



Community Grant Scheme Guidance Notes



Community Services

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If you find the text in this form difficult to read we can supply it in a format better suited to your needs

Please read these guidance notes before completing your application form.

This scheme, supported by Stratford-on-Avon District Council and Warwickshire County Council, is open to projects being undertaken within Stratford District. The District is divided into three areas; West, East and South (refer to the map on page 4). Each area has a Joint Committee, which is made up of District and County Councillors who consider grants at quarterly Committee meetings

Eligible Criteria

To be eligible to apply for a Community Grant the project **MUST**:

- provide new opportunities for local people or develop the capacity of local people to run their own projects
- provide lasting benefit
- contribute to local strategic priorities
- usually require a maximum of £15,000 from this fund however if you consider there are exceptional circumstances applicable to your project you may be able to apply for a greater amount, please contact a member of the grants team on 01789 260694 to discuss
- be looking to spend the grant within 24 months of its award subject to flexibility on a case by case basis
- be led by a community or voluntary organisation
- be led by a fully constituted organisation with its own bank account
- have not been previously funded by this scheme (groups can reapply for a new project as long as previously funded projects have been completed)

The Community Grant **WILL NOT** fund:

- the running costs of an established group or activities which are that groups main service
- ongoing refurbishment, repair or maintenance
- any costs incurred before the grant is awarded (unless previously agreed)
- services which are a groups statutory responsibility
- activities promoting religious beliefs
- Statutory public bodies such as District or County Councils, Police, PCT (grants to Parish/Town Councils will be considered where evidence of need is indicated within a parish plan or equivalent).
- commercial projects

Point Scoring

All applications will be prioritised out of a total of 20 points against the following criteria, based on the information you provide in your application form. Projects will gain marks by clearly demonstrating they meet the criteria as detailed.

CRITERIA		MAXIMUM POINTS
Location	Projects that will benefit priority wards based on the Index of Multiple Deprivation 2004 (see page 3 for ward scores)	4
Reducing Inequalities	Projects that will benefit a local community or group of people experiencing specific disadvantage or exclusion from mainstream activities	2
Community Involvement	Projects that: <ul style="list-style-type: none"> • have involved the local community and/or the project's end-beneficiaries in developing the project • will generate new opportunities for people to get involved in their community • will help to build the capacity of a community group • Encourage more people to volunteer in their local community 	4
Community Benefit	Projects that will provide new services or opportunities based on identified needs	3
Sustainability	Projects that will create lasting benefits beyond the end of the funding	2
Partnership Working	Projects that work effectively with other organisations	1
Quality	Projects that are well thought-out, with clear objectives, timescales, budget, and success measures. Projects that are aware of risks, and demonstrate value for money	2
Strategic Priorities	Projects that will contribute to one or more of the priorities listed below, and are additional and complementary to other initiatives <ul style="list-style-type: none"> • stronger communities • safer communities • healthier communities and older people • climate change and environment • children and young people • economic development and enterprise 	2
	TOTAL	20

District Council Ward	District Councillor	Contact	County Councillor	Contact	Location Score
Alcester	Cllr Susan Adams Cllr Susan Juned Cllr Eric Payne	01789 400371 01789 762751 01789 762577	Cllr Nina Knapman	01789 764319	4
Aston Cantlow	Cllr Sir William Lawrence Bt	07836 636932	Cllr. Richard Hobbs	01789 730331	3
Bardon	Cllr Valerie Hobbs	01789 730331	Cllr Richard Hobbs	01789 730331	3
Bidford & Salford	Cllr Kim James Cllr Daren Pemberton Cllr Brian Slaughter	01789 772338 01789 773929 01789 772441	Cllr Peter Barnes	01789 750837	3
Brailes	Cllr Philip Seccombe	01295 680668	Cllr Chris Saint	01608 662290	2
Burton Dassett	Cllr Simon Jackson	01295 690223	Cllr David Booth	01926 640728	4
Claverdon	Cllr John Horner	01926 842068	Cllr Richard Hobbs	01789 730331	0
Ettington	Cllr Izzi Seccombe	01295 680668	Cllr Izzi Seccombe	01295 680668	2
Fenny Compton	Cllr Chris Williams	01295 770792	Cllr David Booth	01926 640728	2
Harbury	Cllr Beverley Mann Cllr Andrew Patrick	01926 614006 01926 614359	Cllr Bob Stevens	01926 814031	0
Henley	Cllr Lawrence Marshall Cllr Stephen Thirwell	01564 794703 01564 794594	Cllr George Atkinson	01564 793478	1
Kineton	Cllr Christopher Mills Cllr Susan Wixey	01926 641309 01926 642843	Cllr David Booth	01926 640728	4
Kinwarton	Cllr Lyn Bowring	01789 488562	Cllr Nina Knapman	01789 764319	0
Long Compton	Cllr Stephen Gray	01608 662673	Cllr Chris Saint	01608 662290	4
Long Itchington	Cllr Bob Stevens	01926 814031	Cllr Bob Stevens	01926 814031	2
Quinton	Cllr Mike Brain	01789 720728	Cllr Izzi Seccombe	01295 680668	4
Sambourne	Cllr Les Topham	01527 853273	Cllr Helen McCarthy	01527 857443	4
Shipston	Cllr Richard Cheney Cllr Robert White	01608 85570 01608 666080	Cllr Chris Saint	01608 662290	1
Snitterfield	Cllr Richard Hobbs	01789 730331	Cllr Richard Hobbs	01789 730331	1
Southam	Cllr Alan Akeister Cllr John Appleton Cllr David Wise	01926 814544 01327 261044 01926 817951	Cllr John Appleton	01327 261044	0
Stockton & Napton	Cllr Nigel Rock	01926 817250	Cllr John Appleton	01327 261044	0
Stratford Avenue & New Town	Cllr Maureen Beckett Cllr Alison Gardner Cllr Trevor Honychurch	01789 299347 01789 414847 01789 550713	Cllr Jill Dill-Russell	01789 205819	3
Stratford Alveston	Cllr Stuart Beese Cllr Kate Rolfe Cllr Vince Seaman	01789 296573 01789 550624 01789 204633	Cllr Richard Hyde Cllr Mike Perry	01789 298897 01564 829214	0
Stratford Guild & Hathaway	Cllr Rev Neville Beamer Cllr Ron Cockings Cllr Jennifer Fradgley	01789 263435 01789 292715 01789 262522	Cllr Richard Hyde Cllr Mike Perry	01789 298897 01564 829214	0
Stratford Mount Pleasant	Cllr Peter Moorse Cllr Joyce Taylor	01789 269630 01789 268491	Cllr Richard Hyde Cllr Mike Perry	01789 298897 01564 829214	2
Studley	Cllr Paul Beaman Cllr Mike Weddell Cllr Hazel Wright	01527 854239 01527 853872 01527 852899	Cllr Helen McCarthy	01527 857443	3
Tanworth	Cllr George Atkinson Cllr Tony Dixon	01564 793478 01564 742584	Cllr George Atkinson	01564 793478	3
Tredington	Cllr Chris Saint	01608 662290	Cllr Izzi Seccombe	01295 680668	1
Vale of Red Horse	Cllr Gillian Roache	01295 680309	Cllr Izzi Seccombe	01295 680668	1
Welford	Cllr Peter Barnes	01789 750837	Cllr Peter Barnes	01789 750837	2
Wellesbourne	Cllr David Close Cllr Sue Main Cllr Roger Wright	01789 840302 01789 292316 01789 840962	Cllr Sue Main	01789 292316	1

The following guidance notes are provided to help you complete your application.
If you are unclear on any point please contact a member of the Grants Team on

01789 260694

In all cases if a question is not applicable to your project enter 'Not applicable' (N/A)

SECTION 1: Contact Details

- 1.1 Name of your organisation as it appears on your governing document, constitution or set of rules and bank account.
- 1.2 The contact details should be people who, if required, can discuss your project in detail during normal office hours. They should also be authorised by the applying organisation to sign on its behalf.
- 1.3 If you are unsure what type of organisation yours is check your governing document, constitution or set of rules.
- 1.4 Please tell us briefly about the history of your organisation, the activities and services you provide and to whom.

SECTION 2: Project Details

- 2.1 The name of the project should reflect the activities or aims being undertaken and, where possible, the location.
- 2.2 Tell us about your project: your aims and objectives; activities to be undertaken.
- 2.3 These should be the dates when the project activities as described in 2.2 are to take place. N.B. The Community Grant will not fund retrospectively so the start date **MUST** be in the future and the project **MUST** be completed within 2 years of the date of the grant award.
- 2.4 This should be the location where the project is actually taking place, if the project is to take place in several locations please list them all.
- 2.5 To enable us to present your application to the appropriate Joint Committee we need to know how many people will benefit from your project and where in the district they live. Refer to the map below that shows the 3 Joint Committee areas and locality maps by ward.



- 2.6 By disadvantage we mean those individuals or groups who may experience difficulty performing the type of activities being addressed by this project. Some examples include integrated sports activities for disabled people and non-disabled people, computer courses for over 65's, respite breaks for young carers.
- 2.7 By exclusion we mean those individuals or groups who normally have difficulty accessing the types of activities being addressed by this project. Barriers to participation could be financial, social, or geographical, for example free training for unemployed adults, classical music concerts to be held in deprived areas, cinema clubs for rurally isolated village residents.
- 2.8 Please give details of any activities, meetings or fund raising events, recruitment of individuals and/or groups.
- 2.9 Tell us how this project directly creates any new, opportunities for people to be involved in their community, through coming together, socialising with or supporting other local people
- 2.10 By capacity building we mean how the project will help develop the skills of those running, or improve the efficiency and performance of, community groups(s) in your area.
- 2.11 Tell us the numbers and descriptions of any new volunteering opportunities that will be created as a direct result of this project.
- 2.12 Tell us the numbers and descriptions of any new services, that are not currently available in the area where the project is taking place, that will be created as a direct result of this project.
- 2.13 Tell us how your project will improve people's opportunities through improving their quality of life. This could include their health, welfare, environment, or local facilities.
- 2.14 Where did the idea for your project come from? Please give details of any consultation undertaken with the local community, how, when, where and by whom and the results. This could include surveys, letters of support, parish plan.
- 2.15 Describe about the benefits to the community that this project will create and that will carry on past the project end date (question 2.3).
- 2.16 Tell us how, if applicable, this project will be maintained after the project end date (question 2.3), by whom and when. Include any volunteer activities and time and future funding together with upkeep, repair and ongoing maintenance of capital items.
- 2.17 List any organisations and/or key individuals who you will work with to deliver your project.
- 2.18 If your project offers value to the community, please explain how. Examples of this could be through best value for money, a significant number of potential users or, delivery of a specialist facility that is of major need in the local area.
- 2.19 In what way does this project support one or more of the following

1. Stronger Communities

Create strong and cohesive communities through the empowerment of people to have a greater say on how they are governed and services provided. To create the environment where people of all backgrounds can access the services they require with an overall atmosphere of tolerance and diversity

2. Safer Communities

To create safe communities through the reduction of crime and the promotion of safety. To develop the basis for strong stable communities by reassuring the public and fostering the conditions that develop respect

3. Healthier Communities and Older People

To reduce health inequalities and promote healthier lifestyles for all with particular attention to the need for independence and choice amongst older people

4. Climate Change and Environment

An improved environment which respects biodiversity and the limits of the planets natural resources, while preserving them for the benefit of future generations

5. Children and Young People

To improve the lives of young people and their families by delivering significant improvements in children and young people's quality of life and the life chances of those who are currently disadvantaged

6. Economic Development and Enterprise

To ensure sustainable economic growth throughout Stratford District whereby jobs are created and retained, and residents equipped with the appropriate skills and competencies to benefit from increased economic prosperity

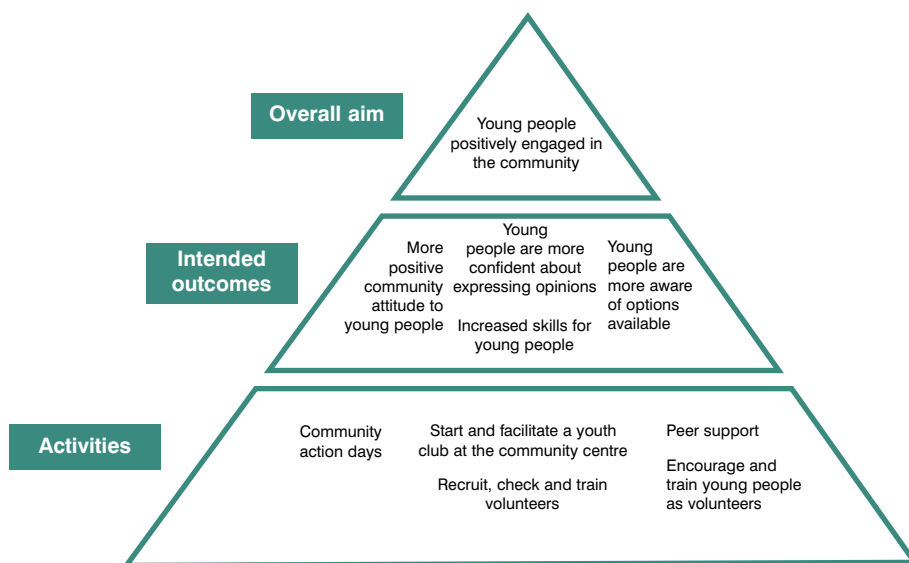
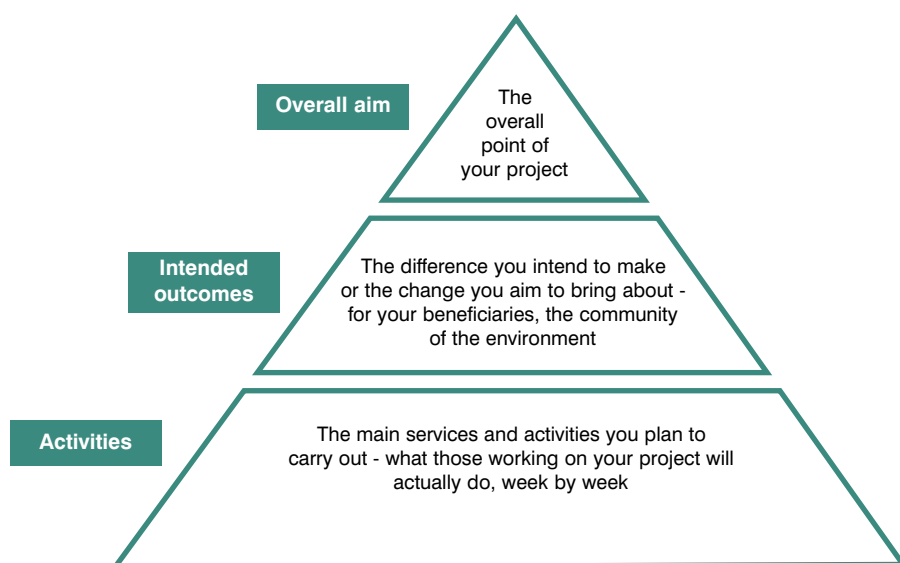
For more information follow this link:

www.warwickshire.gov.uk/laa

or contact a member of the Grants Team on 01789 260694

2.20 Based on your answer to 2.19, you will need to identify the outcome(s) achieved by your project against one or more of the strategic priorities. This should be a specific thing you want to have changed by the end of the project, i.e. the difference you intend to make or the change you aim to bring about for your beneficiaries, the community or the environment.

The two diagrams below are intended to help you to identify outcomes applicable to your project. The first shows a general approach to, and the second gives examples of specific aims, outcomes and activities using the example of a Youth Project.



Your outcome(s) need to be **SMART** – **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-based. What this means is that your intended project outcome(s) will need to include such information as dates and numbers, as well as what and who.

Examples of **SMART** outcomes for each of the Strategic Priorities

Stronger Communities

- 40 village residents to take part in 2 inclusive community activities in next 6 months.
- 75% of local residents to contribute views towards a parish plan to be produced by April 2009.

Safer Communities

- 15 Young People gain better understanding of the results of alcohol and substances misuse by March 2009.

Healthier Communities and Older People

- 12 residents aged 65+ to be confident in using the Internet by end of project.
- 10% increase on 2008 figures for people playing tennis between January and April 2009.

Climate Change and Environment

- 150 families to have access to a green space within a 10 minute walking radius within 12 months of the project completion date.
- Energy usage to be reduced by 15% by March 2009

Children and Young People

- 75 children from low-income families to have access to school holiday activities during August 2009.

Economic Development and Enterprise

- 10 unemployed adults to complete 2 Information Technology workshops by November 2008.

If you are unsure whether your outcome is SMART, please contact the Grants Team on 01789 260694 who will be happy to assist.

- 2.21 If your organisation does not own the land/property on/in, which this project is being undertaken, please give details of any rental agreements, dates and costs and contact details of the owners. Please also give details of the lease dates, in particular the end date, and costs of lease to your organisation.

SECTION 3: Funding and Financial Details

- 3.1 Please list each individual item of expenditure for this project. The costs should be based on quotations you have received (although we do not need to have copies of quotations at this stage).
- 3.2 Please detail all activities and items that have been donated to your organisation in relation to this project and an estimated monetary value for each. Ordinary volunteer hours should be calculated at £11 per hour, and those involving professional services, such as plumbing or electrical, should be charged at £20 per hour. If you are applying for a grant that requires 50% matched funding, you can use this figure in your total project costs.
- 3.3 This should be the total cost of the project or scheme. For grants over £1,000 that require 50% matched funding, you can include your in-kind contributions from 3.2 in your total project costs. **IN-KIND COSTS MUST BE EXCLUDED IF YOU ARE APPLYING FOR 100% FUNDING.**
- 3.4 This should be the amount of funding you are hoping to receive as a result of this application. You can apply for 100% funding for projects less than £1,000. For projects over £1000, the grant request must not exceed 50% of the total project cost (question 3.3).
- 3.5 Please list those organisations that you are applying to/have applied to for funding of this project, stating the amount you are requesting in each case and whether or not you have been successful. If you are awaiting a decision please give the expected date of outcome.
- 3.6 Please supply details from your organisations most recent annual accounts listing dates, gross income and expenditure, the balance at the end of the financial year, details of any balance or savings and what these are to be used for. If you are a new organisation, please provide an estimated income and expenditure during the life of the grant.

SECTION 4: Declaration

- 4.1 In this section the authorised signatory for the organisation should initial against each statement to confirm the organisation has the appropriate policies in place.
- 4.2 The authorised signatories (question 1.2) should read and understand the declaration before signing (question 4.3) as confirmation and agreement to the declaration. If you are unclear or unable to do this please contact the Grants Team on 01789 260694.
- 4.3 Signature and date of Primary and Secondary contacts and authorised signatories for the organisation. These should be those named in Section 1 – Contact Details.

SECTION 5: Councillor Support

This section must be completed by either your District or County Councillor for the Ward in which the project is to take place. Please see Ward listing on page 3 for a list of Councillors and contact details.

- 5.1 Councillor's full name in capitals.
- 5.2 The Ward(s) which the Councillor represents, this should be the Ward in which the project is based.
- 5.3 Please give details and your opinion(s) on this project based on your knowledge of the applicant(s) and the project to date.
- 5.4 Please tell us how you are involved in this project giving details of any support and/or opposition for the project from yourself, local community groups and organisations.
- 5.5 Councillor signature and date.

Monitoring Information

Please note that the answers you give in this section will not affect the success of your application in any way.

This information will be used by us for ongoing review and improvement of the grant scheme and to ensure it is open and inclusive to all sections of our community.

What happens next?

Your grant application will be assessed by the next available funding sub group and, subject to available budget, be presented at the relevant Joint Committee for a decision.

We will write to you within 20 days of the meeting date to confirm whether your application has been successful.

If you are awarded a grant it will be paid upon submission to us of (copy) invoices showing expenditure up to the total project costs and may be subject to an officer visit to confirm that the work has been completed to the required standard.

Payment of your grant will be made by bank transfer directly into your organisations bank account.

Once your grant has been paid in full, you are required to provide evidence of achievement against your selected outcome(s).