

## **Wealden Community Grants Programme 2022 - 2025 – Service Level Agreement**

**Closing Date – The deadline for applications is midnight on 30<sup>th</sup> November**

### **Please read through all these guidance notes and the questions before you complete the application**

You can apply for a 3 year Service Level Agreement for projects that benefit the people of the Wealden District.

#### **What the grant can be used for:**

- You can apply for project linked core costs – the general day-to-day running costs for your organisation, e.g. venue hire, salaries, volunteer expenses, and other support for volunteers. Other items to help run the organisation and provide services unrelated to this project may not be funded.
- You can also apply for project costs – money for a particular project taking place on top of your usual activities, or one-off events, performances, equipment or special repairs. New groups can also apply.

#### **What the grant cannot be used for:**

- Grants cannot be used for any other purpose than that specified on the application.
- We will not pay for fund-raising activities, volunteer recruitment or advertising costs – we can signpost you to free opportunities for advertising or promoting your services
- Grants cannot be used for activities promoting religious or political beliefs. However, we welcome applications from faith groups for community activities that are open to the whole community, regardless of religion.

If you have any questions, please contact Michelle Namurach, Partnerships and Funding Support Officer 01323 443520 or email [communitygrants@wealden.gov.uk](mailto:communitygrants@wealden.gov.uk)

#### **Eligibility**

To be eligible you must:

- Be a voluntary organisation, community group, registered charity, not-for-profit organisation or community interest company. Commercial organisations and Town/Parish Councils, schools or similar statutory organisations cannot apply to this programme. Please contact us if you are uncertain whether you are eligible or not.
- Have legibly completed all relevant questions in the application form. **Only information visible on forms will be taken into consideration.**
- Ensure the application form and supporting documentation is received by the stated deadline.

#### **Documents you must include with your application:**

- A copy of a Bank or Building Society statement for **all** accounts which are held by your organisation (not more than three months old). Or a copy of the page(s) in your passbook/s which shows your group's name, address, account number and current balance. (Please **do**

**not** send originals). All accounts must require at least two non-related signatories on cheques and to authorise withdrawals.

- A copy of your most recent Annual Accounts, dated and signed as approved. Or if you are a new group, a statement of your estimated income and expenditure for the first year.
- Copies of any quotations or estimates that you have used to work out your costs.
- All information relevant to your project must be submitted as we are unable to ask for clarification or additional information after the closing date due to the volume of applications received.

Please send the application and all supporting paperwork electronically if possible. If you think there will be a problem with this, please email [communitygrants@wealden.gov.uk](mailto:communitygrants@wealden.gov.uk) Please ensure you have a copy of the whole application form for your records.

### **Conditions**

- Your Main Contact and Contract signatory must be members of your organisation whom you reasonably expect to be available for the duration of the financial year and take responsibility for providing monitoring information. You must notify the Council of an alternative suitable contact who has agreed to take over the responsibility if either leaves your organisation for any reason.
- Grants cannot be made to individuals or for items which only benefit an individual, such as prizes, bursaries or personal equipment.
- Funding is not available to meet retrospective project costs, i.e. you cannot apply to cover money you have already spent.
- Grants will not be awarded to organisations that have large unrestricted balances available for them to spend – if a balance is ‘restricted’ for a particular purpose, e.g. you are saving for a building or piece of equipment, you should clearly indicate this in your financial information.
- Grants will not be awarded to purchase land and buildings, or for council tax, endowments, loan payments, vehicles, foreign trips or for appeals/charities set up to support statutory bodies (e.g. hospital “Friends” groups)
- Projects or activities that benefit just one or two parishes must provide evidence that they have approached those Town or Parish Councils for a contribution towards the project.
- All monies must be spent during the financial year/s in which it is awarded. The financial year is 1st April-31st March.
- All applicants will be required to complete quarterly monitoring form and attend regular meetings as appropriate as a requirement of acceptance of the grant award, and to trigger payments. This enables us to monitor and review the grant application process and the successful completion of the projects funded..
- Any successful applicants who subsequently do not complete their quarterly monitoring form will not be eligible to receive the next payment or to apply to future grant rounds.
- Successful applicants will be expected to publicise their project/activity as appropriate and must publicly acknowledge Wealden District Council as a funding body. Publicity could take the form of anything from an article in the church magazine to an interview on TV.

## Scoring Guidance

**Your application will be scored on Questions A1, B1, C1, D1, E1 and F1.**

There is a possible total of 55 points for those applying to the Service Level Agreement Programme. Those scoring 35 points or more will be submitted for further consideration. Applications scoring less than 30 are unlikely to be considered further.

You may continue your answers on the additional pages at the end of the form. Applications which have paid close attention to the scoring information, and made answers relevant with enough detail, proportionate to the scoring, are much more likely to be successful. Applications are scored on their own merit, please do not assume that the panel has any prior knowledge of the project for which you are applying.

### QUESTION A1

**What project will take place if you receive a grant? (MAXIMUM 10 POINTS)**

*Please give details of the actual activity which will take place if you receive an award from us, why it is of benefit and who will benefit.*

FULLY (10 POINTS)

Response shows that the project/activity will be of substantial benefit to the wider community in the Wealden District.

LESS FULLY (6 points)

The project/activity focuses on specific group(s) and has clear targets to deliver.

PARTLY (3 points)

Response gives an inadequate explanation as to how project/activity will benefit chosen groups.

NOT AT ALL (0 points)

There is no information to demonstrate how the project/activity will benefit any groups.

### QUESTION B1

**How do you know people in the community want this project? (MAXIMUM 5 POINTS)**

*You should provide evidence to explain how you know there is a need for your project, e.g. a survey, feedback or statistical information from others.*

FULLY (5 points)

Response provides local, detailed evidence of the need for the project and that the applicant group have consulted members of the community.

LESS FULLY (3 points)

Response provides enough evidence to support and justify the proposed project.

PARTLY (1 point)

Response provides too little evidence to support and justify the proposed project.

NOT AT ALL (0 points)

There is no relevant evidence to support or justify the project.

### QUESTION C1

**How will you monitor and measure the success of your project/activities, and the difference grant funding has made? (MAXIMUM 5 POINTS)**

*In this question you must describe the systems you will put in place to manage and monitor your project. This should include the type of information which you would supply to the Council in quarterly monitoring reports.*

FULLY (5 points)

Response details the management systems that will be put in place to measure how the project is to be monitored and how well it will meet the needs of the beneficiaries.

LESS FULLY (3 points)

Response only provides information about monitoring systems already in place. There is inadequate or no information on how the group will measure and monitor this project.

PARTLY (1 point)

The systems in place are inadequate to monitor the proposed project and its beneficiaries.

NOT AT ALL (0 points)

There is no evidence that there are any systems in place to manage and monitor the project.

## QUESTION D1

**Tell us how your project will help you meet the themes ticked (MAXIMUM 10 POINTS)**

*Describe how your project/activity will help support the themes of the Wealden Corporate Plan.*

The Community Grants Programme is intended to enable Voluntary and Community organisations to assist in the implementation of the Council's Strategic Priorities. The priorities detailed below should be used when you are answering Question D1 to demonstrate how your project will achieve the District Council's aims.

### Wealden District Council –Corporate Plan

Tick the box(es), which best reflect how your project will help to achieve the District Council aims.

Wealden Corporate Plan Priorities		Please Tick
	Improve access to essential services for communities	
	Ensure that Wealden is Carbon Zero by 2050 at the latest	
	Protect and enhance Wealden's unique natural environment and heritage	
<b>Communities</b>	Work with partners to regenerate our diverse market towns, creating jobs and attracting investment	
<b>Environment</b>	Support our local businesses, tourism sector and entrepreneurs to achieve a locally sustainable economy	
<b>Local Economy</b>	Promote a better quality of life for Wealden through activities that improve health, resilience and well-being	
	Ensure development meets future needs, with associated investment in infrastructure	
	Generate ongoing sources of income to reinvest in local priorities and optimise funding from external sources	

**FULLY (10 points)**

Response provides full and detailed evidence of how it supports the themes ticked by the applicant.

**LESS FULLY (6 points)**

Response provides only basic evidence of meeting the themes ticked.

**PARTLY (3 point)**

There is little evidence of how the project will meet the themes ticked.

**NOT AT ALL (0 points)**

There is no evidence to show how the project meets at least one of the themes ticked.

## QUESTION E1

**E1 About the grant you are requesting (MAXIMUM 20 POINTS)**

*This is the most important section. We assess the value for money of your project based on the detail you provide, so please carefully itemise your list. If you are planning activities, for example, please give quantities of any equipment, costs for hall hire showing number of sessions, length of sessions and the venue you have chosen, transport costs detailing the provider, length of journey and number of beneficiaries etc. Sums must add up, the match funding section must be completed, there must be confidence the project will go ahead, and the costs are as accurate as they can be.*

FULLY (20 points)

Response provides full and detailed evidence of how the money will be spent, sums add up correctly, there is a good demonstration of significant match-funding, and that it is providing good value

LESS FULLY (10 points)

Response provides evidence of how the money will be spent and that it is providing good value, but some information is incomplete.

PARTLY (5 point)

There is little evidence of how the money will be spent or that it is providing good value, items have been requested which cannot be funded by the programme, and/or there is a funding shortfall.

NOT AT ALL (0 points)

There is no evidence of how the money will be spent or that it is providing good value and/or there is a significant funding shortfall.

### **Grant Match Funding Example**

This section of the form prompts the most queries, and whilst this guidance has been included to assist, or if you feel you need more space to give a fully detailed answer, please feel free to contact Michelle Namurach, Partnership and Funding Support Officer for assistance on (01323) 443520 or email [communitygrants@wealden.gov.uk](mailto:communitygrants@wealden.gov.uk)

We ask for match funding so that we can see that you can meet your project costs, assess Value for Money of the project, and demonstrate that the grants budget gives significant “added value” to the community. Match Funding is a good way to demonstrate that there is community support for your project and that you have looked for other cash funding streams. It also shows a funder that you are only asking for a proportion of what your activities are “worth”. You must have at least 50% match funding, so if you are asking us for £3000, you will need to demonstrate £3000 from other sources, which can be a combination of cash and “in kind”.

### **Costs**

Start by spelling out your actual costs under ‘Item or Activity’ showing the actual costs and the amount of those costs you are asking us to fund.

### **Cash Match Funding**

Next show any other income or funding you will use.

Please ensure you state all other funding you may have for the project in the section ‘Cash Match Funded Source’.

You do not necessarily have to demonstrate any cash match-funding if you have found other funding sources limited, although it will strengthen your application if you can obtain contributions from other sources, and also if you can explain in another section of the form that you have approached other funders but been unsuccessful. You will still need to demonstrate that you have “in-kind” funding to at least the value of the amount you are requesting from us.

It must be clear how you expect to pay all the actual costs for your project regardless of whether or not you have demonstrated in kind match funding.

You do need to make sure that your sums add up. You must show how you plan to meet the full actual cost of your project, and also ensure that your total cash amount does not exceed what is needed for your project. Make sure Box A is the total of Boxes B and C.

### **In Kind Match Funding**

In Kind Match Funding shows the financial value of your project rather than actual payments. Most voluntary and community projects have a higher value than the expenses they pay for in cash. Some common types of In Kind Match Funding are the value of the time put in by volunteers or the normal cost of hiring premises that you have secured for free.

General volunteer time can be costed at £10 an hour. Anything else can be costed at a commercial rate – for example, if your annual accounts are done for free by a local accountant who would normally charge £250, then you have £250 of “in-kind” funding for that element. It is good practice to work out your in-kind funding over a year.

The following is an example only, and has **not** been designed to give guidance about the level of grant contribution you should be expecting – all projects are different. If you have any questions, or are in any doubt about whether we are likely to fund your application, please contact the Partnerships and Funding Support Officer, Michelle Namurach on (01323) 443520 or email [communitygrants@wealden.gov.uk](mailto:communitygrants@wealden.gov.uk)

**E1 About the grant you are requesting\*\* (EXAMPLE)**

Please give a detailed, itemised list of **actual costs** for the project relating to the grant you are requesting. These are costs that you will have to pay out:

Item or Activity:	Cost of Item:	Amount Requested from us:
<i>2.5 FTE community development worker salaries</i>	<i>£75,000</i>	<i>£6000</i>
<i>Training costs for 30 volunteers (details included with form)</i>	<i>£3360</i>	<i>£1000</i>
<i>DBS Checks – 10 per year</i>	<i>£150</i>	<i>£0</i>
<i>IT system costs and office overheads</i>	<i>£4600</i>	<i>£500</i>
<i>Rent for offices in xtown for 6 hours per week for 50 weeks a year</i>	<i>£4500</i>	<i>£0</i>
<i>Insurance and professional memberships</i>	<i>£2800</i>	<i>£0</i>
	<b>£</b>	<b>£</b>
Total SLA Year 1	Box A £90,410	Box B £7500
SLA Year 2 (must be the same as year 1)	£90,410	£7500
SLA Year 3 (must be the same as year 1)	£90,410	£7500
<b>Total for the 3 year Service Level Agreement</b>	<b>£271,230</b>	<b>£22,500</b>

**Match funding (EXAMPLE)**

Cash Match Funding Source:	Amount Confirmed:
<i>Xtown Town Council (decision made August 2017)</i>	<i>£18,000</i>
<i>X County Council</i>	<i>£56,000</i>
<i>National Charity</i>	<i>£6000</i>
<i>Own fundraising activities – quiz nights and donations</i>	<i>£2910</i>
(This must be the difference between the amount you are requesting and the total of your Actual Costs i.e. Box A – Box B in the table above) <b>Total</b>	Box C <b>£82,910</b>
In-Kind Match Funding Source:	
<i>30 volunteers x 3 hours per week x 44 weeks @ £10 per hour</i>	<i>£3960</i>
<i>Donated room hire at xtown village hall 20 x 2 hour sessions @ £30 each</i>	<i>£600</i>
<i>3 x Management Committee Time 4 hours a week @ £10 per hour</i>	<i>£6240</i>
	<b>£</b>
<b>Total Match Funding, including in kind funding – This should be Box C + the in-kind funding detailed below it and must not be less than the total amount you are requesting from us</b>	<b>£93,710</b>

## QUESTION F1

### Project Outcomes (MAXIMUM 5 POINTS)

In this question you must give details of up to five outcomes that will result from your project/activity.

FULLY (5 points)

The organisation has identified five separate outcomes showing clear benefits to the community.

LESS FULLY (3 points)

The response provides less than five outcomes

PARTLY (1 point)

The response shows there will be limited outcomes with little or no evidence.

NOT AT ALL (0 points)

There is only poor or no information about what outcomes are expected from this project.

### Timetable

Programme opens	September 2021
Deadline for submission of application forms	30 <sup>th</sup> November 2021
Assessment and scoring process	January/February 2022
Recommendations to Cabinet	March 2022
Notification letters sent	End of March 2022
Funding available	April 2022
Monitoring of successful applications	Throughout the year

### Data Protection Statement

Wealden District Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 2018. We collect and use your data in order to provide services you have requested from us or to carry out our legal obligations to you. We will not disclose your personal data to any third parties, unless we need to do so to provide a service to you or are legally required to do so. We may share your personal data with other Council departments in order to provide the service you have requested and to ensure that the information we hold about you is accurate and up to date. Our Privacy Policy sets out how we collect, use and securely hold your data. If you want more information on how a particular Council service uses your personal data, please view the privacy notices on our website using the following link <http://wealden.gov.uk/privacypolicy>