

West Lindsey
Community Grants



Access to Transport Fund

(Up to £8,000)

“Grants to support projects that improve access to public transport”

Guidance Notes



1. Introduction

Welcome to our guidance notes for the Access to Transport Fund. We recognise the importance of accessible transport for connecting people and communities. Access to transport in our large rural district can sometimes present challenges.

The main purpose of this scheme is to help support local projects and initiatives that will improve access or awareness of local transport. We want to empower local communities to explore new solutions that can make a difference to how transport is accessed or delivered.

This scheme forms part of our Rural Transport Programme. Working with partners and transport operators we are supporting a range of initiatives to enhance and develop transport services in our area.

Rural Transport Programme 2017-2020



"Supporting community transport in West Lindsey"

You can learn more about this programme on our website:

www.west-lindsey.gov.uk/transport

Take the time to read these guidance notes carefully and please contact us if you have any queries.



Grant White
Enterprising Communities Manager

2. Contact details

You can contact us via telephone or e-mail.

Telephone: 01427 676676

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



3. How to apply to this scheme

To apply we ask that you complete an application form. This form is available to download from our website or contact us for a copy.

The application form gives us some basic details about your organisation, project and other funding sources. We will review your request within 4 weeks of receiving it and contact you with any queries we have and to confirm a decision.

Where possible we will use application, scoring and review documents other funding bodies have for your project to reduce the amount of paperwork you need to complete.

4. Closing Dates for this scheme

This scheme is open to applications at any time and they will be reviewed within an average of 4 weeks when received.

Completed application forms should be returned by e-mail or post.

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

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

5. Grant amount available

The **maximum** grant available is: **£8,000**

The **minimum** grant available is **£500**

We will only fund up to **80% of the total project costs**

Here is a funding example:

“On a project costing £10,000 in total we could match fund up to 80% of this cost which would be £8,000”.

We may be able to consider requests for more than the maximum grant or for loan financing in exceptional circumstances. Please contact us to discuss in more detail.



6. Criteria for this scheme

Key Criteria

The following are the key criteria for this grant scheme:

- Your project must have or be working towards securing match funding
- You must be able to secure all required funding to receive a grant
- All grants will be a one-off investment 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 secure funding 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:

- Open for Business
- Asset Management
- Central Lincolnshire Local Plan
- People First
- Partnership/Devolution
- Excellent Value for Money Services

Organisational Requirements

Any organisation receiving a match funding 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/funding



7. What this grant can be spent on

- ✓ Equipment hire or purchase
- ✓ Capital works or expenditure
- ✓ Improvements to 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
- ✗ Match funding against other West Lindsey District Council funding or grants
- ✗ 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*
- ✓ Local Authorities/Public Sector

* 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.

Where possible we will work with your other funders so that you have a single process of monitoring and evaluation. For example if you have received a grant from another funder and must complete their evaluation forms, we would seek to rely on that funder's evaluation.

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 application form and other requested 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

11. How we make funding decisions

We will check your completed application against our eligibility criteria and review your request using the following process:

Phase A – Initial Checklist

We check eligibility and that the application form has been completed correctly

Phase B – Scoring Matrix

We score your application against our set funding criteria for this grant scheme

Phase C – Panel Review

Our panel for this grant scheme make a final decision on whether to offer funding

Match funding requests above the maximum £8,000 will be considered by exception and may take longer to reach a final decision.



12. Grant scheme process

Step 1 - Submit completed application form

Download and complete the application form from our website. This form provides us with details about your organisation, project and sources of funding secured or being applied for.

Step 2 - Advanced information

We may contact you or your other funders to obtain further information about your project. A meeting may be arranged to discuss your project in more detail.

Step 3 - Application Scoring and Review

Based on the information you have provided we will review your match funding request and assess the benefits and risks of providing funding support.

Funding Declined

We will contact you to explain why we have decided not to offer match funding for your project. Depending on the reasons you may be able to request match funding again 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

If we decide to provide match funding we will make a conditional offer. This offer will detail the funding we are prepared to award along with any conditions attached. The conditional offer will be subject to you achieving all other sources of funding being applied for.

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 complete a Grant Funding Agreement with yourself or one of your funders and begin paying the match funding grant.

Project monitoring and evaluation

Where possible we will work with your other funders so that you only have to complete a single process of project monitoring and evaluation.

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 2nd March 2018. They will expire or be replaced with a new version on 1st April 2023 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