

## How to complete the Grant Application Form: Advice for Small Applications (up to £1,000)

### General Guidelines

Chichester District Council recognises that grants and concessions are an important way in which we can support a wide range of organisations to make a difference in our communities.

We do not have enough funding available to support every good scheme so competition will be strong and some applicants to this fund will be disappointed. These guidelines have been produced to help you make sure that your bid has the best chance.

#### ✓ Ask us for advice

If you are interested in applying to this programme you must contact us.

We will then give you advice about eligibility, completing the application form and submission dates. There are several advisers specialising in supporting different types of project, they are listed below. Contact the person whose area of expertise best fits your organisation and project.

#### ✓ Funding Adviser Contacts

Environmental and biodiversity organisations	Tom Day or Stephanie Evans	01243 534854	tday@chichester.gov.uk or sevans@chichester.gov.uk
Community groups and voluntary organisations	Chlöe Williams	01243 534794	community@chichester.gov.uk
Sport, arts, leisure and wellbeing groups	Ian Baker	01243 534798	ibaker@chichester.gov.uk
Businesses	Derek Irvine	01243 534711	businesssupport@chichester.gov.uk

Please note: If you would also like to discuss your application with someone independent, advice and support on fundraising is available from Voluntary Action Arun and Chichester (VAAC) [admin@vaac.org.uk](mailto:admin@vaac.org.uk) or 01243 840305. Advice for businesses is available from the Council [www.chichester.gov.uk/business](http://www.chichester.gov.uk/business) or nationally [www.gov.uk/business](http://www.gov.uk/business).

## **Completing the Application Form: GUIDANCE BY QUESTION**

Please answer all the questions in the Form. Your Funding Adviser will be able to explain what you should try to cover in your responses.

There is a space at the top of the first page for you to write in the name of the Funding Adviser you spoke with, this helps to make sure that the bid gets promptly passed to the correct person for assessment.

### **Section 2: ABOUT YOUR PROJECT OR SERVICE (Page 2 of the Form)**

6(i) This question asks you to link your project or service to our priorities. You should tick beside the priority description that best fits with what you want to do. All applications are expected to fit one priority but no extra assessment weighting is given to bids that address more than one. If your project or service genuinely meets multiple priorities, you can draw this out in your answer to Question 6(ii) and Question 13 but only tick beside the main **one** here.

Our current priorities for funding are explained under headings below:

- **Economy**  
To support projects that brings forward inward investment.  
  
To support viable start-up and existing SMEs (small and medium sized enterprises) to implement 'growth' projects which require:
  - Relocation and expansion into larger premises within the district or
  - Occupation of long-term vacant commercial premises
- **Improving Living Places and Spaces**  
Improvements to publicly owned space or built assets that enhance the Wellbeing of local residents, or the habitats of the District's wildlife.
- **Targeted Projects**  
Projects where the primary benefit is to those in greatest need. Priority would be given to projects that are: locally appropriate, able to evidence need and offer effective solutions.

There are also six 'Principles'. When we assess your application we will look at whether or not it demonstrates these 'Principles' (listed below).

- Will the project increase participation or employment?
- Does the project demonstrate working with others?
- Does the project have clear objectives and outcomes?
- Does the project demonstrate Value for Money?
- Is there evidence that the project is needed or addresses a recognised gap in provision?
- Is the project ready for implementation?

6(ii) The summary should give the essential details of the project or service that you want funding towards and what the grant would be used for in a suggested maximum of **200 words**.

7. We will not fund projects that have already happened, so please allow time for your application to be processed. Small grant applications under this process are considered on a rolling basis and your Adviser will be able to give you an indication of the likely timescale for a decision. We expect you to spend your grant within 12 months of the offer.
8. We expect applications to be primarily for the benefit of residents of our District. To find out the areas covered by Chichester District Council you can check our website <http://www.chichester.gov.uk/article/30986/Grants---policy-and-annual-reports>
9. One of the things we consider when assessing applications is whether the project helps those in need or addresses inequality. One way in which your project could be addressing these issues is by supporting a particular group of people or place that might be considered to be disadvantaged. If you are applying under the Targeted Project priority, please provide a detailed answer, explaining how your project supports those most in need. There is more guidance available on the website about this.
10. If the project creates employment, identify the number and types of role created (apprenticeship, part-time etc.) We also look at 'participation' in a wider sense depending on the project, this could include: the number of new/different people who will become involved, volunteering opportunities, creating access to new sites or facilities.
11. Tell us why you believe the project is needed. Independent supporting documentation will strengthen your answer; this could be survey analysis, national or local statistics that evidence the need for your project.
12. Please complete this accurately and research the local area if you do not know. Space has been provided for you to add how your proposals are complimentary to or how they differ from similar projects in the area.
13. In this question, 'outcomes' are the changes that your project makes over time. In your answer please think about linking to our priorities for funding and principles. Consider using examples that show the impact on the people who you identified in Question 8. We want to understand what difference the grant will make for the District.
14. We look at your answer to this question in order assess whether you are demonstrating working in partnership which is one of the "principles" we look for in a strong bid. Please do mention by name other groups or organisations who are supporting or participating in this project. You should also mention here if local Councillors support you.
15. In your answer to this question you should demonstrate that you have all the necessary permissions for your project to happen.

We know that what is relevant will vary depending on your project or service. This might include Health & Safety as well as discrimination legislation (for example the Equality Act).

Please note that if your project involves working with children and/or adults (as defined by the Care Act 2014), we would expect you to have an appropriate Protection Policy in place. Your Adviser can talk to you about this.

If your project needs planning permission you must have this prior to making an application.

### Section 3: ABOUT THE COST OF YOUR PROJECT (Page 3)

17. There is a different application form and process for applications for more than £1,000.
18. If you are applying for funding towards a one-off project, please list all relevant costs in the table provided. For more complicated projects it may be easier to breakdown costs on a separate (numbered) sheet and attach it to your application. If you are eligible to claim VAT these costs should be net.

Please see below for an example of a completed costing table for demonstration -

<i>Item or activity</i>	<i>Cost</i>	<i>CDC contribution</i>
Hire of venue x 3 sessions	£200	£100
Promotional costs: printing and postage	£150	£50
<b>TOTALS</b>	<b>£ 350</b>	<b>£ <u>150</u></b>

19. Tell us here where else you have approached for funding, please say which contributions are confirmed and which are pending (where possible tell us the time-scale for a decision on these). Please note that evidence of active fundraising and confirmed 'match funding' will be looked on favourably. The Panel will not normally consider a contribution greater than 50% of the total cost of your project. For community and voluntary organisations, support on identifying other funding opportunities is available from VAAC (contact details on Page 1) and from your Funding Adviser.

You can also mention here "in kind" support, things like donations of equipment or advice. We will accept reasonable estimates of volunteer value as part of your in-kind contribution but please explain the basis of your workings somewhere. There are different models for working out "volunteer value" and you can discuss this with your Adviser.

21. Your answer to this question should help us understand to what extent your project or service is dependent on the outcome of this bid.

### Section 4: SIGNING-OFF YOUR APPLICATION (Page 5)

26. If you are submitting your application electronically, please send either a scanned copy of this signed page or send a signed paper copy of the page to us separately by post (with a cover note giving your group's name).

**Thank you for completing the form!**

## ✓ Next Steps

### I've completed the form and collated my supporting documents, what next?

If you are happy with your application, have ticked off the Checklist and have no further questions (remember we cannot provide advice once your application has been submitted), then please send it to us.

You can send it by post to:

- **Funding Applications: Financial Services, Chichester District Council, East Pallant House, 1 East Pallant, Chichester, West Sussex PO19 1TY**
- Or send it by E-mail to (note: you will need to be able to scan page 5 or send it separately by post) [funding@chichester.gov.uk](mailto:funding@chichester.gov.uk)
- For applications submitted by email, please note that any attachments with supporting documents should not exceed 10MB (in total) in one email. If therefore you need to send additional emails please title them carefully e.g. *"Grant Application – name of organisation – 1 of 2"*

### What happens once I have submitted my application?

You will receive a standard acknowledgment (Email) confirming the likely timeframe for a decision. You will be contacted for missing information or to clarify a query but we cannot give advice on improving an application once it has been submitted, so we really do encourage you to call with any queries before you apply.

Your application will be assessed shortly after submission so please respond to any request for missing information as soon as you can, as this may delay the decision making process. The assessment is not the decision-making process; it is used to make recommendations to the Funding Panel. We aim to present an assessment to the Funding Panel within 3 to 4 weeks.

The decision of the Funding Panel is subject to Call-In by Members of the Council, we therefore cannot confirm the outcome of applications until, on average, 7-working days following the Funding Panel's decision. For transparency, their decision during the Call In period can be viewed on the Council's website. However, as this is not a final decision, applicants are strongly discouraged from acting on that information.

The specific terms and conditions of any offer will be explained in writing to successful applicants and you will be asked to sign an Agreement which includes details about payment. As mentioned elsewhere in this guidance, retrospective costs are not eligible under this programme, which would be considered as any expenditure prior to the date of the Agreement.

As part of the Agreement you will be asked to provide feedback about the outcomes of your project. This will normally be in the form of an 'End of Grant Report', which we will expect in the 12 months following completion of the project.