Small Grants Scheme

Information Pack and Application form

Once you have completed the forms and have all the documents you need to apply, please send them to:

Grants Section
Communities
2nd Floor
Westgate House
Halifax
HX1 1PS

You can contact us by calling us on 01422 392317 or e-mailing us at grants@calderdale.gov.uk

If you would like this application form in another format please do not hesitate to contact us
The Information Pack

Information about the Small Grants scheme

Aim

The aim of the Small Grants scheme is to support universal and preventative projects around Communities themes. (The Communities Directorate is the part of the Council that concentrates on what we share in our communities and how we come together to tackle problems and make the most of opportunities. Our priorities include: cleaner greener projects; community resilience, particularly about tackling extremism; volunteering; bringing people together on a local/ neighbourhood level; addressing anti-social behaviour; domestic violence; sport; leisure; cultural activities.)

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 (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.

Objective

The objective of the Small Grants scheme is to support voluntary and community groups by giving one-off grants of up to £3,000.

Priorities

Within the overall aim of supporting universal and preventative projects around Communities themes, the following applicants will be given a higher priority:

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

The following groups and projects will be given a lower priority:

1. Groups who have received a Small Grant in the last two years

2. Groups asking for professional fees linked to their usual, day-to-day activities

3. 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 further 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

b. Is properly constituted with a clause which demonstrates that members will not benefit on the winding up of the organisation

c. Has a bank account in the name of the organisation

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

f. 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.
If you are applying for changes or improvements to property, you must also demonstrate security of tenure, i.e. you must show that you have a right to stay in the property for a reasonable length of time. If you rent the property from someone else, you must have a proper lease in place, with time remaining on the lease. If you own the property, this is more straightforward, and you just need to tell us that you own it.

When deciding upon awards for applications to the Small Grants scheme the Panel takes an interest in an organisation’s ability to achieve financial sustainability. The level of membership fees and/or attendance fees being charged by an organisation will be taken into account. The Small Grants Panel would expect organisations to make appropriate charges for their services and the Panel may recommend to an organisation’s management that it considers adjusting its fees where the Small Grants Panel has assessed that they are not in line with current or comparable activities available.

**Exclusions**

There are some things that the scheme will not fund.

Please note: these are different from previous schemes we have run. If you have received funding from us in the past from other schemes, you should not assume you can reapply on the same basis, as your project might not still be eligible under this new scheme.

**For voluntary community sector groups ONLY — not for schools**

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 priorities and explain why the project should be supported by this scheme and why it is not supported through mainstream school budgets.

The scheme will not fund:

a. **Anything that primarily benefits people or causes outside of Calderdale**

b. **Anything that promotes religion or support for a particular political party.** Faith groups can still be funded for their community work, eg we will not fund a church to buy new hymn books, but we will consider funding its luncheon club; groups can still be funded for campaigns that aren’t linked to political parties, projects can still encourage involvement in civic life, eg town twinning

c. **Retrospectively.** So it will not give a grant to repay money that has already been spent

d. **Food or hospitality**

e. **Personal equipment.** Any equipment bought with the grant must remain the property of the organisation, and must be available for more than one member to use, within reason. 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.

If your project is for a very small number of people in crisis, this probably isn’t the scheme for you. However if your project is universal for a particular client group then this could be the right scheme. For example you might work with older people offering dance lessons to help people keep active for longer. This is a preventative service, and would be potentially open to lots of people, even though it wouldn’t be open to younger people, and of course, there will be a limit on how many people can come to each dance session.

**IF YOU ARE NOT SURE WHETHER OR NOT 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 and number where we can reach you during office hours. If you are applying from a PTA or organisation linked to a school, especially if you are applying over the summer, please make sure you give us details where we can reach you even if the school is closed.

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.

We will assess your application to see if it is eligible.

If it is eligible, your application will be ranked by Council officers according to priority as high, medium, low and very low priority.

- **High** = meets both of the priority criteria
- **Medium** = meets one of the priority criteria
- **Low** = does not meet either of the priority criteria
- **Very low** = might meet the priority criteria but has received a Small Grant within the last 2 years

You can only be awarded one Small Grant within a 12 month period.

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 Council Members (Councillors) and representatives from voluntary and community groups.

This decision is passed to the Head of Neighbourhoods and Community Engagement, 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.

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.

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