



Community Grants

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Distribution

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Contents

Approvals	1
Distribution	1
Policy Information	2
1.0 Overview.....	4
2.0 Eligibility	4
3.0 Assessment Criteria	5
3.1 The Criteria	5
3.2 Our People Priorities	5
3.3 Performance Monitoring.....	5
3.4 Other Considerations	6
3.5 Melton Community Lottery	6
4.0 How to apply for funding.....	6
Appendix A – Cross Partnership Outcomes Framework	8
Appendix B – Community Grants Application Form.....	9

1.0 Overview

Melton Borough Council (MBC) recognises the value and contribution of its Voluntary and Community Sector (VCS) Partners in supporting a diverse population with increasingly complex socio-economic needs. The Council wishes to continue promoting and supporting local projects and services in an effective, local and community-led manner as an alternative to direct provision by the Council.

An extensive public and internal consultation demonstrated overwhelming support for a new way of allocating Community Grants that is based on receiving maximum social value for the residents of Melton through a more commission-based approach in line with the following principles:

- A clear contribution to one or more of the Council's Corporate People Priorities.¹
- Demonstration of value added self help activities such as volunteer resources, match funding and active engagement with the Melton Community Lottery
- A breakdown of how the money will be spent and considerations for long term sustainability.
- Monitoring of performance against the long term aspirations of Melton's People Board (The outcome-based framework developed by the People Board is attached as [Appendix A](#)).

Community Grants can provide funding to deliver projects and services within the Melton Borough which demonstrate community benefit. Applications to deliver specific projects are encouraged and therefore organisations may submit more than one application per year if they organise more than one qualifying project.

2.0 Eligibility

Applications must be submitted by constituted community and voluntary groups for activities not conducted for profit.

1. The organisation or project must be Melton based or carry out activities which benefit the Melton Borough.
2. The organisation to which the application relates should be inclusive. However, exemptions can be applied for specific projects or services which cater for under-represented groups or those with protected characteristics.
3. The purpose to which the grant is to be applied must not relate to promoting religious belief or party political activities. However:
 - a) Religious Organisations and Festival Projects provided by religious organisations will be considered for funding if they are providing a relevant service to the community. Religious festivals that demonstrate cultural diversity and are open to other

¹ The Council's current People Priorities are:

- i) Helping people fulfil their potential and achieve their ambitions;
- ii) Working with our partners to address vulnerability and tackle the root causes of social problems;
- iii) Building safe, happy and healthy communities;
- iv) Focussing on our priority neighbourhoods, supporting people to overcome disadvantage and live well independently.

communities in order to bring a 'shared experience' will also be eligible for funding. Requests for funding to promote religious beliefs will not be granted.

- b) Project Requests from political organisations or those which are of a purely social nature fall outside the scope of Community Grants.

3.0 Assessment Criteria

The Council needs to ensure that the public money it spends is used effectively. This includes monitoring and evaluating the effectiveness of grant funding and partnership working. Therefore, the Council needs to ensure that Community Grants are contributing to delivering against its corporate priorities and achieving value for money.

3.1 The Criteria

Applications will be assessed and weighted against the demonstration of the following criteria:

- i. A clear contribution to one or more of the Council's Corporate [People Priorities](#)
- ii. Value added self help activities such as volunteer resources, match funding and active engagement with the Melton Community Lottery.
- iii. A breakdown of how the money will be spent and considerations for long term sustainability.

3.2 Our People Priorities

- i. Helping people fulfil their potential and achieve their ambitions.
- ii. Working with our partners to address vulnerability and tackle the root causes of social problems, building safe, happy and healthy communities.
- iii. Focussing on our priority neighbourhoods, supporting people to overcome disadvantage and live well independently.

3.3 Performance Monitoring

Outcomes will be monitored against the long term aspirations of Melton's People Board (The outcome-based framework developed by the People Board is attached as [Appendix A](#)).

As the framework defines success indicators across a whole life course approach, the Council has identified the following top five performance priorities from this framework that will attract a higher weighting during the decision making process:

- i. Good physical and Mental Health; (low levels of obesity, substance misuse, teenage pregnancy; reduced intergenerational dependence on state support; less involvement in criminal activity)
- ii. Financial Independence
- iii. Effective parent/child relationships; (ready for parenthood; good parenting skills; aspirations for own children, able to deal with challenges in family & other relationships)
- iv. Digitally and socially independent and responsible; (maintaining social relationships)
- v. Sound aspirations; (career planning; ability to get a home; getting on the property ladder)

A stronger emphasis is placed on outcomes and partnerships as opposed to targets to break the cycle of silo working, competing organisational priorities and ensure smaller community organisations are not disadvantaged.

3.4 Other Considerations

When completing the Community Grants application, organisations should also consider the following:

- How does your project promote stronger, cohesive and balanced communities?
- How does your project promote well-supported volunteering opportunities?
- How does your project reduce the impact of crime and anti-social behaviour?
- How does your project improve the quality of life of people living in priority neighbourhoods?
- How does your project improve the well-being of residents through acknowledging their diverse needs?
- How does your project enable children, young people and older people to make a positive contribution to the communities in which they live?
- How does your project enable older people to live independent lives?
- How does your project promote access of local people to green spaces and the countryside?
- How does your project help promote local businesses to prosper and develop vibrant towns and villages and support rural enterprise?

3.5 Melton Community Lottery

Running in conjunction with the Community Grants budget, Melton Community Lottery is in place to provide further opportunities for organisations to raise additional funds. The Council has been developing an ethos of creating independence within our community so people are less dependent on welfare services – this also extends to community groups to allow them to run and manage projects themselves without the need for Council intervention. The community lottery aims to give a financial tool in order to try and achieve this.

The main objectives of the community lottery are;

- i. Community Organisations can raise money to support their initiatives
- ii. The Council can manage the need to reduce ongoing financial support to the voluntary sector and generate additional support for cultural activities and if it wishes other services the community value but may be at risk as appropriate
- iii. Create an opportunity that, in the future, if services need to be reduced which support the voluntary sector, income generated from the lottery may cushion the financial impact if they engage with the lottery.

4.0 How to apply for funding

Bids into the Community grants fund will be open from November 2019 for the 2020/21 financial year and thereafter from 1st September with a 10 week window for applications to be submitted.

You can complete the application form which can be downloaded using the [link](#) on our website. A copy of the form can be viewed at [Appendix B](#). Enclose an outline of the project noting the links to the criteria set out above. The deadline for receipt of applications will be updated on the application form for each financial year.

A panel will review the applications using the assessment criteria and the successful organisation(s) will be notified after the recommended grant allocations have been approved by Cabinet.

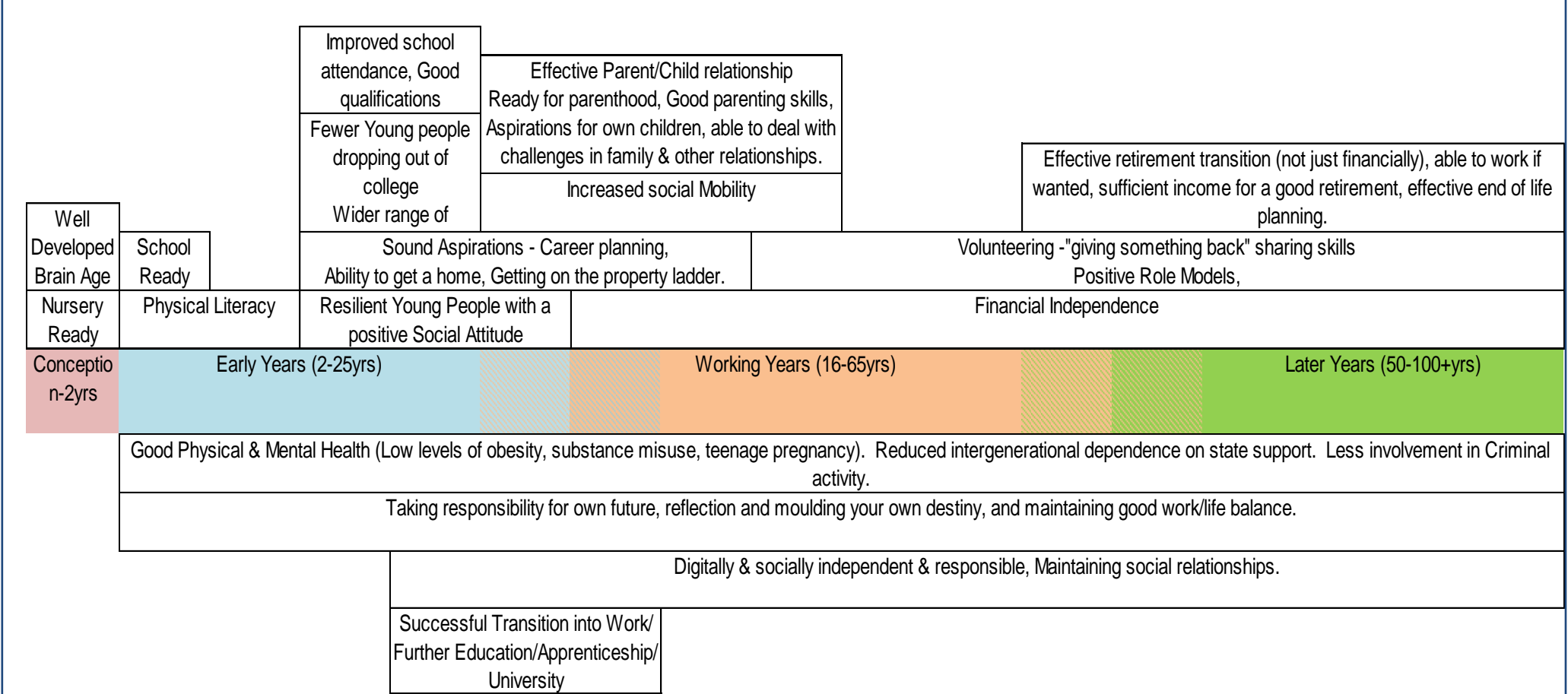
Funding will usually be for 12 months only (payable from 1st April) and a payment structure may be considered should this be necessary. There may be the possibility for a longer term arrangement should this be deemed beneficial for certain projects to be successful.

Melton Borough Council will also work with organisations throughout the year to identify alternative &/or other appropriate funding sources.

Appendix A – Cross Partnership Outcomes Framework

This outcomes framework was developed by the Melton People Board to illustrate success indicators using a life course approach. It demonstrates a series of outcomes from pre birth to death that, if achieved, would show what success would look like over the longer term.

What would success look like for the Borough of Melton?



See [3.3 Performance Monitoring](#) for the top five performance priorities for Melton.

Appendix B – Community Grants Application Form

1. APPLICATION BASIC DETAILS

Name / title of your project			
Date of application		Amount requestedⁱ	£

2. YOUR ORGANISATION

Name of organisation			
When was your organisation formed?			
Organisation type	Charity		
	Community Interest Company		
	Social Enterprise Company (other)		
	Voluntary / Community Organisation		
	Other (please specify):		
Registered charity number (if applicable)			

	Main contact details	Second contact details
Name		
Address		
Telephone number(s)		
Email address		

How often does your Management Committee meet?	
When was the last Annual General Meeting held? (if applicable)	

Please give details of the main officers of the management committee (if applicable):			
Title	Name	Home / email address	Telephone number (s)
Chairperson			
Treasurer			
Secretary			

Please give a brief summary of your organisation's key aims and objectives:

3. ADDITIONAL DOCUMENTATION

All applicants need to provide additional information, and some of this must be included with your application (see below). Please mark the relevant boxes to show whether you are supplying the information with your application, or if you can supply it if requested by the Council. If you do not submit all the essential information required by the application deadline we may not be able to consider your project for funding.

Document	Provided	
Two most recent bank statements (these must be submitted with your application)		
Working with children / adults at risk safeguarding policy or policies (this information must be submitted with your application if your project involves working with children and / or adults at risk)		
If your project does involve working with children or adults at risk, are the appropriate individuals cleared by the Disclosure and Barring Service (DBS), and is the appropriate vetting and barring in place?	<i>(We operate a spot check procedure which may require you to provide evidence at a later date)</i>	
Please indicate which of the following documents your organisation has. At least one of these documents must be attached with your application.	<input checked="" type="checkbox"/>	
	Constitution	
	Set of rules	
	Terms of Reference	
	Articles of Association	
	Other (please state)	

We may ask you to provide extra information at a later stage, this may include the following documents:

Document	Can be provided on request
Latest audited or independently examined accounts	
Health and Safety Policy (if you employ five or more staff)	

If you are not able to provide one or more of the documents listed above, please explain why:

4. YOUR PROJECT

Please describe your project, including its specific content, outcomes and objectives

Please specify which geographical areas within the Borough of Melton will benefit from your project:

Please explain why this project is needed and describe the evidence that you have for this need:

Which groups of Melton residents will your project benefit (for example young people, people with learning difficulties, people who are unemployed, people from particular ethnic groups etc.):

How many people will directly benefit from your project?

Number of attendees / participants

Number of volunteers / staff

If volunteers are involved what role(s) will they have?

Which of the following aims and objectives does your project help to fulfil?

You do not have to provide information for every aim / objective, but please make sure that you cover all that apply, even if your project will only make a partial contribution.

Aim / Objective	Please explain how this will be achieved
How does your project help people fulfil their potential and achieve their ambitions?	
How does your project involve volunteers and how will volunteers be supported and developed?	
How does your project reduce the impact of crime and / or anti-social behaviour?	
How does your project improve the quality of life of people living in priority neighbourhoods?	

Which of the following aims and objectives does your project help to fulfil?

You do not have to provide information for every aim / objective, but please make sure that you cover all that apply, even if your project will only make a partial contribution.

Aim / Objective	Please explain how this will be achieved
How does your project improve the well-being of residents through acknowledging their diverse needs?	
How does your project enable children, young people and older people to make a positive contribution to the communities in which they live?	
How does your project enable older people to live independent lives?	
How does your project promote access of local people to green spaces and the countryside?	
How does your project help promote local businesses to prosper and develop vibrant towns and villages, and support rural enterprise?	

What will your project have achieved at the end of the funding and how will you measure the success of the project?

Please add extra rows if required.

Aim / Objective (please list all that you have indicated above)	Achievement sought	How will this be measured?

How will you attract people to your project?

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Will you be working in partnership with any other groups or organisations in delivering this project? If so, please give details:

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Are you currently engaging with Melton Community Lottery? If so, please give details of number of supporters and ticket sales:

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5. FINANCIAL BREAKDOWN FOR YOUR PROJECT

Section A: Please list the costs of the whole project (please add extra rows if you need to)

Description	Amount (£)
Total Project Cost [A]	

Section B: Please list the anticipated income for the whole project, including contributions from reserves, and potential / confirmed grant funding from other sources (please add extra rows if you need to).

The amount you are requesting from Melton Borough Council must be shown in the space indicated below.

Description	Amount (£)
Balance requested from Borough Council (this is the amount that you are applying for with this grant application)	
Total Project Income [B]	

If the anticipated income in Section B above includes potential / confirmed grants from other sources please give details below:

Applied to	Amount applied for (£)	Amount awarded , if known (£)	Current status (e.g. Applied for / Awarded)	Decision date (if outcome not yet know)

6. PROJECT TIMETABLE

Please provide an outline timetable for your project (including start and finish dates)

Date	Description of milestone

7. OTHER INFORMATION

Please use this space to add any other relevant information that you would like the Council to consider:

8. DECLARATION

Please tell us how you heard about this grant scheme:

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I confirm that I am authorised to make this application on behalf of the organisation and that, as far as I am aware, the information submitted is true and complete. Should we be awarded a grant we will make Melton Borough Council aware of any potential changes to the project as soon as we become aware of them. The application is made on the understanding that, should our application be successful, the grant will only be used for the purpose(s) specified in the grant offer.

Signature	
Name:	
Position in organisation:	
Date:	

Please return your completed application by email to – **xxxxx**

If this is not possible, please contact us on the email address above (or by calling us on 01664 502502) to agree how best to submit your application

ⁱ The amount of grant budget available for the following financial year will be updated on the application form each year