

How to complete the Grant Application Form: Advice for applications over £1,000

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

Following a recent review, new priorities for the fund have been agreed and new criteria have been developed.

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

General Guidelines

✓ Ask us for advice

If you are interested in applying to this programme you must contact us first. We will then give 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:

<ul style="list-style-type: none"> Environment and biodiversity 	Tom Day or Stephanie Evans	01243 534854	tday@chichester.gov.uk or sevans@chichester.gov.uk
<ul style="list-style-type: none"> Community groups and voluntary organisations 	Chlöe Williams	01243 534794	community@chichester.gov.uk
<ul style="list-style-type: none"> Sport, arts, leisure and wellbeing groups 	Sarah Peyman	01243 534798	speyman@chichester.gov.uk
<ul style="list-style-type: none"> 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. Advice for businesses is available from the Council www.chichester.gov.uk/business or nationally www.gov.uk/business.

Advice to applicants

What can I use this form to apply for?

You should use this application form if you want to apply for a grant of more than £1,000. The normal maximum grant is £15,000 and we will not normally fund more than 50% of the cost of a project. Please speak to us as early as possible if you are interested in applying for a large grant (over £10,000).

This programme awards grants to groups and organisations meeting our priorities. Ask your Adviser for details of what we will not fund and refer to the Eligibility guidance notes.

Completing the application form: GUIDANCE BY QUESTION

- There is 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 completed bid gets promptly passed to the correct person for assessment and is a requirement of the process. Bids received without prior contact with an Adviser will not be accepted and will be returned without being assessed.

Section 1: ABOUT YOUR ORGANISATION

Question

4. If you would like information, support or advice about constitutions or other governance issues you can contact VAAC on (01243) 840305 or E-mail admin@vaac.org.uk. If you are an unconstituted group you can apply by identifying a constituted organisation who agrees to 'sponsor' your bid, please talk to your Adviser about this approach.
5. Attach any supplementary information on aims and objectives or a similar statement of purpose if available as a supporting document.
6. (ii) This will not be taken into account for assessing the bid, in order to ensure decisions are made transparently it may impact how we operate the decision making process.

Section 2: ABOUT YOUR PROJECT OR SERVICE (page 2)

8. This 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.

The priorities under each heading are updated annually, are available in the guidance note "What are Chichester District Council's Priorities for funding". There are also six "Principles" that we look for in a strong application. Applications will be assessed against the principles (listed below) please bear these in mind when completing the application form.

- 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?
9. The summary should capture the essential details of your project or service in a suggested maximum of 250 words. Details of ineligible activities are set out in full in the guidance note “What and who is eligible for grants” available on the website.
- (ii) We will not normally consider funding more than 50% of the total project cost.
10. We will not fund projects that have already happened, so please allow time for your application to be processed. The Panel meeting dates are advertised on our web page but please do speak to your Adviser to find out the likely timeframe for a decision. All grant offers are only valid for **12-months** from the offer confirmation, unless previously arranged. You must talk to your Adviser if you would like to make a special request for the offer to be valid for longer.
11. We expect applications to be for the benefit of residents and businesses of our District. Details of wards in the District are available here:
<http://www.chichester.gov.uk/article/30986/Grants---policy-and-annual-reports>
12. We consider whether all projects help those most in need. One way in which you might be responding to this is by supporting a particular group of people or a place that might be considered to be disadvantaged. If you are applying under the ‘Targeted project’ priority then we expect you to provide a detailed explanation in this response.
- Information to help you with this question, is available here from the linked pages on the grants section of the website:
<http://www.chichester.gov.uk/article/30986/Grants---policy-and-annual-reports>
13. 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.
- 14.
- (i) Explain why you want to do this project.
- (ii) Independent supporting documentation will particularly strengthen your response, for example survey analysis, market research or collated and interpreted local statistics that evidence the need for your project or service. Also mention here if you have consulted any other agencies in developing the project and if your intended beneficiaries are involved in developing the project.
- (iii) Please complete this accurately and research the area if you do not know. Space has been provided for you to add why your proposals are also needed, how they are complimentary or how they are different. This adds to our understanding of the need for the service.

15. Outcomes are the changes that your project makes over time. In describing your outcomes you should be showing how your project or service will contribute to our priorities. Be clear and use examples. A SMART approach to answering this question can be useful, you can ask your Adviser to talk to you about this question. If this is an existing project you could also enclose evaluation reports/feedback or similar documents to support this answer.

Delivery and management (page 5)

16. (i) Working in partnership is one of the “principles” we look for in a strong bid. Mention by name other groups or organisations who are supporting or participating in this project. Or refer to a Business Plan or other supporting document to evidence this.
- (ii) We expect that you will have project management in place appropriate to the scale of the project. If you are applying as an informal group of volunteers for example, tell us briefly how you will organise running your project. For a larger scale application tell us who will oversee the delivery of your service and how will they ensure that an efficient service is provided?
17. Your answer should show that you are aware of relevant legislation and have complied accordingly (this will vary depending on your project or service).

If your project involves working with children and/or adults - as defined in the Care Act 2014 - we would expect you to have an appropriate Protection Policy in place. A child meaning a person under the age of 18 years; and an “adult” meaning a person over the age of 18 who meets the following criteria:
Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or is at risk of abuse or neglect
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect

Similarly, if you work with the above groups, do you carry out checks on staff that are likely to have direct contact? Your group’s formal position on this should also be mentioned.

If you do not have any of the above Policies, need help with updating them, or want any other information on policies, you can contact VAAC (see point 4 for their contact details).

This is also where you should indicate that you have a licensed establishment, or if you are licensed for child provision, adult care provision, bail provision or any similar activity.

18. You may tick ‘No’ and move on. If you answer ‘Yes’, you should demonstrate that you have all the necessary permissions in place for your project to happen. You should have planning permission before making an application. You will need to supply copies of quotes (we prefer three quotes especially for large schemes) and also copies of permissions with your bid where relevant.

Section 3: FINANCE AND MANAGEMENT (page 6)

19. If you are a new organisation without a financial track record, mention this to your Adviser before completing the application form. This is because you are likely to need to provide us with some alternative information (a financial projection or similar).
- (iii) Please be aware that if you have significant levels of unallocated reserves then you will not receive funding. If you have a formal Reserves Policy you can just enclose a copy of this with your application. You may want to refer to the guidance on reserves issued by the Charity Commission at <http://www.charitycommission.gov.uk/> or, request their booklet CC19 – *Charities’ Reserves* for further guidance and information.
- (v) If you are able to re-claim VAT, then the costs shown at Q22 should be net.
21. This question lets you show that other people are sufficiently interested in your scheme to offer “in kind” support – this could include donations of equipment or advice, concessionary rates for room hire or equipment. You should also mention here if local Councillors support you.

Volunteer contributions can be listed as an in-kind contribution as a proportion of the match funding for a project. There are different models for working out “volunteer value”. Your Adviser can talk to you about the options for this. We will accept reasonable estimates of volunteer value as part of your ‘Other contributions’ in Question 22 but please explain the basis of your workings somewhere.

22. **Section A** - 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 separate sheet and attach it to you application. If you are applying for a recurring project, the costing for this answer should detail the running costs of your service for a minimum of 1 financial year. If you are able to re-claim VAT, then the costs shown should be net.

Section B - This should show who you have approached for funding, what funding is confirmed and what is pending (indicate at Question 22 if you know the timeframe for a decision on pending bids). Include in this how much you as a group are contributing to the project. 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. Support on identifying other funding opportunities is available from VAAC and from your Funding Adviser.

Please see below for an example of a completed table as a demonstration:

Section A: Project or Service Budget Breakdown		Section B: How your project is funded	
Item or activity	Item/ activity cost	CDC contribution (this application)	Other contributions (£, from where, secured?)
Hire of venue x 3 (2hrs)	£200	£100	£100- Parish Council
Promotional costs: printing	£150	£50	£100- Fundraiser
TOTALS	£ 350	£ 150	£ 200

23. This question also gives you the opportunity to demonstrate that you have planned for sustaining your project into the future.

Section 4: SIGNING-OFF YOUR APPLICATION (page 8)

24. This Declaration is only for applications using a Sponsor.

25. All applicants should sign this Declaration. If you are submitting your application electronically, please send either a scanned copy of this page with the relevant declaration(s) signed or send a signed paper copy of the page to us separately by post (with a cover note).

The declaration includes a tick box relating to State Aid. At the time of writing, the potential withdrawal from the EU may result in alternative legislation identifying the threshold for commissioning of public service contracts. Alternative wording may need to be provided, and in this scenario the application form will be updated. If you are unsure whether this restriction applies speak to us.

Thank you for completing the form!

✓ Next Steps

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

Your Adviser will be able to tell you the date by which your application will need to be received in order to be considered by the next Panel or meeting.

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 or by email:

- 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:
funding@chichester.gov.uk (note: you will need to be able to scan page 8 or send it separately by post)
- 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 or letter) 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 please do call with any queries before you submit.
- Your application will be assessed shortly after submission so please respond to any request for missing information as soon as you can. The assessment is not the decision-making process; it is used to make recommendations to the Funding Panel. Applications will be considered by a Panel of Councillors who meet four times a year.
- We aim to notify you of the outcome of your application within 7 working days of the Panel meeting. As part of the Call-In process, decisions of the Panel are available on the Council's website a day after the meeting. 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.
- You should be aware that, if you receive a grant we will expect feedback in the form of either an 'Annual' or an 'End of Grant' report, informing us of the outcomes of your project and documenting the spend. A suggested format for these can be supplied on request.