

COMMUNITY ACTION FUND

Guidance Notes



1. Introduction

Welcome to our guidance notes for the **Community Action Fund**. As a Local Authority we recognise the critical role that organisations can play in delivering projects that benefit their communities.

The aim of this fund is to support projects that will build, enhance, or ensure sustainable and impactful community activities, events and services for community benefit.

This fund provides grants for **REVENUE** expenditure only (e.g., project costs, venue hire and event costs). In these guidance notes you will find details of the criteria and eligibility.

The Community Action Fund is part of West Lindsey District Council's flagship community grants programme. This is funded by the UK Government's UK Shared Prosperity Fund.

2. Contact details

We understand that some applicants and projects may require additional advice and guidance. Our officers are available to discuss your project before applying. If you require any assistance in completing an application, please contact us.

Project Support Consultation

We can arrange a consultation meeting with one of our officers. Our officers can liaise with you via telephone, virtual meeting or on the site of your project. We can discuss your project in more detail and provide advice on:

- Project planning
- Evidencing need
- Project funding
- Quotes and procurements
- Volunteer involvement
- Monitoring impact
- Support with the application form

You can contact us via e-mail or telephone:

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

Telephone: 01427 676676

3. How to apply to this fund

Step 1: Expression of Interest Form

This short form provides us with some basic details about your organisation, project, and costs. It allows us to check your organisation and project against the eligibility criteria for this fund.

- We have a range of grant funds running at the same time. The information in your Expression of Interest Form allows us to direct you to the most appropriate fund.
- We will review your Expression of Interest Form within 7 days.
- The Expression of Interest Form can be completed online:
www.west-lindsey.gov.uk/applyforfunding

Step 2: Application Form

The Application Form gives us more detailed information about your project. It includes questions on community need for the project, the impact and financial breakdown.

- We will send you the correct Application Form after reviewing your Expression of Interest.
- We will review your Application Form within 4 weeks.
- Where possible, we will accept and use application forms you have already completed for other funders.

4. Closing Dates for this fund

This fund is open to applications at any time. The fund is due to close in February 2025 but may close earlier if all available funding is awarded.

Our website provides up to date information on the status for all our grant funds. Visit: www.west-lindsey.gov.uk/funding

5. Grant amount available

The **maximum** grant available is: **£20,000**

The **minimum** grant available is **£1,000**

- We can fund up to **100% of project costs** however, securing match funding will be viewed favourably in the review process.
- We expect that most grants awarded will be between £1,000 to £10,000.
- We may be able to consider requests for more than the maximum for district-wide or strategically important projects.

6. Criteria for this fund

Key Criteria

- The project must build, enhance, or ensure sustainable and impactful community activities, events, and services
- The project must demonstrate strong community benefit
- The project must be delivered within the district of West Lindsey or be able to demonstrate significant benefits to West Lindsey residents
- The project must not contravene any of our core policies, procedures, or strategies
- The project must be able to secure other funding applied for (match funding)
- All grants will be a one-off grant with no on-going funding commitment
- The project must fit into at least one of our funding themes:
 1. Arts and Culture
 2. Community Development
 3. Crime and Disorder Prevention
 4. Digital Connectivity
 5. Economic Development
 6. Education and Skills
 7. Environment
 8. Health and Wellbeing
 9. Heritage
 10. Regeneration
 11. Sport and Physical Activity
 12. Transport and Connectivity

Positive outcomes and differences to the local community

The main aim of this fund is to help support community projects. All applicants must provide information about the positive outcomes that will be delivered for local communities and people.

Here are some examples of outcomes your project could achieve:

- Greater engagement with the outdoors
- People's health and wellbeing is improved
- Identified vulnerable groups or communities are supported
- Increased interaction, engagement, and connection in the community
- Improved inclusion in an activity by more people or people who are traditionally left behind

Organisational Requirements

- Constitution or similar governing documents (excluding Parish/Town Councils)
- Bank account in the same name as the organisation
- Evidence of financial accounting (e.g., Annual accounts)
- Safeguarding policies (for projects involving children and vulnerable people)
- Any required insurance policies (e.g., Public Liability Insurance)

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 fund. A copy is available to view online at: www.west-lindsey.gov.uk/funding

It is essential you do not begin spending against your project until you have a fully signed Grant Funding Agreement. Our officers can provide additional advice and support when completing a grant agreement.

7. What this grant can be spent on

- ✓ Equipment
- ✓ Event costs
- ✓ Revenue costs of delivering a project
- ✓ Venue hire
- ✓ Third Party Match Funding

8. What this grant CANNOT be spent on

- ✗ Capital costs
- ✗ Anything illegal
- ✗ Promotion of any religion
- ✗ VAT if your organisation can reclaim it
- ✗ 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, policies or strategies
- ✗ 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
- ✗ Anything that has already been spent or committed before receiving a grant (known as retrospective funding)

9. Eligible organisations

The following organisations can apply to this scheme:

- ✓ Registered charities
- ✓ Parish and Town Councils
- ✓ Social Enterprises (e.g. CIC's)
- ✓ Faith or Belief groups/organisations
- ✓ Constituted community groups
- ✓ Parish Meetings
- ✓ Schools or Academies*
- ✓ Public Sector Organisations*

* Projects delivered by these organisations must be for wider community access and benefit and not to support normal school or business activity.

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. It also enables you to learn what has worked well and where there have been challenges.

All successful projects will be required to complete an end of project evaluation form. We use this information to highlight the importance of funding community projects and the value of volunteers.

We will work with you on monitoring and evaluating your grant to:

- Demonstrate the change your project has made to the community and people's lives
- Approve that the project or activities have been delivered in the way described in the application and other requested documentation
- Collect feedback, including publicity, user comments, survey information, photographs, and video
- Highlight project successes
- Demonstrate how your project has ensured inclusion and accessibility for all in the community
- Understand more about what you learned and what skills you developed as individuals and as an organisation

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 1 – Eligibility Check

We check eligibility of your project against the criteria of this fund

Phase 2 – Application Scoring

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

Phase 3 – Panel Review

Our panel for this grant fund makes a final decision on whether to offer funding

12. Updates to these Guidance Notes

These Guidance Notes were adopted on 27 March 2023. They will expire or be replaced with a new version on 1 April 2025 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.

Other support for your project

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



Voluntary Centre Services provide advice and support to voluntary groups and charities on funding, governance and management. They work with organisations to find volunteers and can help promote of volunteering opportunities you have.

Website: www.voluntarycentreservices.org.uk



Lincolnshire Volunteering & Funding website, hosted by Voluntary Centre Services, provides the latest information on funding opportunities. The website includes a funding directory and other useful information.

Website: www.lincolnshirevolunteering.org.uk/find-funding



myCommunity

myCommunity provides all the latest tools, tips and ideas to support organisations to make your community an even better place to live. You can access advice and resources on topics including:

- Funding
- Community assets
- Volunteer management
- Governance
- Parks and green spaces
- Community engagement

Website: www.mycommunity.org.uk