**WARWICK DISTRICT COMMUNITY FORUM GRANT FUND**

 **GUIDANCE NOTES**

# 2018/19

**PLEASE READ THESE GUIDANCE NOTES CAREFULLY**

**They will help you to determine whether or not you can apply to the forum grant fund and give information on how to complete 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 launch date of this fund is Monday 9 July 2018 and closes on Monday 10 September 2018.**The majority of beneficiaries of any project must be from the particular community forum area applied to.
* The fund provides grants of **up to a maximum of £3,000 (however upper limits may vary between forum areas. Please see overleaf the relevant contact details for your forum officer)** for small-scale ideas that meet locality or neighbourhood needs (not district-wide).
* Applicants are required to have the relevant insurance in place for their project such as public liability insurance, where appropriate.
* 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 Urban Capital Improvements Scheme (RUCIS) which gives grants of between £1,000 and £30,000 towards capital projects, to locally led and run not-for-profit community organisations which make use of volunteers. Capital is defined as ‘funds used by an organisation to purchase or upgrade physical assets such as property or equipment’. For example building repairs and construction, disabled access or facilities, new facilities such as kitchens/toilets and energy efficiency and renewable energy technology; insulation, LED lighting, solar panels, heat pumps, boilers etc. For full details please see: [www.warwickdc.gov.uk/rucis](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 (or part thereof) 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.

|  |  |
| --- | --- |
|  **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 fromWarwickshire 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 project within 12 months of grant award  |
|  | Groups already in receipt of a community forum grant for a project that is still active. Previous awards must be spent and evaluated before further bids can be submitted. Organise |
|  **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£3,700) e.g. building work and major asset purchase. Capital projects above £3,700 can apply to RUCIS: [www.warwickdc.gov.uk/rucis](http://www.warwickdc.gov.uk/rucis) |
|  | Repeat applications for running costs |
|  | Any similar bid that has previously been funded by the community forum, unless the project is targeting a new group of beneficiaries within that locality |
|  | 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)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 |
|  |  |

**Application Process and Help**

You are strongly encouraged to discuss your idea with the Community Partnership Team and ask for advice on eligibility and the maximum funding level (contact details below) 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. All applications to be typed (not hand written). 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 below).**

Applications **must be sent by email only** to grants@warwickdc.gov.uk

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 that they support local need. To help with the assessment this sub-group may request further information from applicants.

Applicants must be able to attend the community forum meeting (see forum dates below) at which the grant award will be discussed, **otherwise the bid will be deferred.** 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 that 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 within 12 months of award or when the project is complete, whichever is sooner (we will send this to you).

For further information or advice on how to make an application please contact the Community Partnership Team on **01926 456020** or by email at: grants@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 DATES 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Forum** | **Date** | **Venue** | **Lead Officer** |
| Kenilworth | 7.00pm on**Tues 2 Oct** | Kenilworth Senior Citizens Club, Abbey End, CV8 1QJ | Alistair Rigby 07881 920605alistairrigby@warwickshire.gov.uk |
| North Leamington | 6.30pm on **Thur 27 Sep** | To be confirmed | Bernadette Allen 07867 558144Bernadette.allen@warwickdc.gov.uk |
| South Leamington | 5.30pm on **Thur 11 Oct** | To be confirmed | Liz Young 07803201501liz.young@warwickdc.gov.uk |
| Warwick Town | 6.00 pm on **Thur 18 Oct** | To be confirmed | Bernadette Allen 07867 558144Bernadette.allen@warwickdc.gov.uk |
| Warwick Rural East | 7.30 pm on **Wed 10 Oct** | Baginton Village Hall, Frances Road, Baginton, CV8 3AB | Alistair Rigby 07881 920605alistairrigby@warwickshire.gov.uk |
| Warwick Rural West | 7.00 pm on **Thur 27 Sept** | Shire Hall, Warwick, CV34 4RL | Jenny Murray 07703 660690jennymurray@warwickshire.gov.uk |
| Whitnash | 6.30pm on **Wed 26 Sep** | St Joseph’s Church, 47 Murcott Road East, Leamington Spa, CV31 2JJ | Alistair Rigby 07881 920605alistairrigby@warwickshire.gov.uk |

**PRIVACY STATEMENT**

The information that you have provided in this application form, and any subsequent information you provide in relation to this application, will be held on file for 6 years by Warwick District Council and for 7 years by Warwickshire County Council.

We work with partners to provide you with public services. To do this, we may need to share your information. We will do this in a way that protects your privacy.

We are under a duty to protect public funds. We may use any of the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies that are responsible for auditing or administering public funds.

Please let us know when any of your contact details change. You have the right to know what information we hold about you and we try to make sure it is correct.

You have the right to access your personal data and to complain if you think your data is being used incorrectly. You may also have other rights, such as to have your data corrected or erased. For full details on your personal data rights and for the Data Controller and Data Protection Officer’s contact details, please see Warwick District Council’s main Privacy Notice on <https://www.warwickdc.gov.uk/privacynotices> and also Warwickshire County Council’s full Privacy Policy on [www.warwickshire.gov.uk/privacy](https://www.google.com/url?q=http://www.warwickshire.gov.uk/privacy&sa=D&ust=1529402475092000&usg=AFQjCNFZANaC4-aYRgceiEssaWUiTDWHmg)

|  |  |  |
| --- | --- | --- |
| **Community forum/ locality area** | **Forum Chair and lead officer contact details** | **Warwickshire County Councillors (WCC) and Warwick District Councillors (WDC) able to sign grant applications** |
| Kenilworth | Cllr Mike HitchinsMike.hitchins@kenilworth.orgAlistair Rigby alistairrigby@warwickshire.gov.uk | Cllr Alan Cockburn (WCC)cllrcockburn@warwickshire.gov.uk Cllr Dave Shilton (WCC)cllrshilton@warwickshire.gov.uk Cllr John Cook (WCC)johncooke@warwickshire.gov.ukCllr Richard Davies (WDC)Richard.Davies@warwickdc.gov.uk Cllr Michael Coker (WDC) Michael.coker@warwickdc.gov.uk Cllr George Illingworth (WDC)George.illingworth@warwickdc.gov.uk | Cllr Felicity Bunker (WDC) Felicity.bunker@warwickdc.gov.uk Cllr Andrew Mobbs (WDC) Andrew.mobbs@warwickdc.gov.uk Cllr Patricia Cain (WDC) Pat.cain@warwickdc.gov.ukCllr Rowena Hill (WDC) Rowena.hill@warwickdc.gov.uk  |
| North Leamington |  Cllr Gordon Cain  Gordon.cain@warwickdc.gov.uk Bernadette Allen  bernadette.allen@warwickdc.gov.uk | Cllr Sarah Boad (WCC)cllrboad@warwickshire.gov.ukCllr Bill Gifford (WCC) cllrbillgifford@warwickshire.gov.uk Cllr Nicola Davies (WCC)  cllrnicoladavies@warwickshire.gov.uk  Cllr Alan Boad (WDC) Alan.boad@warwickdc.gov.uk Cllr Stef Parkins (WDC) Stef.parkins@warwickdc.gov.uk   | Cllr Hayley Grainger (WDC)Hayley.grainger@warwickdc.gov.uk Cllr Daniel Howe (WDC)Daniel.howe@warwickdc.gov.uk Cllr Andrew Thompson (WDC)Andrew.thompson@warwickdc.gov.uk Cllr Jane Knight (WDC)Jane.knight@warwickdc.gov.uk Cllr Caroline Evetts (WDC)Caroline.evetts@warwickdc.gov.ukCllr Amanda Stevens (WDC) 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 (WCC) cllrchilvers@warwickshire.gov.uk Cllr Helen Adkins (WCC)Helenadkins@warwickshire.gov.uk Cllr Ian Davison (WDC) Ian.davison@warwickdc.gov.uk Cllr Barbara Weed (WDC) Barbara.weed@warwickdc.gov.uk | Cllr John Barrott (WDC) john.barrott@warwickdc.gov.uk Cllr Kristie Naimo (WDC) Kristie.naimo@warwickdc.gov.uk Cllr Balvinder Gill (WDC)Balvinder.gill@warwickdc.gov.uk Cllr Colin Quinney (WDC) Colin.quinney@warwickdc.gov.uk |
|

|  |  |  |
| --- | --- | --- |
| **Community forum/ locality area** | **Forum Chair and lead officer contact details** | **Warwickshire County Councillors (WCC) and Warwick District Councillors (WDC) able to sign grant applications** |

 |
| Warwick |  Cllr Parminder Singh Birdi Cllrbirdi@warwickshire.gov.ukBernadette AllenBernadette.allen@warwickdc.gov.uk | Cllr Parminder Singh Birdi (WCC)Cllrbirdi@warwickshire.gov.ukCllr Pam Williams (WCC)Cllrpamwilliams@warwickshire.gov.ukCllr John Holland (WCC) cllrholland@warwickshire.gov.uk Cllr Moira-Ann Grainger (WDC)Moira-ann.grainger@warwickdc.gov.uk Cllr Martyn Ashford (WDC) Martyn.Ashford@warwickdc.gov.uk Cllr Stephen Cross (WDC) Stephen.Cross@warwickdc.gov.uk | Cllr Noel Butler (WDC) Noel.butler@warwickdc.gov.uk Cllr Jacqueline D’Arcy (WDC) Jackie.darcy@warwickdc.gov.uk Cllr Richard Edgington (WDC)Richard.edgington@warwickdc.gov.uk Cllr Mary Noone (WDC) Mary.noone@warwickdc.gov.ukCllr Neale Murphy (WDC) Neale.murphy@warwickdc.gov.uk Cllr John-Paul Bromley (WDC)John-paul.bromley@warwickdc.gov.uk Cllr Terry Morris (WDC)Terry.morris@warwickdc.gov.uk |
| Warwick Rural East | Cllr Wallace Redfordcllrredford@warwickshire.gov.ukAlistair RigbyAlistairrigby@warwickshire.gov.uk | Cllr Wallace Redford (WCC) cllrredford@warwickshire.gov.uk Cllr Michael Doody (WDC) Michael.doody@warwickdc.gov.uk | Cllr Trevor Wright (WDC)Trevor.wright@warwickdc.gov.uk Cllr Pam Redford (WDC) 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 (WCC) cllrcaborn@warwickshire.gov.uk Cllr John Cooke (WCC) johncooke@warwickshire.gov.ukCllr Susan Gallagher (WDC)susan.gallagher@warwickdc.gov.uk Cllr Peter Whiting (WDC)Peter.Whiting@warwickdc.gov.uk Cllr Peter Phillips (WDC) Peter.phillips@warwickdc.gov.uk | Cllr Alan Rhead (WDC) Alan.rhead@warwickdc.gov.uk Cllr Andrew Day (WDC)Andrew.day@warwickdc.gov.uk |
| Whitnash | Cllr Judy FalpJudy.Falp@warwickshire.gov.ukAlistair Rigby alistairrigby@warwickshire.gov.uk | Cllr Judy Falp (WCC)Judy.Falp@warwickshire.gov.ukCllr Tony Heath (WDC) Tony.heath@warwickdc.gov.uk Cllr Rob Margrave (WDC)Rob.margrave@warwickdc.gov.uk |  |

**WARWICK DISTRICT COMMUNITY FORUM GRANT FUND APPLICATION FORM 2018/19**

#  ADVICE ON HOW TO WRITE A GOOD BID

|  |
| --- |
| Please identify the community forum you are applying to:**Only select one forum! We do not 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 in full** |
| Reference (to be completed by council staff) | **The council office will complete this line** |
| 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 grant 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 youasking 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 total figure includes VAT. Please do not say *‘£XXX plus VAT’*** |
| **ITEMISED LIST OF COSTS****If the money will be used to cover several things, please list what those things are and show the cost against each item, then 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 monetary. 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 not 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 will not award 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 address** |
| Which local need will this grant address? | **Please tell us which community need or issue in your local area this grant award will help with**  |
| 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 the 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 – however you do not have to be working in partnership with anyone or another organisation** |
| 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 tosee:* receipts
* evidence of delivery of the work
* numbers of people benefiting
* evaluation of the work
 | **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 (usually no more than 12 months). Failure to provide this evidence will exclude your group from making further grant applications to us.** **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 in use. We also need a copy of all receipts/invoices.****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 obtain 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 County AND District Councillor representing the area to which you are applying. (Town and Parish Councillors cannot sign)** **IT IS UP TO THE APPLICANT TO GET THE SUPPORTING COUNCILLORS’****SIGNATURES. A list of Councillor contacts is supplied with the guidance notes.** **If your application has not been signed by a County AND District Councillor it will be returned.**  | Warwick District Cllr**Applications are only eligible if they have got the support of a County AND District Councillor representing the area to which you are applying. (Town and Parish Councillors cannot sign)** **IT IS UP TO THE APPLICANT TO GET THE SUPPORTING COUNCILLORS’****SIGNATURES. A list of Councillor contacts is supplied with the guidance notes.**  **If your application has not**  **been signed by a County**  **AND District Councillor it**  **will be returned.** |