



Community Grant Scheme

Guidance Details

www.rother.gov.uk

Version 11 – Revised July 2017

Did you know?

From 2008 to the present day Rother District Council has awarded over £1.2million to more than 370 community projects across the district.



Above: Catsfield Parish Council was awarded £25,000 towards a new Playzone.

This information can be made available in large print, braille, audio/CD or in another language upon request.

Please email: communitygrants@rother.gov.uk

1. Purpose of the Scheme

Rother District Council's Community Grant Scheme has been created to support the development of:

- Community facilities
- Community activities
- Sustainable local action



Applications to the scheme are welcomed from properly constituted organisations serving the residents of Rother. It is intended that the scheme will "pump prime" new projects. In order to be considered for assistance, it will be necessary to show that there is substantial local support for a project i.e. That;

- the project is sustainable (i.e. can operate in the longer term).
- funding has been obtained from other sources, including Town/Parish Councils. Other funding could be from local voluntary organisations, fund raising or other regional/national organisations.
- your project/scheme has been considered by, and has the written support of the local Rother Ward Member/s (Councillors), and Parish/Town Councils.

Organisations who may apply include:

- Charitable organisations
- Clubs and societies with a constitution e.g. playgroups and sports clubs
- Community interest companies
- Company limited by guarantee that has tangible social objectives

- Parish and Town Councils
- Voluntary and community groups or residents associations with a constitution

Applications will not be accepted from:

- Any statutory organisations, including schools
- Churches/faith organisations purely promoting their own faith
- Families
- For-profit companies, that benefit the directors or shareholders of the company
- Groups that have no formal constitution
- Individuals
- Political organisations

2. Types of Projects

All projects receiving funding **must** meet the needs of Rother residents and have significant community commitment to the aims of the project e.g. Local Action Plan, and community consultation.

The types of projects that will be eligible for Rother grant aid are:

- Acquisition of public open spaces or woodland for conservation
- Community activities that promote social inclusiveness (**excluding** repairs, maintenance and alterations to community facilities)
- Community transport
- Environmental improvements in towns or villages

- Heritage and arts initiatives
- Pre-school activities
- Playgrounds
- Playing fields and sports facilities
- Rural car parks
- Village Halls/Community Centres
- Youth facilities/clubs

The scheme does not fund:

- Projects that are not delivered in Rother
- Projects that do not provide a service or benefit to Rother residents
- Feasibility studies
- Funding to continue projects and services already established
- Retrospective applications
- Capital projects over £300,000
- Projects that do not demonstrate sustainability over the medium term
- Salaries or fees from the applying organisation would not normally be supported
- Projects that do not demonstrate where the community has identified a need for a project/scheme (evidence of the community support for the project will need to be provided)
- Grants to individuals, national charities or private businesses (only community interest companies and community enterprises)
- Projects that fund salaries consultancy fees/expenses as the primary element for delivering the project
- Projects where funding should have been provided for repairs, maintenance and alterations (we will consider applications for major repairs on their merits) – **Please note:** if your project includes the replacement of property,

vehicles or equipment you will need to provide evidence as to what you are replacing, the age of the property, vehicle or equipment you are replacing, together with proof of invoices and minutes to demonstrate the maintenance regime that has been in place for these items.

- Projects/schemes that should be funded by other statutory bodies/agencies



Above: The Bexhill Hive was awarded £30,000 towards the development of a number of creative learning spaces for young people in central Bexhill.

3. Funds Available: Please note: grant applications will only be eligible if they are for 50% or less of the cost of the project.

Small value projects – grants of under £500 can be applied for at any time during the year from this grants scheme.

Medium Grants Scheme – grants of £501- £5,000. At least 30% of the funding for these projects must come

from local support, including where applicable from Parish and Town Councils.

Large Grant Scheme – £30,000 maximum. It is necessary to demonstrate the long-term viability of the project, together with details of how ongoing costs will be met.

Schemes involving costs of over £300,000 are not eligible for a Community Grant but may be considered separately by the Council. You will need to contact the relevant Service Manager at the Council to discuss projects for over £300,000.

Please note:

Applicants **should** discuss their application with their Rother District Councillor who must sign and add his/her comments to the application form. Applicants are strongly encouraged to seek funding from Town or Parish Councils where applicable and the Town/Parish Clerk should also sign and add his/her observations for projects that benefit residents in their Town or Parish.

Bexhill – funding for Bexhill schemes will be limited to 50% of the project costs. The remaining funds will need to be raised locally or through other funding bodies.

4. Grant Assessment Process

A Panel will consider medium and large applications twice a year and make a recommendation on each application to the Rother District Council Cabinet. Small grant applications will be considered more frequently as needed and do not require Cabinet approval. The Panel is made up of 2 Cabinet Members, the Chair of the Services Overview and Scrutiny

Committee, 2 representatives from the voluntary sector, a representative from Rother Association of Local Councils, and Rother District Council officers.

Dates to be aware of during each financial year:

Applications for Grants from £501 – £30,000

- 1st April - Round 1 opens.
- 15th July - Deadline for receiving Round 1 applications.
- August - Grants Panel meets to discuss applications and make recommendations to Cabinet.
- September - Cabinet meets to discuss recommendations from the Grants Panel.
- 1st October - Round 2 opens.
- 15th January - Deadline for receiving Round 2 applications.
- February - Grants Panel meets to discuss applications and make recommendations to Cabinet.
- March - Cabinet meets to discuss recommendations from the Grants Panel.

Applications for Grants up to £500 can be submitted at any time during the year by completing the online form.

A scoring template has been developed to ensure that all applications are fairly assessed. Any unsuccessful, applications may be carried forward to a second Panel meeting to allow further opportunity if all criteria are not initially met or insufficient funds are available in the financial year.

Please note: Cabinet has the final say on medium and large applications. There may be instances where applications

that were originally recommended for approval by the Panel are later then declined by Cabinet. Cabinet also has the right to amend funding amounts.

Applications will be assessed under the following headings:

- Is the project eligible?
- Will the project offer real community benefit?
- Does the project support the Council's Aims?
- Does the project support any of the objectives set out in the Council's Corporate Plan?
- Is the project identified in a Local Action Plan?
- Is the organisation/group contributing financially to the project?
- Have other sources of funding been committed?
- Has the local Town/Parish Council been approached for match funding?
- Have you secured written comments and signature from Rother Ward Member/s (Councillor/s) and Town/Parish Clerk (if appropriate)?
- Are there any concerns over project deliverability?
- How inclusive is the project?
- Does the project support an existing Council service?
- Is the relevant Council Officer supportive of the proposed project?

We especially welcome applications that support the broad objectives of the Council's Corporate Plan. The Council's Corporate Plan, which includes the Council's aims and Executive Priority Projects can be viewed at:

<http://www.rother.gov.uk/corporateplan>

Evidence of local support and need for a project or scheme will usually be evidenced in a Town/Parish "Local Action Plan". Evidence of local support will be considered as part of the assessment procedure. **Please note:** Incomplete applications will not be processed.

5. Information Required

Project details need to be submitted which include:

- Organisation's details, including contact details and bank/building society details
- Detailed budget estimate/breakdown of costs involved to undertake any work associated with the project/scheme
- Project brief including location, project costs, any planning permission granted and support from the community
- Details of any needs assessment carried out
- The benefits of the project to the community
- Evidence that the project/scheme is supported by local Rother Ward Member/s, including the signature and observations of the Ward Member/s
- Evidence that the project/scheme is supported by the local Town/Parish Council where appropriate, including the signature and observations of the Town/Parish Clerk
- Project management and sustainability (for total project costs over £10,000)
- A recent set of accounts, if available (for total project costs over £10,000)
- How the organisation is made up or constituted
- Partnership funding (confirmed or applied for)
- Business Plan (for total project costs over £10,000)
- Child Protection Policy for all projects/schemes involving young people

- Estimates - we would recommend more than 1 quotation
- Equalities Impact Assessment (contact the Council's Equalities Officer at email debbie.peters@rother.gov.uk should you need guidance)
- Health and Safety assessments, where appropriate
- Accessibility - compliance with regard to the Disability Discrimination Act 1995

Further information may be necessary when a grant requires either Planning or Building Regulations approval. An accessibility audit should be submitted outlining the current situation and proposals to improve accessibility in relation to the grant application. Advice can be sought from East Sussex Building Control Service at Tel: 01892 602005 and Rother Rother District Council's Equalities Officer at email debbie.peters@rother.gov.uk

Accessibility means access to all persons, regardless of their disability, race, gender, sexual orientation, age and religion or belief.

6. Possible Additional Funders

Please visit the following websites for a comprehensive list of available grants:

www.eastsussex.gov.uk/community/funding/updates

www.grantnet.com

www.awardsforall.org.uk

7. Payment of grant

If your application is approved you will be sent a letter following Cabinet's decision setting out certain conditions

along with an “end of grant form”, which you will be required to fill in on completion of your project/scheme.

The grant will be paid once evidence is provided that all funding is in place and that payments have been made for the project that match, as a minimum, the amount Rother District Council is putting into the scheme.

Evidence that all payments have been made for the remaining partnership funding must be provided. Failure to complete the project will require the repayment of the grant in full. In exceptional circumstances, it may be possible to draw down interim payments.

In the event that anything purchased using your grant is later sold, it will be necessary to notify the Council which reserves the right to reclaim funds. If you have not claimed your grant or any part of your grant within 12 months of notification of your award, then the Council reserves the right to withdraw the grant. The Council also reserves the right to amend these guidance notes and the assessment criteria.

Rother District Council must be acknowledged in any publicity and promotional material associated with the award of the grant (e.g. plaques put up and in press releases).

Please note: Payments cannot be made to individual bank accounts.

Contact:

Community Grants Scheme
Rother District Council
Town Hall, Bexhill on Sea
East Sussex
TN39 3JX
Email: communitygrants@rother.gov.uk

For more information on the scheme and to complete an application form please visit:
www.rother.gov.uk/communitygrantscheme



Above: Westfield Bowls Club was awarded £30,000 towards the construction of a new Club House.