Aim

The aim of the Voluntary and Community Sector Small Grants scheme is to support universal and preventative projects around the Council mission objectives, by giving one-off grants of up to £2,500. Because the aim is so wide, and because it is not possible to fund everything that meets this aim, we have priorities for the scheme (see below). If your project meets the aim, you can apply, but you are more likely to be funded if you meet one or both of the priorities.

Our objectives are:

Growing the Economy

The outcomes we are looking for are:

- Calderdale’s strong community enterprise culture is recognised and promoted
- Support for job creation and skills - particularly through volunteering
- Development of community/social enterprise sector
- The role of community enterprise is evident in economic diversification
- Key community projects are economically resilient and sustainable

Reducing Inequalities

The outcomes we are looking for are:

- Increased volunteering in areas of greatest need
- Community groups supported to deliver projects and build capacity
- The sector is supported to deliver targeted activity and high quality health and wellbeing outcomes
- Improving equality and social cohesion
- Financial inclusion

Building a Sustainable Future

The outcomes we are looking for are:

- Improving our local environment
- Improving the resilience of our local communities
- Active citizenship
- Encouraging participation and volunteering

The revised objectives give a strong emphasis on growth that is sustainable, supporting jobs and opportunities for our residents. The applications will be scored against these objectives: each outcome met scores 1 point, the more outcomes that the application proposes to meet, the higher the score; the scores will then be ranked.
Priorities

Because the aim is so wide, and because it is not possible to fund everything that meets this aim, we also have priorities for the scheme. If your project meets the aim, you can apply, but you are more likely to be funded if you meet these priorities.

The following applicants will be given a higher priority (5 points each):

1. Small community groups, defined as those having an income of less than £20,000 per year and no paid staff
2. Groups who have not received a Small Grant from the Council in the past five years

The following applicants will be given a lower priority (-3 points each):

1. Groups who have received a Small Grant in the last two years
2. Groups with an unrestricted income of over £100,000 a year

If you do not meet the priorities, then you can still apply, but it is less likely that you will be successful. It will depend on what your project is, and whether we receive higher priority applications in that particular round.

Eligibility criteria

In order to be eligible, you must demonstrate that your organisation:

a. Is a voluntary, community or faith group, with members in the local community and an elected committee (or trustees/directors) PLEASE COMPLETE THE FORM INCLUDED WITH THIS PACK
b. Is properly constituted with a clause which demonstrates that members will not benefit on the winding up of the organisation PLEASE INCLUDE A SIGNED COPY OF YOUR CONSTITUTION.

c. Has a bank account in the name of the organisation, with at least two signatures required to sign cheques PLEASE COMPLETE THE BACS FORM ATTACHED WITH THIS PACK
d. Is open and accessible to the community it serves
e. Has a planned approach to safeguarding issues, if you are working with children, young people and vulnerable adults PLEASE SEND A SIGNED COPY OF THIS POLICY
f. Has a planned approach to volunteering if your organisation uses volunteers. PLEASE SEND A SIGNED COPY OF THIS POLICY
g. Is based in Calderdale.

You must then show that the way you want to spend the grant is eligible too. Eligible expenditure is:

a. For the benefit of people who live in, work in or visit Calderdale
b. Able to be spent within 12 months of the date of the award.
c. If you are applying for changes or improvements to property, you must also demonstrate you have a right to carry out the changes as either owner, or a tenant with a proper lease in place, with time remaining on the lease.
Exclusions

a. You can only receive one grant in any 12 month period.

b. For voluntary community sector groups ONLY — not for schools, businesses or housing associations. If your project is in partnership with a school, it may still be eligible. You need to be able to demonstrate how it meets our objectives and explain why the project should be supported by this scheme and why it is not supported through mainstream school budgets.

c. Anything that primarily benefits people or causes outside of Calderdale.

d. Anything that promotes religion or support for a particular political party. Faith groups can still be funded for their community work, e.g., we will not fund a church to buy new hymn books, but we will consider funding its luncheon club.

e. Retrospectively - we will not give a grant to repay money that has already been spent.

f. Personal equipment - any equipment bought with the grant must remain the property of the organisation. We will not fund sporting equipment that can only be used by one player and would not realistically be available to other members – so for example, in a football team, we would not fund football boots, but we would consider applications for balls, nets, team strips etc.

g. Hospitality – the Small Grants Scheme will not fund accommodation or meals costs, although reasonable refreshments (e.g., tea and coffee at events) can be funded.

IF YOU ARE NOT SURE WHETHER YOUR GROUP OR YOUR PROJECT MEET ANY OF THE ELIGIBILITY CRITERIA PLEASE CONTACT US BEFORE YOU COMPLETE THE FORM.

Process

When we receive your application, we will check to make sure it is complete. If it is not complete, we will try to contact you to ask for the missing information. Please make sure that you give us a contact name, email address and phone number where we can reach you during office hours. Applications must be typed, completed on-line, or clearly written in black ink (preferably in BLOCK CAPITALS). Illegibility may result in applications being returned.

Incomplete applications will not be considered for funding. Please use the checklist enclosed with this pack to make sure your application is complete before you send it to us.

If it is eligible, your application will be ranked by Council officers by considering the above objectives and priorities.

The Small Grants Panel will then consider all of the eligible applications and make a decision on which should be awarded grants, and how much they should receive. The Grants Panel is made up of Councillors and representatives from voluntary and community groups.

This decision is passed to the Assistant Director - Economy, Housing and Investment, who has delegated authority for this scheme.

You will need to complete a monitoring form once the grant is spent, and return it to us with evidence of expenditure. We send you the monitoring form in advance, so that you know what records you need to keep during the project. You should also show how you have acknowledged the Scheme’s support for your project (e.g., poster, leaflet, Facebook page etc.)
Timescales

The Small Grants Panel meets once every three months. Money is divided up between the four meetings, so there will still be money left to apply for in the last round of the year.

Applications can only be considered at that meeting – we will not consider applications outside of this schedule. So if you want funding for a particular date, please make sure you apply in time, and that your application contains all of the information we need.

You will receive notification of the decision up to six weeks after the deadline for that particular round. **Deadlines are 1st May, August, November and February** (or day following if it is a weekend or bank holiday).

Once you have completed the forms, please send them, with **signed** copies of your constitution, most recent annual accounts, safeguarding policy and volunteering policy to:

**Grants Section**
**Regeneration and Strategy**
**2nd Floor**
**Westgate House**
**Halifax**
**HC1 1PS**

You can contact us by phoning 01422 392317 or emailing us at grants@calderdale.gov.uk. **You can email your application to this address.**

**FREE SUPPORT, HELP AND GUIDANCE**

You can receive help to complete the application form by contacting the VSI Alliance.

The Voluntary Sector Infrastructure Alliance offers a FREE service to organisations of all shapes and sizes, can offer advice, will act as a critical friend and review funding applications before they are submitted so that local organisations have the best chance of success.

Don’t hesitate to contact the VSI Alliance team today on 01422 348777 or email them on info@VSIalliance.org.uk