



Waverley Community Partnership

APPLICATION GUIDANCE – ADMISSION & FUNDING – 2013/14

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.

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.

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

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.

The organisation has a robust approach to Equality and Diversity.

The organisation can demonstrate that it considers its carbon footprint and CO2 reductions are implemented where appropriate.

The organisation has clear accounting and financial procedures.

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

APPLICATION

The organisation is prepared to sign a Partnership Agreement and provide relevant monitoring and financial records throughout the funding period.

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.)

Waverley's Corporate Priorities 2012-2015

Waverley's core priorities in the Corporate Plan are:

- 1. Value for money**
- 2. Affordable housing**
- 3. Leisure and lives**
- 4. Understanding our residents' needs**
- 5. Environment**

When to Apply

*Applications are made in annual bidding rounds. For funding from 1 April 2013 to 31 March 2014, the deadline for applications is **12 noon on Friday 13 November 2012.***

Assessment Process

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 priorities will be met*
- *other sources of funding and*
- *the degree of priority awarded to the service that the organisation provides.*

Relevant partnership 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. The decisions of the panel are final and there is no appeals procedure.

Partnership Agreements

Successful applicants will be allocated a link officer who will support them throughout the funding period. Link Officers will draw up a Partnership Agreement in consultation with individual organisations, which will detail the outputs and outcomes to be delivered with the funding. As part of this process, the overall performance of organisations will also be monitored.

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 partnership officer.
- Please complete all questions on the application form and enclose the relevant supporting documents

Please send the completed application form by 12 noon on Friday 13 November 2012 to:
Jane Todd, Community Partnerships 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, Community Partnerships Officer, on 01483 523067 if you do not receive an acknowledgement.

The final decision on grant levels will be made at full Council on 19 February 2013, 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 Officer or Jane Todd.

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.

