

## **CABINET 11TH MARCH 2021**

### **Report of the Head of Neighbourhood Services Lead Member: Councillor Leigh Harper-Davies**

#### **Part A**

#### **ITEM 10 CHARNWOOD COMMUNITY GRANTS, CHARNWOOD FACILITIES GRANTS AND MEMBERS GRANTS SCHEMES**

##### Purpose of Report

The purpose of this report is to seek approval for the revised Charnwood Community Grants, Community Facilities and Member Grants schemes.

##### Recommendations

1. That the revised Charnwood Community Grants Scheme as outlined in Part B, sections 7 to 22, and as set out in Appendices A and B is approved.
2. That the revised Charnwood Facilities Grants Scheme as outlined in Part B, sections 23 to 32, and as set out in Appendices C and D is approved.
3. That the revised Member Grants Scheme as outlined in Part B, sections 33 to 35, and as set out in the Guidance Note attached at Appendix E is approved.
4. That the Head of Neighbourhood Services is given delegated authority, in agreement with the Lead Member, to make any further minor amendments to the documents as maybe necessary.

##### Reasons

1. Following the 2021/22 budgets being agreed at Cabinet on the 11<sup>th</sup> February 2021, the grants scheme has been reviewed and changes made, resulting in the proposed new combined grants scheme called Charnwood Community Grants.
2. Following the 2021/22 budgets being agreed at Cabinet on the 11<sup>th</sup> February 2021, the Community Facilities Grant scheme has been revised, removing the Feasibility study and small environmental project elements (after identifying the low numbers of applications over the last 5 years), and the inclusion of certain sports related projects.
3. Following the 2021/22 budgets being agreed at Cabinet on the 11<sup>th</sup> February 2021, the Member Grants scheme has been updated to reflect the amount allocated to each Elected Member.
4. To enable any changes that may need to be made.

## Policy Justification and Previous Decisions

The Council's Corporate Strategy 2020-2024 makes a commitment to deliver high quality living with a range of services to meet the needs of our diverse community. It makes a commitment to support our communities by delivering a range of services which not only help residents, but also empowers them to make a positive difference in their local areas and that community cohesion will remain a priority. In addition, it wants residents to live healthy and active lifestyles and to offer services to improve wellbeing, either directly or with our partners.

At its meeting on 12th April 2012, Cabinet agreed the revised Community Grants Criteria to reflect the changes in the Council's Corporate Plan. The Council's Corporate Plan 2016-2020 was approved by Council on the 29<sup>th</sup> February 2016. A review of the existing grants criteria was undertaken, and it was concluded that the existing criteria was still appropriate and aligned with the priorities of the Corporate Plan 2016-2020.

At its meeting on the 9 July 2020 Cabinet approved the VCS Covid 19 Recovery Grants scheme to respond to the impact of the COVID-19 Pandemic on the VCS in 2020/21.

At its meeting on the 11<sup>th</sup> February 2021 Cabinet approved the 2021-2022 budget for recommendation to full Council. To reflect these changes, it has been necessary to update and amend the various grants schemes as set out in this report.

## Implementation Timetable including Future Decisions and Scrutiny

If approved, it is anticipated that the Charnwood Community Grants, Community Facilities Grants and the Member Grants Schemes will be launched in April 2021. The Grants Panel will score the applications and make its recommendations to be approved by Cabinet for both the Charnwood Community Grants and Community Facilities Grants schemes.

It is proposed that the recommendations from Round 1 will come to Cabinet in July 2021 and the recommendations from Round 2 will come in November 2021. The closing dates associated with each of these rounds will be advertised as part of the promotion of the revised grants schemes.

## Report Implications

The following implications have been identified for this report:

### **Financial Implications**

#### *Charnwood Community Grants Scheme*

The 2021-2022 budget for the Charnwood Community Grants scheme is £50,000.

That £15,900 allocated to the Loughborough Community Grants scheme will remain ringfenced for Loughborough based organisations within the Charnwood Community

Grants (this element is funded through the Loughborough Special Expenses) and will be taken into consideration as part of the award of grants.

The maximum grant to be awarded is £5,000 in one financial year. Organisations can apply in both rounds but only up to a maximum of £5,000 across both applications.

It is proposed that if all the budget isn't allocated in the 2 rounds that a further round will be held later in the year.

*Community Facilities Grants Scheme*

The amount allocated in the 2020 - 2023 Capital Plan for the Community Facilities Grants scheme is £190,000.

The maximum Community Facilities grant awarded is £20,000 subject to demonstration of 50% match funding.

*Members Grants Scheme*

The 2021-2022 budget for Members Grants is £26,000 (split across revenue / capital) with Members having £500 each to allocate to a maximum of two organisations in their ward with a minimum payment of £250 and maximum of £500.

For all grants schemes once a grant has been awarded the recipient organisation has 12 months in which to complete their project and draw down the grant funding.

**Risk Management**

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
No interest / low take up from local VCS to apply to the grants pot	Unlikely (2)	Significant (2)	Low (4)	Active local promotion to local VCS
That VCS organisations are at risk even after financial and business support has been provided	Likely (3)	Significant (2)	Moderate (6)	Support through VCS Development Officers to ensure Recovery Plan and access to financial advice is available

## Equality and Diversity

There is a requirement in the grants criteria for each organisation that applies to either have their own Equal Opportunities Policy or provide a statement that the organisation will abide by the Council's Equal Opportunities Policy.

In addition, an Equality Impact Assessment has been completed and attached at Appendix F.

Key Decision: No

Background Papers: None

Officers to contact: Julie Robinson  
Head of Neighbourhood Services  
01509 634590  
[julie.robinson@charnwood.gov.uk](mailto:julie.robinson@charnwood.gov.uk)

Verity Graham  
Neighbourhoods & Partnerships Co-ordinator  
01509 632516  
[verity.graham@charnwood.gov.uk](mailto:verity.graham@charnwood.gov.uk)

## Part B

### Background

#### Charnwood Community Development and Engagement (including environmental), Loughborough Community Grants and VCS COVID-19 Recovery Grants

1. The Community Development and Engagement (including environmental) and Loughborough Community Grants schemes have been supporting local VCS organisations to deliver a wide range of projects / services and activities throughout the borough for a number of years. It is recognised that Voluntary and Community Sector organisations play an incredibly important, and valued, role in our borough and support the Council to deliver its aims and objectives.
2. The Community Development and Engagement grants (including environmental) provided funding for VCS organisations who deliver projects and activities that were available for the wider community in the borough with a maximum award of £10,000.
3. The Loughborough Community grants provided funding for VCS organisations who deliver projects and activities that were available for the wider community in Loughborough with a maximum award of £2,000.
4. All applications were assessed by the Grants Panel against two measures of need: how the project meets the Council's aims and objectives in meeting identified community needs and the organisational need of grant funding from the Council to enable the project to succeed. Both measures seek to demonstrate the value for money to be obtained in providing grant funding. The Community Development and Engagement Grants (including environmental) were submitted to Cabinet for approval. Both schemes previously were run in 3/4 Rounds throughout the year, with each Round being widely promoted.
5. In 2020/21 Charnwood Community Development & Engagement (including environmental) and the Loughborough Community Grants scheme were amalgamated and renamed the VCS COVID-19 Recovery Grants scheme. The allocated budgets for these grant schemes were combined (with the budget allocated to Loughborough ringfenced within this for Loughborough based organisations).
6. There was just one round of the VCS COVID-19 Recovery Grants programme. The VCS COVID-19 Recovery Grants scheme Guidance notes and application form were amended and the process was designed to make it as simple as possible for organisations to apply and the application form simplified to assist with this. The level of score achieved reflected the level of grant recommended. The maximum level of award was £5,000. The award of these grants was delegated to the Head of Neighbourhood Services, in agreement with the Lead Member for Communities, Safety and Wellbeing.

## **Revised Charnwood Community Grants, Community Facilities Grant and Members Grant Schemes.**

### *Charnwood Community Grants Scheme*

7. The Charnwood Community grants scheme has been revised to reflect the changes in the 2021 – 2022 budget and it is proposed that the Charnwood Community Development and Engagement Grants and Loughborough Community Grants be amalgamated into one grant scheme called the Charnwood Community Grants.
8. The criteria for the Charnwood Community Grants include an amended maximum amount of £5,000. The proposed associated Guidance Note and Application Form are attached at Appendices A and B, which set out the scheme in more detail.
9. There will now be a combined total grants pot of £50,000. The £15,900 allocated to the Loughborough element of the scheme will remain ringfenced for Loughborough based organisations within the Charnwood Community Grants (this element is funded through the Loughborough Special Expenses) and will be taken into consideration as part of the award of grants.
10. The environmental grant element of the Charnwood Community and Engagement Grant funded by SERCO came to an end in 2020 - 2021 and will not be included in the Charnwood Community Grants for 2021-2022.
11. It is proposed that there will be two Rounds of the Charnwood Community Grants programme per annum, the scheme will be launched as soon as possible following approval. It is proposed that the recommendations from Round 1 will come to Cabinet in July 2021 and the recommendations from Round 2 will come in November 2021. The closing dates associated with each of these rounds will be advertised as part of the promotion of the revised grants schemes.
12. Should the whole grant fund not be allocated in the two rounds an additional round will be held.
13. The Charnwood Community Grant criteria has been amended to make it accessible to sports clubs and sports organisations.
14. Following feedback from the VCS Covid-19 Recovery Grants, the Charnwood Community Grants application form has been amended and is attached at Appendix B. The application form will be completed by the organisation, this will be then submitted via the Grants Team (who will check that the organisation and project is eligible) before it is passed to the Grants Panel for assessment.
15. It is expected that there will be a high level of applications to the Charnwood Community grants scheme, therefore the financial position of organisations will be taken into consideration as part of the decision-making process. Applicants will be asked to confirm if reserves are already being spent-down or reserves would need to be used if an application is unsuccessful. In addition, bank account balances will also be taken into consideration and applicants will be asked to confirm why any significant surpluses cannot be used.

16. The associated assessment process has been adapted to ensure that the scoring system is directly related to the questions on the application form, with each question having a maximum score of 5. The Grants Panel will assess the applications and score against each of the questions, with a maximum score of 35.
17. The scoring and assessment process will allow the Grants Panel members to provide an overall score of the application itself as well as provide additional comments based on the knowledge they have of groups, emerging issues in the sector or localities as well as things they have picked out from the application which can be brought to the meeting for discussion. It is proposed that the level of score achieved will reflect the level of grant recommended. A low score will result in no award being recommended, a medium score will result in some of the grant applied for being awarded, with high scoring applications receiving most, if not all of the funding applied for. These recommendations will come forward to Cabinet for approval.
18. The Charnwood Community Grants scheme will be advertised along with a Guidance note, including the criteria, (see Appendix A) outlining what the grants can be used for, how to apply for it etc.
19. The maximum level of award will be £5,000.
20. An applicant would only be able to apply for one grant.
21. Organisations will then be notified of the outcome of their application.
22. An agreed Monitoring and Evaluation process will be put in place to ensure the appropriate use of the grant and ensure an update on the progress of the organisation / project is received.

#### *Community Facilities Grants Scheme*

23. The Community Facilities Grant, previously included funding toward feasibility studies and small environmental projects has been reviewed. Both the feasibility study element and small environmental project element of this grant have had limited applications, with only two feasibility studies and one small environmental project awarded in the last 5 years. It is proposed that both these elements be removed from the grant.
24. The Community Facilities Grant has £190,000 allocated in the 2020-2023 Capital Plan.
25. The Community Facilities Grant is for a maximum of £20,000 and all applications must demonstrate 50% match funding.
26. It is proposed that there will be two Rounds of the Community Facilities Grants scheme per annum, which will be launched as soon as possible following approval. It is proposed that the recommendations from Round 1 will come to Cabinet in July 2021 and the recommendations from Round 2 will come in November 2021. The closing dates associated with each of these rounds will be advertised as part of the promotion of the revised grants schemes.

27. The Community Facilities Grant criteria has been amended to make it accessible to sports clubs and sports organisations who previously were not able to access this grants scheme.
28. The proposed revised criteria for the scheme are set out in the Guidance Note attached at Appendix C. The Application Form has been amended and is attached at Appendix D.
29. It is proposed that the scoring process for the Community Facilities grants scheme remains unchanged and that applications are scored using an assessment matrix which looks for:
  - Well prepared schemes, with a realistic costing of the work, and projects that are well targeted, have good local support and a strong input from volunteers.
  - Projects that link well into the Council's Corporate Plan and can achieve wider community benefits.
  - Applications from organisations with a strong local base and full accessibility to the community.
  - The need of the community for the facility and the need of the organisation for the funding.
30. The assessment matrix produces a maximum score of 100. A scheme scoring below 30 on the matrix is recommended for refusal and the Grants Panel will provide feedback to the community organisation on the reasons why it was not successful. Where a scheme scores between 30 and 40 on the first assessment the Grants Panel will work with the community organisation to see whether the bid can be improved and strengthened. Schemes scoring 40 and above are normally recommended for approval. However, applicants seeking a large grant which scores only just over 40 are advised that they may only receive part of the money they have applied for. These recommendations will come forward to Cabinet for approval.
31. The Charnwood Community Facilities Grants scheme will be advertised along with a Guidance note, including the criteria, (see Appendix C) outlining what the grants can be used for, how to apply for it etc.
32. An agreed Monitoring and Evaluation process will be put in place to ensure the appropriate use of the grant and ensure an update on the progress of the organisation / project is received.

#### *Member Grants Scheme*

33. The Member Grants Application Guidance Notes have been updated to reflect the 2021-2022 budget allocation of £26,000 (split across revenue / capital) for this scheme, with each Councillor having £500 to allocate in their Ward.
34. The minimum amount that can be awarded per application is £250 and the maximum amount is £500.



35. The Member Grants Application Form remains unchanged, as does the way that this scheme is processed by the Grants team.

### Appendices

Appendix A – Charnwood Community Grants Guidance Notes

Appendix B – Charnwood Community Grants Application Form

Appendix C – Charnwood Community Facilities Grants Guidance Notes

Appendix D – Charnwood Community Facilities Grants Application Form

Appendix E – Charnwood Members Grants Application Guidance Notes

Appendix F - Charnwood Borough Council Equality Impact Assessment



## CHARNWOOD COMMUNITY GRANTS APPLICANT GUIDANCE NOTES 2021 -2022

**Please note that following a review of all the Charnwood Grants programme this grant is available for applications from all Charnwood Voluntary and Community Sector organisations including Sports Clubs and Physical Activity groups.**

### Introduction

Charnwood Borough Council supports a diverse and thriving voluntary and community sector which provides opportunities for regular volunteering and to work in partnership with the Council to deliver projects and services in an effective, local, community-led manner as an addition to direct provision by the Council.

The **NEW Charnwood Community Grants for 2021/22** enable the Council to provide grants to a wide variety of voluntary and community organisations within Charnwood to further the Council's aims and actively assist the community to enjoy a better quality of life, particularly where those projects would not go ahead without financial assistance.

The council understands that voluntary and community organisations have been operating within very different circumstances since the lockdown, with some having to temporarily close buildings, stop offering services and adapting to new ways of supporting beneficiaries.

The council are keen to support the sector during this difficult and constantly changing period and have revised our grants criteria to support organisations to respond to existing and emerging community needs as lockdown restrictions begin to be lifted and recovery starts.

The Charnwood Community Grant scheme for 2021/22 has now been amalgamated with the Loughborough Grants and the Sport and Physical activity grants providing a more simplified single point for all applications.

#### Please note:

- There will be two grant making rounds during April 2021 – March 2022
  - Round 1 will open on ..... and close on .....
  - Round 2 will open on ..... and close on .....
- The maximum grants that can be applied for in this year is £5,000 but please note the average amount awarded is likely to be much lower than this.

- Grant holders who currently have a grant funded project from a previous round that is still open to the agreed monitoring and evaluation are eligible to apply subject to meeting the current grants terms and conditions .
- If the total project cost is greater than the amount being applied for, details of other sources of income, including grants, fundraising and membership subs etc, that will be used to cover the full project cost must be provided.
- Whilst there is no requirement for match funding, contributions from applicants or partner organisations will be encouraged. This includes in-kind contributions.
- We expect there will be a high level of applications to this fund, therefore the financial position of organisations will be taken into consideration as part of the decision-making process. Applicants will be asked to confirm current level of reserves and will be asked to confirm why any significant surpluses at bank, minus restricted and allocated funds, cannot be used instead of applying for a grant.

## 1. Organisation Eligibility

To be eligible to apply voluntary and community organisations, local charities and sports clubs / groups clubs must:

- Be operating in Charnwood and working with local people
- Be 'not for private profit'
- Have a constitution / set of rules / articles of association and can confirm Legal Status eg CIC, Amateur Sports Club, Limited by Guarantees
- Have bank account in the name of the organisation with more than one signatory not related or co-habiting and have available two most recent bank statements from ALL accounts.
- The organisation to which the application relates should not be exclusive – it should allow access to, or use/participation by, the general public. There must be no restriction on membership (unless the group is for a specific age range eg under 8s football or vulnerable group where restrictions may apply for safety reasons ) by any organisation to which a grant is to be made. Membership must be open to the general public and not refused on grounds of gender, race, disability, sexual orientation, occupation, religious, political or other beliefs.
- Applications are welcome for sporting activities which demonstrate wider community benefit or being delivered in community settings.
- Where applicable Sports Clubs or Physical Activity organisations will need to evidence their support/membership of their governing body in their application
- Comply with the Prevent Duty requirements. The Counter Terrorism & Security Act 2015 places a duty on certain bodies to have 'due regard to the need to prevent people from being drawn into terrorism' in the exercise of their functions.  
(<https://www.gov.uk/government/publications/prevent-duty-guidance>)

We cannot fund:

- Charnwood Borough Council Strategic Partners
- Political organisations
- Statutory bodies including Town / Parish Councils

- Statutory funded provision e.g. health services, educational establishments (excluding Parent-Teacher Associations providing extra-curricular activities / equipment for the benefit of the wider community)
- Exclusively religious activities
- Grants to private / commercial sector organisations
- Grants to individuals.

#### Examples of ineligible projects:

- Retrospective funding for projects which have already started or taken place or items that have already been purchased
- Exclusively religious / political activity
- Any form of gambling (except small fundraising activities e.g. raffle, tombola etc.)

## 2. Application Eligibility

The Council have identified key priorities and aims set out in the [Council's Corporate Plan](#). Applications should fulfil at least one of these aims:

- Healthy Communities
- A Thriving Economy
- Caring for the Environment

Applications can be made for the following:

#### **Core Running Costs For Existing and New Organisations:**

**Please note** that we cannot fund any retrospective submissions

- Costs associated with reopening buildings / community spaces or restarting service delivery that cannot be fully covered by income generated from reduced levels of activities.
- Costs in meeting increased demand for services / new emerging need for services.
- Venue hire costs - This can include increased costs associated with reduced or additional activity sessions that are needed to safely accommodate beneficiary numbers during social distancing that cannot be fully covered by income generated from activities
- Costs associated with volunteer recruitment, retention and development to support the delivery of community activities / services
- Reimbursing extra-ordinary travel costs for staff/volunteers who need to visit service users, if safe to do so, in their home or in other locations.
- Staff / Stationary / Utility Bills (e.g. heating /lighting)
- Printing / Postage / Telephones
- Developing a new sports group / club / section e.g. to purchase sport specific items such as cones, bibs, balls, racquet's, kit bags

#### **Activity / event costs:**

- Costs associated with delivering community engagement activities which are open to the wider community and create a stronger, active and more engaged community e.g. pop up information events, Health & Wellbeing events, community gardening etc

- Coaches / tutor fees
- Venue hire

#### **Workshops / courses / training:**

- Safeguarding / Mental Health / First Aid Training / Food hygiene
- New training for staff / volunteers
- Sports coaching and physical activity qualifications NGB Accredited that support a benefit for the organisation not just the individual (must be recognised by Sport England)

#### **Equipment essential to delivering the outcomes of your project:**

- ICT equipment for staff, volunteers or beneficiaries.
- Sports Equipment e.g. gymnastics trampette, cricket wicket mower, goal posts, archery target bosses, boats.
- Project Materials eg crafts, cooking equipment
- Furniture

#### **Other:**

- Anything else deemed acceptable in relation to the criteria for the grant.

This is not a definitive list of examples, so please contact the grants team if you need something and not sure if it's eligible.

### **3. How your application will be assessed**

Your application will be assessed based on:

- How the project meets Charnwood Borough Council's corporate aims
- Organisations having a clear and consistent approach to what they aim to achieve
- Whether the project is responsive to need and the organisation is well placed to deliver and is aware of what is going on around them
- Having the skills and capabilities to make proper and effective use of resources

### **4. Supporting documents required**

Please ensure the following documents are available to submit with your application:

- A copy of your governing document e.g. constitution / terms of reference / memorandum of articles.
- Copy of your latest audited or independently examined accounts or 12-month income and expenditure statement.
- Two most recent bank statements from ALL accounts.
- Working with children / adults at risk safeguarding policy or policies if your project involves working with children and / or adults at risk)
- Health and Safety Policy (if you employ five or more staff).
- Equal Opportunities Policy (if you are not using the Council's policy).
- Sport Club applicants must obtain a letter of endorsement from a representative from their national governing body in respect of their proposed project before the application for aid is submitted. To find details of your National Governing Body representative visit

[http://www.charnwood.gov.uk/pages/sport\\_links](http://www.charnwood.gov.uk/pages/sport_links) and visit your National Governing Body page.

We may not be able to consider your project for funding if you do not submit all the essential information required by the application deadline.

### 5. General Conditions:

- The grant spend must relate to the period up to 31 March 2022.
- A progress report will be required 6 months from grant award as a condition to receiving second instalments and to confirm future delivery of activities.
- Any changes to the project or activity for which the funding was originally granted will require new approval. If there are any changes the organisation should contact our Grants Team. Failure to do so could result in non-payment
- The Charnwood Borough Council logo must be included on all publicity material relating to the project or activity.

If an organisation does not comply with the conditions attached to a grant or does not use it for the purposes for which it was awarded the Council may seek to reclaim some or the entire grant awarded.

### 6. Further Information

For any queries regarding this grants' programme please contact the Grants team by email [grants@charnwood.gov.uk](mailto:grants@charnwood.gov.uk) or telephone 01509 634730.

#### **Data Protection**

**For information about how and why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice <https://www.charnwood.gov.uk/pages/privacynotice>**

**CHARNWOOD COMMUNITY GRANTS  
APPLICATION FORM 2021 -2022**

1. BASIC DETAILS	
<b>Name of organisation:</b>	
<b>Address of organisation:</b>	
<b>Organisation type:</b> <i>Charity/Community Interest Company/Social Enterprise Company/ Voluntary / Community Organisation</i> <i>Other (please specify):</i>	
<b>Registered charity number (if applicable)</b>	
<b>Project name:</b>	
<b>Date of application:</b>	
<b>Amount requested (£):</b>	

2. APPLICANT DETAILS	
<b>Name:</b>	
<b>Position in organisation:</b>	
<b>Telephone number:</b>	
<b>Email:</b>	
<b>Address:</b>	

### 3. ADDITIONAL DOCUMENTATION

All applicants need to provide additional information, and some of this must be included with your application (see below). Please mark the relevant boxes to show whether you are supplying the information with your application, or if you can supply if requested by the Council. **If you do not submit all the essential information required by the application deadline we may not be able to consider your project for funding.**

Document	Provided
Two most recent bank statements for ALL your organisations bank accounts <b>(these must be submitted with your application)</b>	Yes / No
Working with children / adults at risk safeguarding policy or policies <b>(this information must be submitted with your application if your project involves working with children and / or adults at risk)</b>	Yes / No
If your project does involve working with children or adults at risk are the appropriate individuals cleared by the Disclosure and Barring Service (DBS), and is the appropriate vetting and barring in place? <i>(We operate a spot check procedure which may require you to provide evidence at a later date)</i>	Yes / No
✓	<p><b>Please indicate which of the following documents your organisation has. At least one of these documents must be attached to your application <u>unless you have previously provided a copy within the last 12 months with a previous application – please state if this is the case.</u></b></p>
	Constitution
	Set of Rules
	Terms of Reference
	Articles of Association
	Other (Please State):
<b>If you are not able to provide one or more of the documents listed above, please explain why:</b>	



#### 4. YOUR ORGANISATION

Please provide a brief summary of the services normally delivered by your organisation and what are your main objectives, including:

- The types and number of service users you support
- If your project supports people from a specific ward / area in Charnwood
- What specific issues you aim to address through your services
- Volunteers and / or staff needed to deliver services

#### 5. YOUR PROJECT

a) Describe the project you would like us to fund, including:

- Type of service provided (e.g. training, sessional work, event)
- Who will deliver the project (e.g. staff, volunteers, facilitator and their qualifications if applicable)
- Number of people and brief description of your targeted audience/profile who will benefit eg age group, personal needs, locality
- Length of time you will work with your beneficiaries / number of sessions / time frame
- Where the project will take place
- What measures will be in place to sustain the project after the funding
- Any organisations you are working with in partnership on this project

b) Please explain how you have identified the need(s) for your project, including:

- Consultation with beneficiaries / stakeholders
- How you have identified demand
- How your project is different from other similar provision

c) Which of the following Charnwood Borough Council's corporate aims does your project meet and explain why?

- Caring for the environment

- Healthy communities
- A thriving economy

## 6. FINANCIAL INFORMATION

### Section A: Project Costs

Please list the costs of the whole project (please add extra rows if you need to)

Description	Amount (£)
<i>e.g. Printing costs for 500 leaflets</i>	70.00
<b>Total Project Cost:</b>	

### Section B: Project Income

Please demonstrate how the project costs will be funded by providing a list of the anticipated income for the whole project, including the total amount you are requesting through the Community Grants scheme, contributions from reserves, fundraising, donations and potential / confirmed grant funding from other sources and any subs/membership fees (please add extra rows if you need to).

Description	Amount (£)
Charnwood Community Grant (amount you are applying for):	
<b>Total Project Income:</b>	

**b) How will you cover the shortfall if you are not awarded the full amount being requested through the Community Grants scheme?**

c) Please provide a breakdown of ALL your current bank balances, to include:

- Current level of reserves
- Restricted funds
- Ring-fenced expenditure
- Surplus funds

## 7. PROJECT TIMESCALE

Please provide an outline timetable for your project (including start and finish dates)

Date	Description of milestone

## 8. DECLARATION

I confirm that I am authorised to make this application on behalf of the organisation and that, as far as I am aware, the information submitted is true and complete. Should we be awarded a grant we will make Charnwood Borough Council aware of any potential changes to the project as soon as we become aware of them. The application is made on the understanding that, should our application be successful, the grant will only be used for the purpose(s) specified in the grant offer letter.

Signature	
Name:	
Position in organisation:	
Date:	

### Data Protection

For information about how and why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice

<https://www.charnwood.gov.uk/pages/privacynotice>

Please return your completed application by email to [grants@charnwood.gov.uk](mailto:grants@charnwood.gov.uk)

If this is not possible, please contact us on the email address above  
(or by calling us on 01509 634730)

to agree how best to submit your application



# GUIDANCE NOTES

## COMMUNITY FACILITIES GRANTS



**Contact:**  
**Grants Administrator**  
**Charnwood Borough Council**  
**Southfields**  
**Loughborough**  
**LE11 2TR**  
**Direct Line: 01509 634730**  
**Email: [grants@charnwood.gov.uk](mailto:grants@charnwood.gov.uk)**

This guidance was last updated on 5 February 2021, please check our website to make sure that you are using the latest guidance and application form  
<http://www.charnwood.gov.uk/pages/charnwoodgrants>

## Introduction

The Charnwood Community Grants - Community Facilities scheme provides support to eligible organisations to invest in Community Facility projects of community benefit and which would not go ahead without such financial assistance.

As the funding comes from the public purse, the money must be spent for the benefit of the community in general and therefore must cater for people from a wide sector of the community.

### **The Council's Aims**

The Council have identified key priorities and aims set out in the [Council's Corporate Plan](#). Applications should fulfil at least one of these aims:

- Healthy Communities
- A Thriving Economy
- Caring for the Environment

**This guidance includes:**

- 1. Project Eligibility**
- 2. How to submit an application**
- 3. When to apply**
- 4. Assessment criteria**
- 5. Processing applications and conditions of funding**
- 6. Support and other sources of funding**

## 1. Project Eligibility

This scheme supports the renovation, improvement and provision of community buildings, including fitting out and provision of facilities for people with disabilities, (but not routine maintenance).

Community buildings include:

- Community centres
- Village halls
- Community sports facilities (which are available as a community venue eg: offer room hire).
- Venues which are a focus for their communities and house a range of activities and services to meet those communities' needs

Community Facilities grant scheme funding is subject to an **upper limit of £20,000** and to a maximum of **50% of the cost of any one scheme**. Proof of match funding of the other 50% needs to be demonstrated. In all cases grant amounts are dependent on the resources available for distribution.

In addition, in order to be eligible for a grant the project must:

1. be delivered within the Borough of Charnwood.
2. be delivered by a community organisation that is properly constituted and must not be exclusive, but should allow access to or use by the general public (e.g VCS organisation, Parish / Town Council).
3. have a bank account in the name of the organisation with more than one signatory not related or co-habiting.
4. must have no restriction on membership by any organisation to which a grant is to be made. Membership must be open to the general public and not refused on grounds of gender, race, disability, sexual orientation, occupation, religious, political or other beliefs.
5. not relate to religious belief or party political activities. Works to religious buildings are excluded except those which fulfil a substantially wider community role beyond the confines of religious practices.
6. provide evidence of security of tenure eg length of lease agreement and landlords consent.
7. obtain necessary planning permission and building controls required for the building works within the scheme.
8. begin within twelve months of the Grant being approved.
9. Comply with the Prevent Duty requirements. The Counter Terrorism & Security Act 2015 places a duty on certain bodies to have 'due regard to the need to prevent people from being drawn into terrorism' in the exercise of their functions. (<https://www.gov.uk/government/publications/prevent-duty-guidance>)

Although all applications will be considered on their merits, there can be no assumption that the Borough Council will be able to replace time-limited funding from the National Lottery or other schemes.

## 2. How to submit an application

If you feel that your group or organisation fulfils the preconditions above, and the assessment criteria as set out in section 5, you should e-mail your application and supporting information to [grants@charnwood.gov.uk](mailto:grants@charnwood.gov.uk) . If this is not possible you can post it to us (see contact details on the first page of this guidance). All relevant sections of the application form must be completed and you should include additional information which is required at the time of application.

**All applicants need to provide additional information, and some of this must be included with your application (see below). If you do not submit all the essential information required by the application deadline we may not be able to consider your project for funding.**

**These documents must be submitted with your application:**

- Two most recent bank statements from ALL accounts.
- Three comparative quotes for any equipment / services that will be purchased or hired to deliver this project.
- A completed sustainability checklist. The checklist can be found at <http://www.charnwood.gov.uk/pages/commfacgrants>

**If your project has reached the point where these are required, these must be submitted with your application:**

- Confirmation of Building Regulations approval and / or planning permission.

**If you are applying for over £2,000 you must submit with your application:**

- Latest audited or independently examined accounts.

**This information must be submitted with your application if your project involves working with children and / or adults at risk:**

- Working with children / adults at risk safeguarding policy or policies

**We may ask you to provide extra information at a later stage, this may include the following documents:**

- Health and Safety Policy (if you employ five or more staff).
- Equal Opportunities Policy (if you are not using the Council's policy).

## 3. When to apply

All organisations wishing to apply for a Community Facilities Grant should submit their application as early as possible in the financial year. Subject to sufficient resources being available, applications may be submitted later in the year. The latest timetable for taking grant decisions (including applications deadlines) is shown on our website at <http://www.charnwood.gov.uk/pages/commfacgrants>

## 4. Assessment criteria

When assessing your application the Council will consider the following factors:

*How does the project contribute to meeting the Council's priorities?*

- How does the project benefit the residents of Charnwood?
- How does the project contribute to the key priorities of the Borough Council's Corporate Plan? These can be viewed at [www.charnwood.gov.uk/pages/corporate\\_strategy\\_2020\\_2024](http://www.charnwood.gov.uk/pages/corporate_strategy_2020_2024) alternatively, please use the contact details on the front page of this guidance to obtain a copy.

*What is the financial need for grant funding?*

- What balances and reserves do you have available?
- What proportion of the cost of the project is the Council being asked to fund?
- How you will meet the additional costs to matchfund the Council's 50% contribution?

*What is the quality of the application?*

- Have you prepared appropriate plans and drawings for the project?
- Have you identified the total cost of the project and obtained other funding to enable the project to begin? Please provide the full, comprehensive cost plan to evidence the financial need. If this is a phased project please demonstrate where the Council's funds will be used and the time line for the whole project completion.
- Have you identified a timetable for the project? Please provide proposed start / finish dates
- Provide evidence of how his project meets the aims and objectives of your organisation and where relevant evidence how the project will be financed once built. Where appropriate please provide your orgnaistions business plan for managing the project once completed.
- Have you identified how you will measure the success of the project?

*How much local support and volunteer input is there in the project?*

- Does your organisation encourage local participation?
- How broadly-based in the community is your organisation and what local support does it have?
- What contribution will volunteers make to the delivery of your project?

## **5. Processing applications and conditions of funding**

When a completed application is received it will be referred to relevant officers for assessment. Councillor(s) whose ward(s) may benefit from your project may be consulted about your application. Any comments made will be taken into account when the application is assessed.

The Application and completed assessment will be referred to Cabinet. Each application will be considered on its merits, and meeting the minimum criteria is not a guarantee that a grant will be made.



Applicants will usually be informed in writing of Cabinet's decision 10 days after the relevant Cabinet meeting.

Once written confirmation of an offer of grant aid has been received, work can begin on the scheme, provided all other consents and permissions have been secured (for instance, planning permissions or building control permits). Work should not begin prior to this approval.

The Grant Approval letter/funding agreement will set out any specific conditions attached to a grant approval. The following conditions apply to all approved schemes:

1. Any changes to the project or activity for which funding was originally granted require further approval from the Council.
2. The Borough Council logo must be included on all publicity material relating to the project or activity. To obtain an electronic or hard copy of the logo please contact the Communications Team on 01509 634989.
3. Work should commence on the scheme within twelve months of being awarded the grant.

If you do not comply with the conditions attached to a grant the Council may seek to reclaim some or all of the grant awarded.

If the organisation is VAT registered, VAT is then reclaimable by the organisation. The grant allocation will be based on a percentage of the NET cost of the project.

If the organisation is not VAT registered, VAT is not reclaimable by the organisation. The grant allocation will be based on a percentage of the GROSS cost of the project.

## 6. Support and other sources of funding

The full range of Charnwood Grants can be viewed at <http://www.charnwood.gov.uk/pages/charnwoodgrants>.

It is our aim to help support you with finding the appropriate funding for your project - the web page above gives information about other potential sources of information. If you need any further guidance or advice, or if you are not sure whether your organisation or project is eligible for consideration, please feel free to call us on 01509 634730 or e-mail [grants@charnwood.gov.uk](mailto:grants@charnwood.gov.uk).

### **Data Protection**

**For information about how and why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice**

<https://www.charnwood.gov.uk/pages/privacynotice>



## CHARNWOOD COMMUNITY FACILITIES GRANT APPLICATION FORM

### 1. APPLICATION BASIC DETAILS

<b>Name / title of your project</b>			
<b>Date of application</b>		<b>Amount requested</b>	£

### 2. YOUR ORGANISATION

<b>Name of organisation</b>			
<b>When was your organisation formed?</b>			
<b>Organisation type</b>	Charity		
	Community Interest Company		
	Social Enterprise Company (other)		
	Voluntary / Community Organisation		
	Other (please specify):		
<b>Registered charity number (if applicable)</b>			

	Main contact details	Second contact details
<b>Name</b>		
<b>Address</b>		
<b>Telephone number(s)</b>		
<b>Email address</b>		

**Please note:** This form was last updated on 09.02.2021, please check our website before applying to make sure that you are using the most up to date version:  
<http://www.charnwood.gov.uk/pages/charnwoodgrants>

<b>How often does your Management Committee meet?</b>	
<b>When was the last Annual General Meeting held? (if applicable)</b>	

<b>Please give details of the main officers of the management committee (if applicable):</b>			
<b>Title</b>	<b>Name</b>	<b>Home / email address</b>	<b>Telephone number (s)</b>
Chairperson			
Treasurer			
Secretary			

<b>Please give a summary of your organisation's key aims and objectives:</b>

**We prefer to receive application forms that have been completed in Word, or a similar IT package. If this is not possible, please contact us to discuss how best to submit your application.**

**Before completing your application please read the most up to date guidance, this can be found at [www.charnwood.gov.uk/pages/commdevgrants](http://www.charnwood.gov.uk/pages/commdevgrants) or can be requested by contacting us at [grants@charnwood.gov.uk](mailto:grants@charnwood.gov.uk) or on 01509 634730.**

<p><b>Please note: This form was last updated on 09.02.2021, please check our website before applying to make sure that you are using the most up to date version: <a href="http://www.charnwood.gov.uk/pages/charnwoodgrants">http://www.charnwood.gov.uk/pages/charnwoodgrants</a></b></p>
--

### 3. ADDITIONAL DOCUMENTATION

All applicants need to provide additional information, and some of this must be included with your application (see below). Please mark the relevant boxes to show whether you are supplying the information with your application, or if you can supply it if requested by the Council. If you do not submit all the essential information required by the application deadline, we may not be able to consider your project for funding.

Document	Provided
Two most recent bank statements from ALL organisational bank accounts <b>(these must be submitted with your application)</b>	
<b>Three</b> quotes for any equipment / services that will be purchased or hired to deliver this project <b>(these must be submitted with your application)</b>	
A completed sustainability checklist <b>(this must be submitted with your application)</b> . The checklist can be found at <a href="http://www.charnwood.gov.uk/pages/commfacgrants">http://www.charnwood.gov.uk/pages/commfacgrants</a>	
Evidence of security of tenure and landlord's permission	
Provide Planning Permission and /or Building Regulations approval <b>(if your project has reached the point where these are required, these must be submitted with your application)</b>	
Latest audited or independently examined accounts <b>(these must be submitted with your application if you are applying for over £2,000)</b>	
Working with children / adults at risk safeguarding policy or policies <b>(this information must be submitted with your application if your project involves working with children and / or adults at risk)</b>	
If your project does involve working with children or adults at risk are the appropriate individuals cleared by the Disclosure and Barring Service (DBS), and is the appropriate vetting and barring in place?	
Please indicate which of the following documents your organisation has. <b>At least one of these documents must be attached with your application:</b>	✓
Constitution	
Set of Rules	
Terms of Reference	
Articles of Association	
Other	

**Please note: This form was last updated on 09.02.2021, please check our website before applying to make sure that you are using the most up to date version:**  
<http://www.charnwood.gov.uk/pages/charnwoodgrants>

**We may ask you to provide extra information at a later stage, this may include the following documents:**

Document	Can be provided on request
Health and Safety Policy (if you employ five or more staff)	
Equal Opportunities Policy (if you are not using the Council's policy). The Council's Equal Opportunities Policy statement can be found on our website at: <a href="http://www.charnwood.gov.uk/community/plansandpolicies.html">http://www.charnwood.gov.uk/community/plansandpolicies.html</a>	Please indicate here if you use the Council's Equal Opportunities policy statement:

**If you are not able to provide one or more of the documents listed above, please explain why:**

--

## 4. YOUR PROJECT

**Please describe your project, including its specific content, outcomes, and objectives (please refer to the Sustainability Checklist to help your responses and see our most recent guidance notes for further information):**

--

**Please specify which geographical areas within the Borough of Charnwood will benefit from your project, include how accessible it will be to residents, targeted groups, and local volunteers.**

--

**Please note: This form was last updated on 09.02.2021, please check our website before applying to make sure that you are using the most up to date version:**  
<http://www.charnwood.gov.uk/pages/charnwoodgrants>

<p><b>Please explain how you have identified the need(s) for your project, including:</b></p> <ul style="list-style-type: none"> <li>• Consultation with beneficiaries / stakeholders</li> <li>• How you have identified demand</li> <li>• How your project is different from other similar provision</li> <li>• Demonstrate local support:</li> </ul>

<p><b>Please explain the range of services your project will offer and which groups of Charnwood residents will your project benefit (for example young people, people with learning difficulties, people who are unemployed, people from particular ethnic groups etc.):</b></p>

<b>How many people will directly benefit from your project?</b>	
<b>Number of attendees / participants</b>	<b>Number of volunteers / staff</b>

<p><b>If volunteers are involved what role(s) will they have and how will they be supported / developed?</b></p>

<b>Please tick which of the aims of Charnwood Borough Council's Corporate Plans your project will contribute to</b>	
<p><b>Caring for the Environment</b> We care deeply about the environment and we are committed to looking after it for future generations.</p>	
<p><b>Healthy Communities</b> We will continue to work with partners to make our towns and villages safer places to live, work and visit.</p>	
<p><b>A Thriving Economy</b> We will continue to support and foster strong economic growth in Charnwood</p>	

<p><b>Please note: This form was last updated on 09.02.2021, please check our website before applying to make sure that you are using the most up to date version:</b>  <a href="http://www.charnwood.gov.uk/pages/charnwoodgrants">http://www.charnwood.gov.uk/pages/charnwoodgrants</a></p>
---

**Please provide evidence of how his project meets the aims and objectives of your organisation and where relevant evidence how the project will be financed (eg running costs) and operated once completed (Business plans can be submitted as evidence):**

--

**Please explain how you will measure the success of the project (e.g. numbers of people using the facility, number of events etc):**

--

**How will you attract people to your project?**

--

**How do you intend to acknowledge or publicise Charnwood Borough Council's contribution to your project?**

--

**Will you be working in partnership with any other groups or organisations in delivering this project? If so, please give details:**

--

**Please note: This form was last updated on 09.02.2021, please check our website before applying to make sure that you are using the most up to date version:**  
<http://www.charnwood.gov.uk/pages/charnwoodgrants>

How will you cover the shortfall if you are not awarded the full amount being requested through the Community Facilities Grants scheme?

Please provide a breakdown of ALL your current bank balances, to include:

- Current level of reserves
- Restricted funds
- Ring-fenced expenditure
- Surplus funds

## 5. FINANCIAL BREAKDOWN FOR YOUR PROJECT

Please note Total [A] should be the same as Total [B]

**Section A: Please list the costs of the whole project (please add extra rows if you need to)**

Description	Amount (£)
<b>Total Project Cost [A]</b>	

**Section B: Please list the anticipated income for the whole project, including contributions from reserves, and potential / confirmed grant funding from other sources (please add extra rows if you need to).**

Please note: This form was last updated on 09.02.2021, please check our website before applying to make sure that you are using the most up to date version:  
<http://www.charnwood.gov.uk/pages/charnwoodgrants>



The amount you are requesting from Charnwood Borough Council must be shown in the space indicated below.	
Description	Amount (£)
Balance requested from Borough Council (this is the amount that you are applying for with this grant application)	
<b>Total Project Income [B]</b>	

If the anticipated income in Section B above includes potential / confirmed grants from other sources, please give details below:				
Applied to	Amount applied for (£)	Amount awarded, if known (£)	Current status (e.g. Applied for / Awarded)	Decision date (if outcome not yet know)

## 6. PROJECT TIMETABLE

Please provide an outline timetable for your project (including start and finish dates)	
Date	Description of milestone

Please note: This form was last updated on 09.02.2021, please check our website before applying to make sure that you are using the most up to date version:  
<http://www.charnwood.gov.uk/pages/charnwoodgrants>


## 7. OTHER INFORMATION

Please use this space to add any other relevant information that you would like the Council to consider:

--

## 8. DECLARATION

Please tell us how you heard about this grant scheme:

--

	Please tick
I have checked the most recent guidance notes, and the information shown in section 3 of this form. I confirm that I have included our two most recent banks statements and all the other information / documentation required at application stage.	<input type="checkbox"/>
I have checked the financial breakdown in Section 4 above and confirm that the Total Project Cost [A] is equal to the Total Project Income [B].	<input type="checkbox"/>
<p>I confirm that I am authorised to make this application on behalf of the organisation and that, as far as I am aware, the information submitted is true and complete. I understand that Councillor(s) whose ward(s) may benefit from the project may be consulted about the application and that any comments made will be taken into account when the assessment is completed. Should we be awarded a grant we will make Charnwood Borough Council aware of any potential changes to the project as soon as we become aware of them. The application is made on</p>	

Please note: This form was last updated on 09.02.2021, please check our website before applying to make sure that you are using the most up to date version:  
<http://www.charnwood.gov.uk/pages/charnwoodgrants>

<b>the understanding that, should our application be successful, the grant will only be used for the purpose(s) specified in the grant offer letter.</b>	
<b>Signature</b>	
<b>Name:</b>	
<b>Position in organisation:</b>	
<b>Date:</b>	
<b><u>Data Protection</u></b> <b>For information about how and why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice</b> <a href="https://www.charnwood.gov.uk/pages/privacynotice">https://www.charnwood.gov.uk/pages/privacynotice</a>	

Please return your completed application by email to the  
Grants Administrator - [grants@charnwood.gov.uk](mailto:grants@charnwood.gov.uk)

If this is not possible, please contact us on the email address above (or by calling us on 01509 634730)  
to agree how best to submit your application

**Please note: This form was last updated on 09.02.2021, please check our website before applying to make sure that you are using the most up to date version:**  
<http://www.charnwood.gov.uk/pages/charnwoodgrants>



# **MEMBER GUIDANCE NOTES**

## **MEMBER GRANTS SCHEME**

## Introduction

Member Grants enable Councillors to provide grants to a wide variety of community and voluntary organisations within Charnwood to further the Council's aims and actively assist the community to enjoy a better quality of life.

Each Borough Councillor has been allocated a budget of £500 which can be used to support projects that bring benefits to their ward. It is the responsibility of each individual Councillor to recommend how their grants budget is allocated.

**This guidance includes information on the following:**

- 1. Organisation eligibility**
- 2. Project eligibility**
- 3. How much organisations can apply for**
- 4. The application process**
- 5. Conditions of the grant**
- 6. General guidance**
- 7. Further information**

## 1. Organisation Eligibility

Organisations operating in Charnwood and working with local people may apply. They must:

- Have a constitution / set of rules / articles of association
- Have a group bank account with more than one signatory
- Be 'not for profit'

Examples of eligible organisations include:

- Community Groups
- Charities
- Uniformed Groups (e.g. Scouts / Guides / Cubs / Brownies)
- Residents' associations
- PFA/PTA groups (if they can demonstrate a wide community benefit and not for national curricula activities / items)
- Faith groups (if they can demonstrate a wide community benefit)

In addition, organisations must:

- Be inclusive and allow access to, or use/participation by, the general public. Membership should not be refused on the grounds of gender, race, disability, sexual orientation, and occupation, religious, political or other beliefs. An organisation which supports individuals based on a protected characteristic should demonstrate they are inclusive on all other grounds
- Be able to provide their two most recent bank statements
- Be able to provide a safeguarding policy if working with children / adults at risk

- Comply with the Prevent Duty requirements. The Counter Terrorism & Security Act 2015 places a duty on certain bodies to have 'due regard to the need to prevent people from being drawn into terrorism' in the exercise of their functions.  
(<https://www.gov.uk/government/publications/prevent-duty-guidance>)
- Comply with Government guidance regarding Covid-19  
<https://www.gov.uk/coronavirus>

The following organisations cannot apply for a Member Grant:

- Private/commercial sector organisations.
- Individuals
- Political organisations
- Statutory bodies including Town/Parish Councils
- Schools/Universities (excluding PFA/PTA groups)

## 2. Project Eligibility

The Council have identified a number of aims and objectives set out in the Council's Corporate Plan. Applications should fulfil at least one of these aims:

- Caring for the environment
- Healthy Communities
- A thriving economy

Examples of **eligible projects** include:

- Provision of equipment e.g. IT equipment, craft materials, furniture
- Funding towards costs of community events/activities – e.g. community fun day, tree planting day, grassroots sports clubs, trips, summer fete
- Funding towards specific projects – e.g. school holiday youth project, playscheme, coffee morning, gardening group projects
- Covid-19 recovery costs e.g. PPE, screens, sanitiser, cleaning.

Examples of **ineligible** include:

- Funding towards running core costs – e.g. rent, utilities, salaries (project specific sessional worker costs can be funded)
- Retrospective funding for projects which have already taken place or items purchased.
- Any form of gambling (except small fundraising activities e.g. raffle, tombola etc.)
- Exclusively religious activity
- Projects which promote a religious belief or party political activities

Examples of Member grants awarded last year can be seen at the link below:

[https://www.charnwood.gov.uk/pages/member\\_grants](https://www.charnwood.gov.uk/pages/member_grants)

## 3. How much organisations can apply for

- Councillors can spend their allocated amount of £500 on one project, divide it over two projects, and can combine it with funding from another councillor.
- An organisation can apply to more than one councillor in their ward or councillors in other wards if their project supports communities in more than one ward.
- The minimum an organisation can apply for is £250 from each councillor, and the maximum is £500 from each councillor.
- If the total project cost is more than the applicant is applying for, they must provide details of other sources of income, including grants, fundraising and membership subs etc, that will be used to cover the full project cost.
- An organisation can submit more than one application in a financial year but the application must not relate to the same project/scheme.

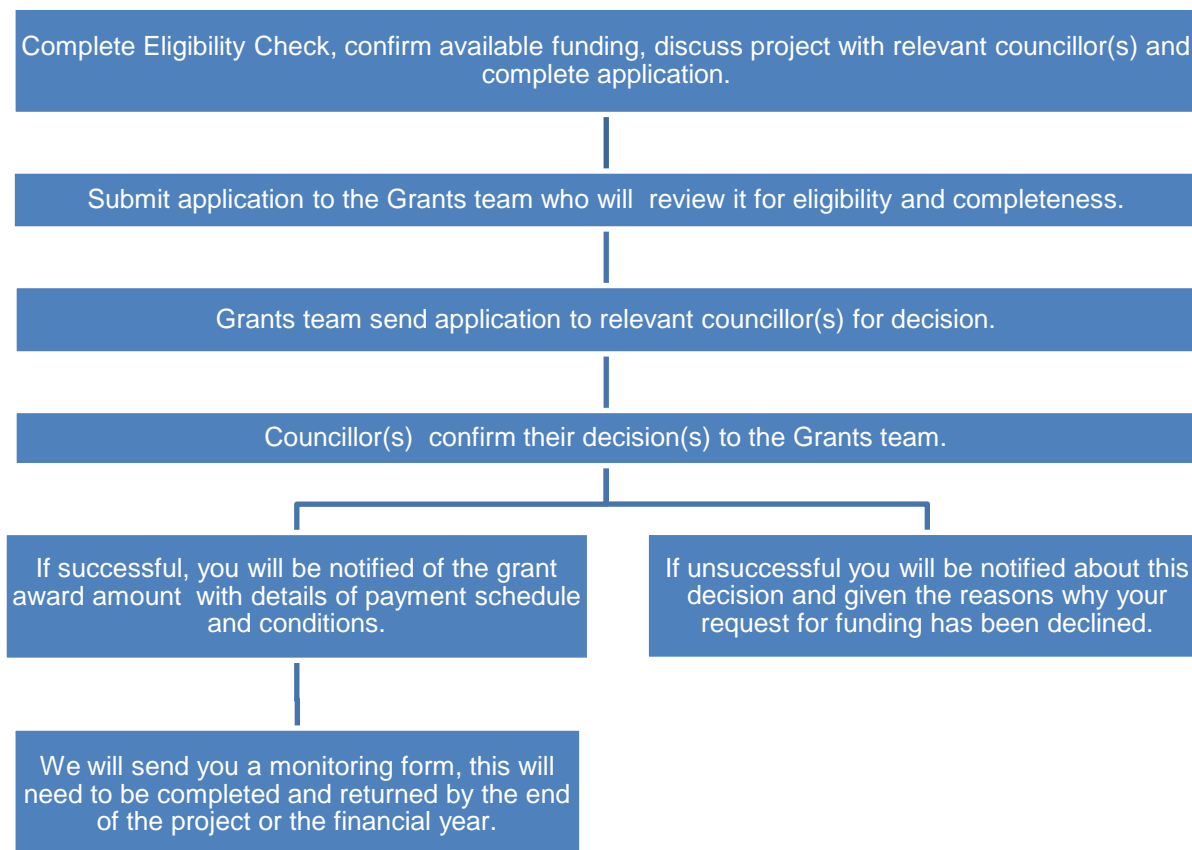
## 4. The Application Process

Organisations wishing to apply will need to complete an application form and provide documentation to evidence eligibility. The process is as follows:

1. Organisations can check they are eligible to apply and that their project is something that can be funded by completing the Eligibility Checklist found on the website.
2. Organisations should make sure that the relevant councillor(s) still have funding available. Details of spend to date can be found on our website: [https://www.charnwood.gov.uk/pages/member\\_grants](https://www.charnwood.gov.uk/pages/member_grants)
3. If funding is available, organisations should discuss their project with their local councillor **before applying**. Councillor contact details can be found on our website: <https://www.charnwood.gov.uk/councillors/all>
4. The organisation will need to complete an application form and submit this, with all the required additional documentation, to the Grants Team. If an organisation is applying to more than one councillor, they must state clearly on the application which ward councillors have been approached.
5. All applications must be received by the Grants Team by Midnight on Monday 28<sup>th</sup> February 2022.
6. The Grants team will check the eligibility of the organisation and review the application for completeness before sending the application by e-mail to the relevant councillor/s.
7. The Grants team will indicate where a project does not meet the eligibility criteria
8. The councillor(s) will then make a recommendation to support the application either in full, partially or to reject the application. Reasons for the decision should be clearly stated on a reply e-mail. The e-mail should be sent back to the Grants team within 10 working days of receipt.
9. If the councillor is a member of the organisation applying, or there is a conflict of interest, a decision may need to be made by the Cabinet Lead Member. This may cause a delay in the communication of the decision, and the Grants Team will keep organisations and councillors updated as to when a decision letter will be sent out.

10. If Members choose to make an award where a project or organisation is not eligible, the Lead Member for Neighbourhood Services will be asked to make the final decision
11. Organisations will be notified of the outcome of the application within a maximum of 28 days from the date on which a complete application (including all required additional documentation) is received (except if the decision is to be made by the Cabinet Lead Member – see above). If an application is only partially approved or refused then the reasons for this will be given to the applicant.
12. Grants awarded by individual Councillors will be published online on the Council website: [https://www.charnwood.gov.uk/pages/member\\_grants](https://www.charnwood.gov.uk/pages/member_grants)
13. The Grants team will arrange a payment to successful organisations. Grant payment terms will be on a grant by grant basis, depending on the nature of the organisation/project and level of grant awarded. Payment may be made in stages, and copy invoices, or proof of project expenditure may be requested.
14. An End of Grant Report form will be sent out to all successful applicants, and this must be completed and sent back to the Grants team at the end of the project or financial year, along with copies of receipts/invoices, and photographs or feedback from the project if required.





## 5. Conditions of the Grant

The following conditions apply to all approved projects:

- Any changes to the project or activity for which the funding was originally granted will require further approval. If there are any changes the organisation should contact our Grants Team who will seek approval from relevant councillor(s).
- The Charnwood Borough Council logo must be included on all publicity material relating to the project or activity.
- The grant must be spent within 12 months of receiving it.

If an organisation does not comply with the conditions attached to a grant or does not use it for the purposes for which it was awarded the Council may seek to reclaim some or the entire grant awarded.

## 6. General Guidance

1. Councillors must act in accordance with the Nolan Principles of public life when expending their budget. The Nolan Principles are:
  - Selflessness
  - Integrity
  - Objectivity
  - Accountability
  - Openness
  - Honesty
  - Leadership
2. Councillors will be asked to declare any private and personal interest in an application. Under these circumstances the application will be discussed and approved at a Cabinet Lead Member decision meeting.
3. Councillors are responsible for ensuring their local groups and organisations are aware of the funding available through the Member Grants scheme, and may wish to approach organisations to encourage them to apply.
4. Councillors should not agree to fund any project until the organisation has completed an application and it has been reviewed by the Grants team.
5. All grants awards will be published on our website to meet our obligations under the Local Government Transparency Code.
6. In addition to the new eligibility checklist you might want to consider the following when deciding about an application:
  - Does the project fulfil the Council's aims and objectives listed in the application?
  - Has the applicant identified evidence of need or demand for the project?
  - Does the project demonstrate value for money?
  - Are the identified costs for the project reasonable?
  - Has the applicant identified other sources of funding if the total cost of the project is higher than the amount being requested?
  - Is the project inclusive for everyone regardless of their background and protected characteristics?
  - If funding requested is for a building – who owns the building, and what tenure arrangements are there?
  - Does the applicant have landlord consent, and are there arrangements for ongoing maintenance if relating to a facility/public space?
  - Do you have any private/personal interests to declare?

## 7. Further Information

Applications will be reviewed by the Grants team to determine eligibility. Officers may provide further information to be considered by Councillors or discussed with applicants when they are making their decision.

If you are unsure about any element of the application process you can contact the Grants team on:

Telephone: 01509 634730, or Email: [membergrants@charnwood.gov.uk](mailto:membergrants@charnwood.gov.uk)

## Charnwood Borough Council

### Equality Impact Assessment 'Knowing the needs of your customers and employees'

#### ■ Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

#### ■ Legislation- Equality Duty

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion or belief
8. Sex (Gender)
9. Sexual orientation

What is prohibited?

1. Direct Discrimination
2. Indirect Discrimination
3. Harassment
4. Victimisation
5. Discrimination by association
6. Discrimination by perception
7. Pregnancy and maternity discrimination
8. Discrimination arising from disability
9. Failing to make reasonable adjustments

■ **Step 1 – Introductory information**

Title of the policy	Charnwood Community Grants Schemes
Name of lead officer and others undertaking this assessment	Julie Robinson
Date EIA started	February 2021
Date EIA completed	February 2021

■ **Step 2 – Overview of policy/function being assessed:**

Outline: What is the purpose of this policy? (Specify aims and objectives)
<p>Charnwood Borough Council recognises the value and contribution of individuals, voluntary sector organisations and other community-led projects and the benefits they provide to the residents of Charnwood.</p> <p>Through our Charnwood grant schemes we provide a range of grants to help these organisations, groups and individuals access the funding support they need. It is proposed from the 1<sup>st</sup> April 2021 that the Community Development and Engagement and the Loughborough Community Grants are amalgamated to create Charnwood Community Grants with slightly amended criteria to support VCS organisations. The Community Facilities Grants scheme has been slightly amended. The criteria for both have been amended to include for sports based organisations to be able to apply.</p> <p>It is the Councils aim to ensure the grants process is inclusive of all community groups and funding supports projects targeting individuals across a range of protected characteristics, as outlined in the Equality Act 2010.</p>
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<p>It is the Councils aim to ensure that the grants process is inclusive of all community groups and funding supports projects targeting individuals/ residents across a range of protected characteristics, as outlined in the Equality Act 2010.</p> <p>Analysis is therefore undertaken to ensure that the grants are distributed in a reasonable and proportionate manner.</p>
Which groups have been consulted as part of the creation or review of the policy?
<p>Evaluation takes place on successful applications to analyse whether there any gaps with regards to the protected characteristics in order to ensure the grants process is fair and equal to all. In particular analysis is undertaken to determine any barriers which may prevent specific community groups/ communities of interest from successfully applying or even applying at all to Charnwood Grants.</p>

### ■ Step 3 – What we already know and where there are gaps

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.

Data/information such as:

- Consultation
- Previous Equality Impact Assessments
- Demographic information
- Anecdotal and other evidence

- Analysis of all Charnwood Grants programmes over the years and previous associated EIA's

What does this information / data tell you about diverse groups? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)

Analysis of previous grants programmes have demonstrated that the schemes contribute to a wide range of groups and organisations covering the majority of the protected characteristics.

It is acknowledged that some of the approved grants are towards projects which support individuals with multiple characteristics and those projects supporting the wider community have a wide range of beneficiaries.

### ■ Step 4 – Do we need to seek the views of others? If so, who?

In light of the answers you have given in Step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.

Further equalities monitoring may be required for those projects which have applied and are deemed unsuccessful in order to identify any further issues or potential barriers.

However, at this stage of analysis it is felt the information currently held is sufficient to analysis trends and determine any barriers or negative impacts.

### ■ Step 5 – Assessing the impact

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any 'protected characteristics' and provide an explanation for your decision (please refer to the general duties on the front page).

	Comments
Age	Grants schemes to date : There is a reasonable proportion of grant funding awarded to projects relating to Age. Of the grants awarded, there is a reasonable proportionate spread between projects for older and younger people. The process has therefore created a positive impact in relation to the protected characteristic of Age.

<p><b>Disability</b> (Physical, visual, hearing, learning disabilities, mental health)</p>	<p>Grants schemes to date : There is a reasonable proportion of grant funding awarded to projects relating to disability. In addition it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics. Therefore, creating further positive impacts for people with disabilities. The process has therefore created a positive impact overall in relation to the protected characteristic of Disability.</p>
<p><b>Gender Reassignment</b> (Transgender)</p>	<p>Grants schemes to date : No projects have been specifically funded to support the protected characteristic of Gender Reassignment. The impact of this is neutral as there have been no applications to date. However, it is acknowledged that specific marketing / promotion of Charnwood Grants could take place where specific support groups etc. meet for further awareness raising.</p>
<p><b>Race</b></p>	<p>Grants schemes to date : There is some grant funding awarded to projects relating to Race. In addition, it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics.</p>
<p><b>Religion or Belief</b> (Includes no belief)</p>	<p>Grants schemes to date : Whilst Charnwood Grants do not specifically support religious groups / activities, it does provide funding to these groups who are delivering activities for the wider community.</p> <p>The impact is therefore neutral with regards to the protected characteristic of religion or belief with the acknowledged that wider benefits are created for the wider community.</p>
<p><b>Sex</b> (Gender)</p>	<p>Grants schemes to date : There is no specific grant funding awarded to projects relating to Gender. In addition, however, it is acknowledged that some of the projects funded are cross-cutting and support individuals with multiple characteristics. The process has therefore created a positive impact in relation to the protected characteristic of Gender.</p>
<p><b>Sexual Orientation</b></p>	<p>Grants schemes to date : No projects have been specifically funded to support the protected characteristic of Sexual Orientation. The impact of this is neutral as there have been no applications to date. However it is acknowledged that specific marketing / promotion of Charnwood Grants could take place where specific support groups etc. meet for further awareness raising.</p>
<p><b>Other protected groups</b> (Pregnancy &amp; maternity, marriage &amp; civil partnership)</p>	<p>Grants schemes to date : There is some grant funding awarded to projects relating to these other protected groups, therefore the impact is positive. In addition it is acknowledged that some of the projects funded are cross - cutting and support individuals with multiple characteristics. Additional targeted promotional work will be undertaken.</p>
<p><b>Other socially excluded groups</b></p>	<p>Grants schemes to date : The grants which focus on the wider community have a wide range of benefits, particularly for</p>

(carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	residents from priority neighbourhoods or areas of deprivation and hard to reach sectors of the community.
---	--

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

Please note:

If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.

Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

No negative impacts or potential barriers have been identified. However, it is acknowledged that specific marketing / promotion of Charnwood Grants could take place for the protected characteristics of Gender Reassignment, Pregnancy and Maternity and Sexual Orientation.

Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).

It is the opinion that the Charnwood Community Grants schemes comply with Charnwood Borough Council's equality and diversity responsibilities. It will further promote equal opportunities and achieve positive outcomes.

#### ■ Step 6- Monitoring, evaluation and review

Are there processes in place to review the findings of this Assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?

Monitoring will continue to assess the grant applications that are successful. Continuous monitoring and analysis will aim to identify gaps which may potentially highlight barriers or negative impacts towards specific community groups/ communities of interest.

Further equalities monitoring will be explored for those projects which have applied and are deemed unsuccessful, for the further identification of issues or potential barriers.

How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.

Where barriers/ negative impacts are identified, the mitigating action and progress against this will be included within the relevant service plan.



■ **Step 7- Action Plan**

Please include any identified concerns/actions/issues in this action plan: The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan			
Reference Number	Action	Responsible Officer	Target Date
001	Continue to monitor the Grants to assess the grant applications that are both successful and unsuccessful.	J. Robinson	March 2022

■ **Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?**

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees		This EIA will be published on the Council's website.
Service users		
Partners and stakeholders		
Others		
To ensure ease of access, what other communication needs/concerns are there?		

Please delete as appropriate
I agree with this assessment
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales: N/A
Signed (Service Head): Julie Robinson
Date: 09.02.21

[Please send completed & signed assessment to Suzanne Kinder for publishing.](#)