



Community Grants and Funding

Councillor Initiative Fund Guidance Notes

1. Introduction

Welcome to our guidance notes for the Councillor Initiative Fund. This is a very special grant scheme for us as a district council as it enables your local District Councillors to make small grants directly to community projects and initiatives.

As locally elected representatives, local Councillors play an important role in local life, community and issues. This scheme gives them the ability to award small grants that are paid quickly to support a wide range of projects that benefit the wider community.

Each District Councillor has £2,000 available to grant to local projects during the financial year. Councillors may seek out projects to support or they can be contacted directly to request funding. Grants are awarded at their discretion and on average are around £100 to £500 so they can support a variety of projects throughout the year.

In these guidance notes you will find details of the criteria and eligibility to apply for funding from this scheme. We have also provided information about the typical process your application will go through.

You can contact your local District Councillor directly to discuss your project ideas or contact us with any general queries using the details below.



Grant White
Lead Officer for Enterprising Communities

2. Contact details

You can contact us via telephone or e-mail.

Telephone: 01427 675145

E-mail: funding@west-lindsey.gov.uk

Contact details for your local District Councillor are available on our website:

www.west-lindsey.gov.uk/cllrfund

3. How to apply to this scheme

To apply for a grant you must first contact your local District Councillor and discuss your project with them. If your local Councillor wishes to offer funding you will be sent a copy of our application form. This form is not available to download from our website as you must contact your local Councillor first.

The application form gives us information about your organisation, project and financial breakdown. Your application will go to your local Councillor to review and make a final decision on awarding a grant.

Once they have confirmed they wish to offer a grant we will contact you to confirm the decision and arrange payment.

4. Closing Dates for this scheme

This scheme is open to applications at any time and they will be reviewed as soon as possible by your local District Councillor. The final date for making awards each financial year will be 1st February.

Completed application forms should be returned directly to your local District Councillor offering the funding.

You can also return your completed application form by e-mail or post.

E-mail: funding@west-lindsey.gov.uk

Post: West Lindsey District Council
Community Funding
The Guildhall
Marshall's Yard
Gainsborough
DN21 2NA

5. Grant amount available

The **maximum** grant available is: **£2,000**

The **minimum** grant available is **none**

We will fund up to **100% of the total project costs**

However your local Councillor may request some match funding as a condition of offering a grant to your project.

6. Criteria for this scheme

Key Criteria

The following are the key criteria for this grant scheme:

- Your project must be for the wider community benefit
- You must be able to secure all required funding to receive a grant
- All grants will be a one-off grant with no on-going funding support
- Your project must not contravene any of our core policies and procedures
- The project must be within the district of West Lindsey and be for wider community benefit

Our Corporate Plan Priorities

The main aim of this scheme is to help support community projects but we must also make sure we only support projects that help us deliver our corporate plan aims.

Your project must contribute to one or more of our priority themes:

- Theme 1: A prosperous and enterprising district
- Theme 2: An accessible and connected district
- Theme 3: A green district where people want to work, live and visit
- Theme 4: Active, healthy and safe citizens and communities

Organisational Requirements

Any organisation receiving a small community grant must have the following:

- Constitution or similar governing documents (excluding Parish/Town Councils)
- Bank account in the same name as the organisation
- Any additional supporting documents requested by us prior to making an offer
- Relevant policies/safeguards if the project involves children, young people or vulnerable adults

Freedom of Information Act

All grants that we make are subject to the Freedom of Information Act 2000 and any subsequent amendments. Therefore any information regarding a grant we award may be provided to any individuals or organisations requesting information under the requirement of this Act.

Grant Funding Agreement

If offered funding you must be able to sign our '**Grant Funding Agreement**' used with this scheme. A copy is available to view online at: www.west-lindsey.gov.uk/cllrfund

7. What this grant can be spent on

- ✓ Equipment hire or purchase
- ✓ Capital works or expenditure
- ✓ Improvements to community facilities
- ✓ Revenue costs of delivering a project
- ✓ Feasibility work
- ✓ Training or capacity building
- ✓ Environmental improvements
- ✓ Third Party Match Funding

The above are examples and are not an exhaustive list of what the grant can cover.

8. What this grant CANNOT be spent on

- ✗ Anything illegal
- ✗ Support to lobbying or campaign groups
- ✗ Anything that will bring the Council into disrepute
- ✗ Anything party political, including supporting political organisations
- ✗ Anything contrary to the Council's financial regulations or Council policies
- ✗ Anything that an organisation or local authority has a statutory obligation to deliver
- ✗ Projects based/operating outside of West Lindsey unless they provide significant benefit to communities within West Lindsey

The above are examples and are not an exhaustive list of what the grant cannot cover.

9. Eligible organisations

The following organisations can apply to this scheme:

- ✓ Registered charities
- ✓ Parish Councils
- ✓ Social Enterprises (e.g. CIC's)
- ✓ Faith or Belief groups/organisation*
- ✓ Constituted community groups
- ✓ Town Councils
- ✓ Schools or Academies*

* Projects delivered by these organisations must be for the wider community benefit and not to support normal school activity or to promote any faith or religion.

10. Monitoring and evaluation

Monitoring and evaluation is an important part of any grant funding scheme. It enables us as an organisation spending public funds to ensure a project is achieving best value and delivering results for the local community.

Organisations that receive funding are expected to have appropriate systems in place for monitoring and evaluating their projects and activities including obtaining user's views.

Using other funder's evaluation or through our own monitoring we will ensure selective monitoring of grants will be undertaken to:

- Approve that the project or activities have actually happened in the way described in the expression of interest and other request documentation
- Collect feedback, including publicity, user comments, survey information etc...
- Highlight project successes and identify the outcomes and impacts the grant and the project have made

All successful projects will be required to complete an end of project evaluation form. This form gives us information about the outcomes of your project and the volunteer contributions made. We use this information to highlight the importance of funding community projects and the value of volunteers.

11. How we make funding decisions

All grant decisions for this scheme are made by individual District Councillors. They are responsible for awarding their allocated funds during the financial year. Councillors make their decisions based on information provided by applicants, local knowledge and the criteria in these guidance notes.

All applications are reviewed by an officer of the council to ensure compliance with the schemes criteria and eligibility. Officers may stop a grant being awarded if it will or is likely to breach any of the schemes criteria or eligibility requirements.

All decisions made are final and there is no appeals process for this grant scheme.

12. Grant scheme process

Step 1 – Contact your local District Councillor

Contact your local Councillor directly via telephone, e-mail or post. Provide information about your project and what you are trying to achieve. Make a request for funding and provide any further information they may request.

Step 2 – Submit completed application form

Complete the application form sent to you. This form provides details about your project and breakdown of the finances.

Step 3 – Councillor review

Based on the information you have provided your local Councillor will assess your application and make a decision on whether to offer a grant.

Funding Declined

We will contact you to explain why we have decided not to offer funding for your project. Depending on the reasons you may be able to re-apply in the future. Where possible we will continue to offer advice and support to find other possible sources of funding for your project.

Step 4 - Conditional offer

Your Councillor will make a conditional offer of a grant if your project is still seeking other sources of funding. The conditional offer will be subject to you achieving all other sources of funding required to cover the cost of delivering your project.

Secure all sources of funding

Before we pay any grant awarded your project must have secured all the necessary funding to begin. We will continue to support your project and help liaise or negotiate with other funders if required.

All sources of funding NOT secured

We will continue to offer advice and support and explore options to continue funding your project if your other funding sources are unsuccessful.

Step 5 - Funding secured and ready to go

Once your project has secured all the funding required we will pay the grant to you. For larger grants over £500 we may split payment into more than one individual payment.

Project monitoring and evaluation

When your project has completed you will need to complete a project evaluation form. Other project monitoring may take place during the delivery of your project.

The above flowchart is an example of a typical process. It may differ slightly depending on the nature of your project and any other impacting factors.

13. Updates to these Guidance Notes

These Guidance Notes were adopted on 1st June 2015. They will expire/be replaced with a new version on 1st April 2016 unless replaced sooner.

Updated versions of Guidance Notes will not apply to grants already made. The document in use at the time of a grant being made will continue to be used.

END OF GUIDANCE NOTES

Support for your project and funding

The following organisations and sources of information can help you find funding and provide advice on delivering your project.



Provide advice and support for village halls and community buildings. Deliver a wide range of services to support rural community action and development.

Telephone: 01529 302466

Website: www.communitylincs.com



Run volunteer centres helping to recruit and train volunteers for a range of organisations. Provide advice and support to voluntary groups and charities on governance, management and funding.

Telephone: 01427 613470

Website: www.voluntarycentreservices.org.uk



Free online grant funding search tool. Use to search thousands of grant schemes for all types of community projects.

Website: www.lincolnshire.gov.uk/fundingportal