



**APPLICATION
GUIDANCE –
ADMISSION &
FUNDING – 2016/17**

**Waverley
Community
Grant Scheme**

1. Principal Aims

The principal aim of the Waverley Community Grant Scheme is to provide funds towards the ongoing running costs of not-for-profit organisations that are delivering high priority services for the benefit of Waverley residents, in partnership with the Council. Some of the organisations awarded funding last year included museums, youth groups, cultural organisations and job clubs.

We particularly welcome applications from organisations providing services to Waverley's most vulnerable residents/communities or organisations targeting priority areas in the borough. Services that organisations are delivering must meet one or more of the Council's Corporate Priorities and one of the Waverley Community Grant Scheme outcomes. More information is provided on this in section 3 and 4.

The Waverley Community Grant Scheme will fund organisations whose services contribute to the health and wellbeing of people in Waverley, although these types of services must be delivered through a social setting. The scheme will not support the types of services that could otherwise be provided by the County Council or NHS.

The scheme does not fund project costs, capital costs or one-off events.

2. Funding Priorities - Eligibility

It is essential that you show how the services you deliver meet:

- one or more of the Council's Corporate Priorities*
- AND**
- one or more of the Waverley Community Grant Scheme Outcomes*

Waverley's core priorities in its Corporate Plan are:

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

In section 2 of the application form you must show how the services you deliver meet one or more of the Council's Corporate Priorities. Further information is attached to help you complete this part of the form.

The Waverley Community Grant Scheme Outcomes are:

- 1. Improving the lives of more vulnerable people or disadvantaged people with additional needs.**
- 2. Supporting the health and wellbeing needs of people over 65 years of age**
- 3. Supporting the social needs of more vulnerable young people.**
- 4. Promoting independence.**
- 5. Opportunities for people to access high priority cultural activities in line with the Council's community arts objective.**

These are the key areas that services must make a difference in. In section 3 of the application form you must show how the services you deliver meet one or more of the Waverley Community Grant Scheme Outcomes. Further information is attached to help you complete this part of the application form.

3. Who Can Apply? - Eligibility

Organisations eligible to receive funding from the Waverley Community Grant Scheme need to meet the following:

STATUS

The organisation must run on a not-for-profit basis. This would include a charity, a voluntary organisation, a community-based organisation, Community Interest Company or a partnership organisation.

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.

The services provided by the organisation meet one of the Waverley Community Grant Scheme outcomes.

Grants are available only for services that benefit residents of Waverley Borough.

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 externally examined where a charity's annual gross income is more than £25,000 in the accounting year.

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, 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.

4. How much to Apply for

You can apply for a minimum of £200. Although there is no set maximum, awards generally do not exceed £50,000 and very few are awarded at this level due to limited funds. The average grant award in 2015/16 was £7,900.

5. What will we pay for?

The scheme supports the ongoing running costs of an organisation. This could include salaries, utilities, rent, insurance, revenue costs to deliver activities, transport costs to enable people to access the service. The scheme does not support specific activity or project costs, capital costs or one-off events.

Since the scheme supports core running costs, we need to know about the overall service that your organisation delivers. In Section 2 please list your organisation's activities, where they are delivered, when they are delivered, who they are for and how much they are charged. An answer may be - we run an activity club for vulnerable young people aged 11 to 16 on a Friday evening from 6pm to 9pm at X youth centre. At the club, young people have the opportunity to take part in social activities including team games, arts, cookery and board games. They also have the opportunity to speak with a Counsellor who is available at every session. We charge £2 entry.

6. When to Apply

Applications are made in annual bidding rounds. For funding from 1 April 2016 to 31 March 2017, the deadline for applications is **12 noon on Friday 13 November 2015.**

7. Supporting Documents

Applications must be accompanied by the following supporting documents. If you are unable to supply this information your application may be rejected at an early stage.

1. For charities with a gross income of more than £25,000 – an externally examined set of accounts for your most recent accounting year.
For applicants with a gross income of less than £25,000 – a full set of accounts for your most recent accounting year.
2. An annual report where appropriate.
3. A budget forecast for 2016/17.
4. A strategic/business plan.

5. For organisations that received funding from the Waverley Community Partnership in 2015/16, a copy of your most recent monitoring sheet must be provided (ie for the six months 1 April 2015 to 30 September 2015)

8. Assessment Process

Applications will be assessed initially by a Grants Panel made up of three Councillors. Within the overall budget for the grants scheme, Councillors will make initial recommendations on levels of funding for each application. The overall budget for the scheme is limited and requests for funding usually exceed the budget: It is important to note that not all applications will be successful or receive the level of funding requested.

Applications are not assessed using a scoring system: When considering applications the Councillors on the Grants Panel will take into account a number of factors when making their recommendations. This will include:

- the information supplied in the application form
- the information in the applicant's accounts
- value for money
- the extent to which Waverley's corporate priorities will be met
- other sources of funding
- the degree of priority awarded to the service that the organisation provides
- the amount of grant requested in proportion to the number of people supported and/or their level of need
- the experience and knowledge of Councillors and Officers of, or in working with, the organisation

In addition to the above, organisations that received funding for 2015/16, will also be assessed on:

- the general performance and delivery of activities in their Partnership Agreement
- the monitoring data for the full year 2014/15, which has been provided to their Waverley service area officer, and the first six months of 2015/16, 1 April 2015 to 30 September 2015
- their ability to work constructively with Councillors and Officers to deliver the priorities of the Council.

Relevant officers will provide information on applications and answer any queries raised by the Grants Panel. Priority will be given to organisations that support the most vulnerable communities and priority areas in the borough.

The Grants Panel's initial suggestions will be reviewed by a Community Overview and Scrutiny Grants Sub-Committee who will make observations on the proposals.

The Grants Panel's initial recommendations and the Grants Sub-Committee's observations will be reported to the Council's Overview & Scrutiny and Executive Committees for consideration. Final decisions on levels of funding will be made at full Council on 16 February 2016. The decisions of the Council are final and there is no appeals procedure.

9. Partnership Agreements

Successful applicants will be allocated a relevant service area officer who will support them throughout the funding period. Officers will draw up a Partnership Agreement in

consultation with individual organisations which will detail agreed outputs and outcomes, including a set of monitoring data, to be delivered with the funding. The monitoring information provides the Council with evidence that organisations are delivering meaningful outcomes that meet the needs of residents, evidence to demonstrate value for money and ensures organisations are accountable for the funding awarded with public funds.

As part of this process, the performance of organisations will be closely monitored throughout the funding period as this information will help inform future decisions on Waverley's financial support for organisations and ensure the key outcomes are being delivered.

10. How to Apply – Application Checklist

- Application forms are available electronically by email or hard copy by post. We prefer to receive completed applications by email, however, handwritten or typed applications will be accepted. All supporting documents must be attached to applications.
- To assist with the application process, organisations can arrange a 1:1 meeting with a relevant service area officer.
- Please complete all questions on the application form and enclose the relevant supporting documents.

Please send the completed application form and supporting documents by **12 noon on Friday 13 November 2015** to Jane Todd, Community Partnerships Officer.

You can send your application by email to: jane.todd@waverley.gov.uk

If you prefer, you can send the application by post to: Waverley Borough Council, Council Offices, The Burys, Godalming, Surrey GU7 1HR.

11. 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 or jane.todd@waverley.gov.uk if you do not receive an acknowledgement.

The final decision on grant levels will be made at full Council on 16 February 2016. Applicants will be notified of the outcome of their application in writing or the reason for any delay shortly afterwards.

12. Further Information

If you would like to discuss the details of your application, please contact your Waverley Community Grant Scheme service area 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.

