



# **Waverley Community Partnership**

## **APPLICATION GUIDANCE – ADMISSION & FUNDING – 2011/12**

### **Aims**

*The principle aim of the Waverley Community Partnership is to provide financial support for the ongoing revenue costs of voluntary and charitable organisations that are delivering high priority services for the benefit of Waverley residents, in partnership with the Council.*

*The scheme does not fund project or capital costs.*

### **Who Can Apply - Eligibility**

*Organisations eligible to receive revenue funding from the Waverley Community Partnership need to meet the following:*

#### **STATUS**

*The organisation is a charity, a voluntary, a community-based or a partnership organisation run on a not-for-profit basis.*

#### **STRUCTURE**

*The organisation has a constitution or a set of rules;*

*There are identified postholders and officers; and*

*The organisation's aims and objectives are commensurate with the Council's.*

#### **SERVICES**

*The organisation provides high priority services to the benefit of Waverley residents; and*

*The services provided by the organisation meet one or more of Waverley Borough Council's Corporate Plan objectives.*

#### **MANAGEMENT**

*The organisation has clear and appropriate policies in relation to the activities they are undertaking (eg health and safety, child protection etc);*

*The last full year accounts have been properly audited or independently verified;*

*The organisation has appropriate levels of insurance in relation to the activities they are undertaking;*

*Demonstrate a robust approach to Equality and Diversity in their priorities;*

*The organisation has clear accounting and financial procedures; and*

*The organisation has sought, and will continue to seek, partnership funding from other sources.*

#### **APPLICATION**

*The application has been fully completed in the format requested, with all additional attachments requested, and signed and dated; and*

*Officers of the organisation are prepared to sign a Partnership Agreement and provide relevant monitoring and financial records.*

#### **FINANCIAL RESERVES/ FUNDS**

*Waverley will prioritise funds to areas where they are most needed. Organisations with general reserves/funds (excluding any designated funds for specific projects) will need to justify the level of reserves/funds in relation to the grant request. (Please refer to Charity Commission Publication CC19 Charities' Reserves.)*

### **Grant Criteria**

*Each application will be assessed against the following criteria:*

- The degree of priority of the services provided by the organisation in relation to Waverley's Corporate Plan and findings from the budget consultation exercise held in autumn 2009. Please refer to Waverley's website to read our Corporate Plan 2008-11 and a copy of the report on the budget consultation (Executive meeting report 02/02/10). Hard copies are available on request from the Grants Officer;*
- Having clear feasible details on how the money will be spent;*
- Having a realistic and detailed budget for the year 2011/12, taking into account the Council's earlier notice that the overall budget for the scheme is likely to be reduced this year.*
- Providing value for money – both quality and quantity of the service in relation to the cost;*
- The service delivery in the previous year against stated outputs and outcomes and objectives of the Partnership Agreement;*
- The proposed service delivery in the coming year in terms of key outputs and outcomes; and*
- Evidence that relevant/appropriate partnership funding and income streams have, or are being, sought for revenue and project costs.*

## **Waverley's Corporate Plan 2008-2011**

Waverley's top five priorities in the Corporate Plan are:

- 1. Environment** - Protecting and enhancing Waverley's unique mix of rural and urban communities
- 2. Improving lives** - Improving the quality of life for all, particularly the more vulnerable within our society
- 3. Subsidised affordable housing** - Working for more affordable housing to be built, and managing Council housing well
- 4. Leisure** - Improving and supporting opportunities for all to take part in sport, recreation and culture
- 5. Value for money** - Ensuring all our activities are customer focused and provide good value for money

## **When to Apply**

Applications are made in annual bidding rounds. For funding from 1 April 2011 to 31 March 2012, the deadline for applications is **12 noon on 26 October 2010**.

## **How to Apply – Application Checklist**

- Application forms are available electronically by email or fax. Handwritten or typed applications are welcome. Completed applications may be returned by post, fax or email and must include all supporting information.
- To assist with the application process, organisations that currently receive funding can arrange a 1:1 meeting with their Link Officer.
- Please complete all questions on the application form and enclose the following:
  - A copy of the most recent audited or independently verified accounts;
  - A copy of your organisation's signed constitution or set of rules if these have changed since your application to the 2009/10 funding round ;
  - A copy of the budget forecast for 2010/11; and
  - Any relevant business plans, strategic or policy documents, (for example, Health & Safety and Child Protection Policies).

Please send the completed application form by 12 noon on 26 October 2010 to:  
Jane Todd, Grants Officer, Waverley Borough Council, The Burys, Godalming, Surrey  
GU7 1HR

## **Next Steps**

All applicants should receive an acknowledgement of their application within a week of submission. Please contact Jane Todd, Grants Officer, on 01483 523067 if you do not receive an acknowledgement.

The final decision on grant levels will be made at full Council on 15 February 2011, Applicants will be notified of the outcome of their application in writing, or the reason for any delay, by 18 February 2011.

## **Further Information**

*If you would like to discuss the details of your application, please contact your Waverley Community Partnership Link Officer or the Grants Officer.*

*Most of our publications can be provided in alternative formats. For an audio version, large print, text only or a translated copy of this publication, please contact [jane.todd@waverley.gov.uk](mailto:jane.todd@waverley.gov.uk) or call 01483 523067.*

