WARWICK DISTRICT
COMMUNITY FORUM GRANT
FUND GUIDANCE NOTES

2016/17

PLEASE READ THESE GUIDANCE NOTES CAREFULLY.
They will help you to decide whether or not you can apply to the forum grant fund, and give information on how to fill in the form.

The Community Forum Grant Fund is a joint initiative between Warwickshire County Councillors and Warwick District Councillors. There are seven community forums/localities in Warwick District, each with their own pot of money. Every resident who lives in the community forum area and attends the meeting can have a say on how the grant money is spent. (Applicants do not vote)

- We welcome applications from groups that have ideas which will benefit local residents. The majority of beneficiaries of any project must be from the community forum area applied to.

- The fund provides grants of usually no more than £3,000 for small-scale ideas that meet locality or neighbourhood (not district-wide) needs and, ideally, contribute towards the achievement of priorities identified by each forum.

- Applications for running costs will be considered on an individual basis, taking circumstances into account, and will be subject to additional requirements, such as evidence of plans for future sustainability. (Running costs include salaries, utilities, consumables, and rent.)

- Applicants for capital improvements are encouraged to apply to Warwick District Council's Rural and urban capital improvements grants scheme (RUCIS) which gives grants (£1,000 - £30,000) to locally led and run, not-for-profit, community organisations that make use of volunteer labour towards capital projects. Capital is defined as 'funds used by an organisation to purchase or upgrade physical assets such as property or equipment'. For full details http://www.warwickdc.gov.uk/rucis

- Grants should be spent within 12 months of the award being made. We may require return of the money if it has not been spent without good reason. Groups cannot apply to the fund more than once in a 12 month period.

- Applications will be assessed on a 'first come first served' basis until all funds have been allocated. You may be offered a contribution to your project, and not the full amount.

You can find out what your community forum's priorities are by reading the notes of the meetings at www.warwickshire.gov.uk/communityforums or by talking to the forum Chair, or by contacting the Community Partnership Team using the details overleaf.

1   Who is eligible?

✓ Constituted 'not-for-profit' community organisations based or working within the appropriate forum area
✓ Non-constituted or new 'not-for-profit' groups working in the appropriate forum area that can be supported by a mainstream service or community group willing to administer the funds through an organisational bank account
✓ Town and Parish councils

2 Who is not eligible?

- ✖ Statutory organisations, where they are the main bidder or a funding recipient. (They can be a partner in a bid, but they must not benefit financially from the grant award)
- ✖ Individuals
- ✖ Groups or organisations that have failed to meet the conditions of previous awards from Warwickshire County Council/Warwick District Council, including the timely submission of receipts/evaluations
- ✖ Groups that have been awarded money from Warwick District Council's other grant funds (sports grant, arts grant, small grants or Rural/Urban grant (RUCIS)), for the same piece of work
- ✖ Groups already in receipt of a community forum grant for a piece of work that is still active. Previous awards must be spent and evaluated before further bids can be submitted.

3 What will not be funded by the grant fund?

- ✖ Identical bids to more than one community forum, particularly where there is no compelling evidence of relevance to individual localities/community forum areas
- ✖ Bids that promote religious or party political beliefs, or for any activity deemed by the administering Councils to be lobbying
- ✖ Bids for personal profit or the benefit of an individual
- ✖ Social events or holidays - but the forums may fund educational visits and residential training
- ✖ Prizes or charitable contributions
- ✖ Contributions to large-scale capital projects (where the total cost of the work is more than £5,000) e.g. building work and major asset purchase
- ✖ Repeat applications for running costs - including salary/sessional work costs - except in very exceptional circumstances
- ✖ Any similar bid that has previously been funded by the community forum, unless the work demonstrably meets a local priority or community need, or will benefit completely different people
- ✖ Costs relating to items or work already carried out before the grant has been awarded
- ✖ Loans or debt repayments
- ✖ Activities that are part of the statutory obligations of a public body (this does not include where a statutory organisation has stopped delivering a service)
- ✖ Bids from groups that do not adhere to reasonable Equality and Diversity policies and the national legislation on health and safety, discrimination, and child protection

4 Application process and help

You are strongly encouraged to discuss your idea with the Community Partnership Team and ask for advice on eligibility before you complete your application form. You can also contact Warwickshire Community and Voluntary Action for advice about how to fill in the form, on 01926 477512 or at groupsupportwd@wcava.org.uk

Applications must be made on the current year's application form. They can be typed or hand written (BUT please use black ink and capital letters if handwritten). Please keep your application brief and to the point. Applicants are welcome to submit additional information in support of their application. It is your responsibility to get County and District Councillor signatures for your bid (see contact list).

We prefer applications to be emailed to communitypartnershipteam@warwickdc.gov.uk or the responsible officer for the locality. Postal applications are also accepted as long as they are received by us by the closing date. Your application will usually be acknowledged within 5 working days along with notification of when your bid will be considered by your community forum.

Each community forum has a small sub-group which will assess the applications prior to consideration by the public community forum. The sub-group will check applications to ensure they meet the eligibility criteria to apply for a grant (see sections 1, 2 and 3) and support forum priorities and/or local need. In undertaking the assessment the group may request further information from applicants.

Applicants must be able to attend the community forum meeting at which the grant award will be discussed. You will be expected to speak about your bid for around 2 minutes, and answer questions on it. All applicants will normally be advised of the outcome of the forum's decision

within 5 days of the public meeting. *PLEASE NOTE – applicants may not request more money during the meeting than they originally bid for.*

Funds will only be released when the Community Partnership Team has received a fully completed grant acceptance form from the successful bidder (we will send this to you).

All successful bids will be required to complete reporting requirements on their work, including proof of delivery and receipts for all money spent.

For further information or advice on how to make an application please contact the Community Partnership Team on **01926 456102** or by email at: communitypartnershipteam@warwickdc.gov.uk Please email your completed application forms using the above email address or post to the **Community Partnership Team, Riverside House, Milverton Hill, Leamington Spa. CV32 5HZ.**

Community forum/ locality	Forum Chair and lead officer contact details	Warwickshire County Councillors (WCC) and Warwick District Councillors (WDC) able to sign grant applications	
Kenilworth	Cllr Richard Davis Richard.Davis@warwickdc.gov.uk Alistair Rigby alistairrigby@warwickshire.gov.uk	Cllr Alan Cockburn cllrcockburn@warwickshire.gov.uk Cllr Dave Shilton cllrshilton@warwickshire.gov.uk Cllr John Whitehouse cllrwhitehouse@warwickshire.gov.uk Cllr Richard Davis Richard.Davis@warwickdc.gov.uk Cllr Michael Coker Michael.coker@warwickdc.gov.uk Cllr George Illingworth George.illingworth@warwickdc.gov.uk	Cllr Felicity Bunker Felicity.bunker@warwickdc.gov.uk Cllr Andrew Mobbs Andrew.mobbs@warwickdc.gov.uk Cllr Patricia Cain Patricia.cain@warwickdc.gov.uk Cllr Rowena Hill Rowena.hill@warwickshire.gov.uk Cllr John Cook John.cook@warwickdc.gov.uk
North Leamington	Cllr Sarah Boad cllrboad@warwickshire.gov.uk Berni Allen bernadette.allen@warwickdc.gov.uk	Cllr Sarah Boad cllrboad@warwickshire.gov.uk Cllr Bill Gifford cllrgifford@warwickshire.gov.uk Cllr Nicola Davies cllrndavies@warwickshire.gov.uk Cllr Alan Boad Alan.boad@warwickdc.gov.uk Cllr Stefania Parkins Stefania.parkins@warwickdc.gov.uk Cllr Gordon Cain Gordon.cain@warwickdc.gov.uk	Cllr Hayley Grainger Hayley.grainger@warwickdc.gov.uk Cllr Daniel Howe Daniel.howe@warwickdc.gov.uk Cllr Andrew Thompson Andrew.thompson@warwickdc.gov.uk Cllr Margaret Knight Margaret.knight@warwickdc.gov.uk Cllr Caroline Evett Caroline.evett@warwickdc.gov.uk Cllr Amanda Stevens Amanda.stevens@warwickdc.gov.uk
South Leamington	Cllr John Barrott john.barrott@warwickdc.gov.uk Liz Young liz.young@warwickdc.gov.uk	Cllr Jonathon Chilvers cllrchilvers@warwickshire.gov.uk Cllr Matt Western cllrwestern@warwickshire.gov.uk Cllr Ian Davison Ian.davison@warwickdc.gov.uk Cllr Barbara Weed Barbara.weed@warwickdc.gov.uk	Cllr John Barrott john.barrott@warwickdc.gov.uk Cllr Kristie Naimo Kristie.naimo@warwickdc.gov.uk Cllr Balvinder Gill Balvinder.gill@warwickdc.gov.uk Cllr Colin Quinney Colin.quinney@warwickdc.gov.uk

Warwick	Vacancy Berni Allen Bernadette.allen@warwickdc.gov.uk	Cllr Jenny St John cllrstjohn@warwickshire.gov.uk Cllr Angela Warner cllrwarner@warwickshire.gov.uk Cllr John Holland cllrholland@warwickshire.gov.uk Cllr Moira-Ann Grainger Moira-ann.grainger@warwickdc.gov.uk Cllr Martyn Ashford Martyn.Ashford@warwickdc.gov.uk Cllr Stephen Cross Stephen.Cross@warwickdc.gov.uk	Cllr Noel Butler Noel.butler@warwickdc.gov.uk Cllr Jacqueline D'Arcy Jacqueline.d'arcy@warwickdc.gov.uk Cllr Richard Edington Richard.edington@warwickdc.gov.uk Cllr Raj Mann Raj.mann@warwickdc.gov.uk Cllr Neal Murphy Neal.murphy@warwickdc.gov.uk Cllr John-paul Bromiley John-paul.bromiley@warwickdc.gov.uk Cllr Terry Morris Terry.morris@warwickdc.gov.uk
Warwick Rural East	Cllr Wallace Redford cllrredford@warwickshire.gov.uk Alistair Rigby Alistairrigby@warwickdc.gov.uk	Cllr Wallace Redford cllrredford@warwickshire.gov.uk Cllr Michael Doody Michael.doody@warwickdc.gov.uk	Cllr Nick Harrington Nick.harrington@warwickdc.gov.uk Cllr Pam Redford Pam.redford@warwickdc.gov.uk
Warwick Rural West	Cllr Susan Gallagher Susan.gallagher@warwickdc.gov.uk Jenny Murray jennymurray@warwickshire.gov.uk	Cllr Les Caborn cllrcaborn@warwickshire.gov.uk Cllr Jose Compton cllrcompton@warwickshire.gov.uk Cllr Peter Whiting	Cllr Alan Rhead Alan.rhead@warwickdc.gov.uk Cllr Andrew Day Andrew.day@warwickdc.gov.uk Cllr Sue Gallagher

		Peter.whiting@warwickdc.gov.uk Cllr Peter Phillips Peter.phillips@warwickdc.gov.uk	Sue.gallagher@warwickdc.gov.uk
Whitnash	Cllr Bernard Kirton Bernard.kirton@ntlworld.com Alistair Rigby – alistairrigby@warwickshire.gov.uk	Cllr Bernard Kirton Bernard.kirton@ntlworld.com Cllr Judy Falp Judy.falp@warwickdc.gov.uk	Cllr Tony Heath Tony.heath@warwickdc.gov.uk Cllr Robert Margrave Robert.margrave@warwickdc.gov.uk

ADVICE ON HOW TO WRITE A GOOD BID

Please identify the community forum you are applying to:

Only select one forum! We don't accept blanket bids to lots of forums. Your bid must be area-specific.

Kenilworth	North Leamington	South Leamington	Rural East	Rural West	Warwick	Whitnash

Name of applying group	**The name of your organisation**
Name of contact person, and postal address	**These details must be for the person we can contact to discuss the bid.**
Email address	**Check you have spelled your email address correctly!**
Phone number	**This should be a number where you are available and free to discuss details of the bid.**
Describe what you want the money for. When do you anticipate you will have spent it all?	**Use this space to tell us exactly what the money will be spent on. You do not need to include a lot of detail about what your group does. Also include how long you think it will take you to spend the money.**
How much money are you asking for, and what will you use it for? • If you have to pay VAT you must include VAT in your total	**TOTAL SUM REQUESTED = £** **If you have to pay VAT you need to make sure this figure includes VAT. Please <u>don't</u> say '£XXX plus VAT'.** **<u>ITEMISED LIST OF COSTS</u>** **If the money will be used to cover several things, please list what those things are and show the cost against the item, and add them up to show the total requested.** **If you are applying for sessional staff costs, please break down the cost to show the hourly rate, the number of hours per week, and the number of weeks' delivery.**
Describe how much of your organisation's own money or resources you are putting in. (If none, please say why.)	**We would like to see what your organisation is providing to support your application. It does not have to be money. You can include volunteer time, existing equipment that you already have, or anything else that you will use to support your grant. If you are <u>not</u> putting any other resources in at all, please explain why not.**
If you have applied for other grants for this work, tell us: • how much • where from • if the grant has been awarded	**We need to know if you have applied for funding from other grant funds. These include other council funds, or requests to other organisations, such as local or national grants/trusts or Lottery funding. You can apply to us for money if you have asked another grant fund for the same thing, but we won't give you the money if your other request is**

	successful. **If you have applied for match funding, please tell us when you will know if you have been successful.**	
If you have had any grants from any community forum in the last 12 months, please tell us what for, and how much.	Purpose of previous award from community forum grant fund, and name of forum	Amount
	Include brief details here of any funding you have been awarded by any Community Forum in Warwick District within 12 months of your current request.	
Describe the target group that will benefit. • How many people will benefit? • Who do you aim to benefit? • How will you let people know about your activity?	**This is where you tell us who is going to benefit from the funding. We are interested in whether a particular age group, interest group, or other type of group will benefit from the funding (such as children, older people, ethnic groups, parents, etc.). If the grant will provide support for people with a particular need, please tell us about that need. Also include a target figure of how many people you think will benefit from this funding. We will ask you about this again after the money has been spent, so do be realistic!** **If the grant will be used to bring in new people, tell us how you plan to advertise to attract those people in.**	
Which geographical area will you focus on? (e.g. a neighbourhood or parish.)	**This can be an area smaller than your forum locality (i.e. Warwick or South Leamington). It can be a street or recreation area.**	
If you are going to operate from a building, please tell us where it is.	**If you have a regular venue, tell us its name and/or address.**	
Which community forum priority or local need will this grant address?	**We prefer applications to be addressing a community forum priority, but we do accept them for other sorts of projects too. Please ask the Community Partnership Team if you don't know your locality priorities. If your request does not address a priority, please leave this box empty.**	
How do you know there is a need for the work covered by your bid? • Describe the evidence you have got and where you got it from (e.g. survey, petition, statistical data, press cuttings, etc.)	**It is very important that this box is completed. We want to see that you can prove there is a local need to justify giving your group a grant. Stating that an event takes place every year is not evidence of a need for that event! We need applicants to have gathered proof that something is important to local people, and why. This can be done by gathering comments from local people, using statistical information, speaking to local groups and agencies, and many other ways. The best applications have more than one piece of evidence to show need.**	
Name any groups or agencies working with you on this. (Solo and partnership bids are both welcomed.)	**If you will be spending the grant money to do something that will support your work with another organisation, tell us the name of it. You don't have to be working in partnership with anyone, though!**	
Describe how you will prove that the work has been done, and demonstrate the impact it has had. After the money is spent we will need to	**It is very important that this box is completed. All council grant awards are evaluated for successful spending, and if you get a grant from us you will be required to fill in a short form after a reasonable period of time, or once the money has been spent**	

see:	(usually no more than 12 months). Failure to provide this evidence will exclude your group from making further grant applications to us.	
- receipts - evidence of delivery of the work - numbers of people benefiting - evaluation of the work	**If your project is working with individuals or groups of people, we want to know what the beneficiaries thought about taking part in it.** **If the grant is for equipment, you can send us photos of the equipment once it is in your possession, or even in use. We also need a copy of all receipts.** **We would also like to know from you whether the work went well or not, and how you plan to improve things in the future.** **You will need to record how many people benefitted, and tell us the total.**	
Does your group have its own bank account? (This cannot be an individual's account.)	Yes **Delete as necessary**	No **Delete as necessary**
If 'No' to the above, give the name of the group or organisation that has agreed to administer the money for you	**We will need to contact this organisation if we need to pay the money to them. Make sure to provide a contact name, address, and phone number. We will get their bank details from them.**	
Date form submitted	**The date you email or post the form in.**	
Signature of supporting Warwickshire County Councillor and Warwick District Councillor (see guidance notes for councillor contact details). You MUST get your bid signed/supported.	Warwickshire County Cllr **Applications are only eligible if they have got the support of a District and County Councillor representing the area to which you are applying (Town and Parish Councillors cannot sign). IT IS UP TO THE APPLICANT TO GET SUPPORTING COUNCILLOR SIGNATURES. A list of Councillor contacts is supplied with the guidance notes.**	Warwick District Cllr