



Waverley Community Partnership

APPLICATION GUIDANCE – ADMISSION & FUNDING – 2012/13

Aims

The principle aim of the Waverley Community Partnership is to provide funds for 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 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;

Demonstrate that the organisation's carbon footprint is considered and CO2 reductions are implemented where appropriate;

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

Applications will be assessed by a grants panel.

When considering applications the panel will take into account a number of factors including:

- the information supplied in the application form*
- the information in the applicant's accounts*
- value for money*
- the general performance and delivery of activities in the Partnership Agreement for existing partners*
- the extent to which Waverley's corporate objectives will be met*
- other sources of funding and*
- the degree of priority awarded to the service that the organisation provides.*

Relevant link officers will provide summary information on applications and answer any queries raised by the panel. Priority will be given to organisations that support the most vulnerable members of the community.

The overall budget for the scheme is limited and requests for funding usually exceed the budget: not all applications will be successful. The panel will make a judgement on applications and make recommendations on grant awards within the overall budget.

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 2012 to 31 March 2013, the deadline for applications is **12 noon on 9 November 2011**.

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 can arrange a 1:1 meeting with a relevant Link Officer.
- Please complete all questions on the application form and enclose the following:
 - A most recent audited or independently verified set of accounts;
 - A budget forecast for 2012/13; 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 9 November 2011 to:
Jane Todd, Grants Officer, Waverley Borough Council, The Burys, Godalming, Surrey
GU7 1HR

or electronically to jane.todd@waverley.gov.uk

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 21 February 2012, Applicants will be notified of the outcome of their application in writing, or the reason for any delay, shortly afterwards

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 or call 01483 523067.