contact and senior contact as detailed in Section 2 of the application form.

Section 10 – Submitting Your Application

- Before submitting your application you must be able to tick all boxes in this section. If you are unable to do so please use the contact details at the end of these Notes to ask for advice.
- The application form must be completed in full. Incomplete application forms will be rejected. A copy of your signed Constitution must be sent with the application form. If this is not received it may result in the application being declined. Supporting documentation (listed under section 7 of the application form) may also be requested prior to the application being fully considered. Failure to supply all required documentation will result in the application being treated as incomplete.

General Conditions

- Grants are classed as one-off and should not be seen as repeat funding;
- Organisations who are in receipt of other funding from the Council may apply to this grant scheme if the grant is required for a one-off project which is considered additional to the service already funded;
- Any profits from events must be used to further develop the Organisation or for any future events and not used to support other Organisations;
- Organisations must be committed to and have policies on equalities and inclusion and in delivering the services or activity the Organisation must not unlawfully discriminate, directly or indirectly against any of the nine protected characteristics which are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. The Organisation can direct some or all of its activities at specific groups where the intention is to address discrimination or disadvantage;
- Following a successful application and in order to ensure that monies are used in an appropriate manner, a monitoring report will be required following project completion. This report shall include, but shall not be limited to, how many people benefitted from the project, if a profit was made and how it was used, how the grant money was used and what difference the project made to the Organisation and/or local people.
- Organisations must acknowledge the support of Cheshire East Council in press releases, publicity and advertising etc.
- The Organisation will allow Cheshire East Council to use details of the grant award, together with any relevant photographs supplied, in newsletters and on the Council's Website.
- Expenditure must not be incurred on the project, activity or event prior to the grant decision being given. In these circumstances the Council will withdraw the grant offer/rescind the grant decision.
- Organisations must notify the Council of any changes in circumstances which affect their financial position throughout the period in which the grant monies are being used.
- The grant must only be used for the purposes specifically stated in the application form, should it be spent in any other way, without written approval from the Council, the Organisation may be asked to return some or all of the monies paid.
- If the project, event or activity is cancelled or only partially achieved, or if the Organisation is wound up, any unused grant money must be returned to the Council.
- All conditions under which the grant has been awarded, including any Special Conditions, must be met. Failure to do so could result in the Organisation being asked to repay the grant monies to the Council.

Application forms should be returned :

By post: Community Grants, Cheshire East Council, Floor 2, Westfields, Middlewich Road, Sandbach, Cheshire CW11 1HZ.

By email: communitygrants@cheshireeast.gov.uk

If you have any questions concerning this application, or need assistance in completing the form, please phone 01270 685809 or email: communitygrants@cheshireeast.gov.uk