



Brief Guide to the Small Community Capital Projects Fund

What is available?

Capital Funding – up to £2,500 for community projects needing one-off capital funding.

What are the scheme priorities?

Your project must be for something that will bring benefit to the local community. It should also help towards delivering Council (KCC / DDC) and Partnership priorities and targets. Priorities across the Dover district broadly centre on regeneration and the following 8 themes (found in the Vision for Kent):

1. Economy Success;
2. Learning for Everyone;
3. Improved Health, Care and Wellbeing;
4. Environment Excellence;
5. High Quality Homes;
6. Keeping Kent Moving;
7. Stronger & Safer
8. Enjoying Life

What kind of project does the scheme fund?

The scheme has previously funded projects such as the purchase of sports equipment, sound systems, security or stage lighting, furniture and fittings, a garden scheme, toilet facilities, new windows and building costs.

What doesn't the scheme fund?

We will not fund past, current or future running costs, or your group's core costs, nor projects operating outside the Dover District. The fund also does not fund individuals; party political groups; promotion of religious activities (unless the application shows wider community benefit) or donations towards general appeals.

What are the conditions?

- You must have a constitution or set of rules showing your aims and objectives
- You also need to have a bank or building society account in your organisations name
- Any grant awarded will only be used for the purpose in the application
- You must comply with all legal requirements

- You will be expected to complete a monitoring form and allow authorised KCC representatives to visit to check project process
- Grants are not to replace funding for other support you may be eligible to obtain, or that you have obtained in the past, from Kent County Council (KCC) or Dover District Council (DDC)
- KCC/DDC will want to publicise your project in the media
- If you are successful, you will be expected to sign a formal offer letter accepting the terms and conditions of the grant

How do we assess your project?

- In 2010/11 the forums are piloting participatory budgeting which means the local community will decide which applicants receive funding, rather than the voting representatives of the forums as has been the case in previous years.
- After the deadline date, your local Community Engagement Manager will check that all applications received fit the criteria and are eligible to go forward to the next stage.
- The Community Engagement Manager will then contact each applicant giving them further information about the 'You Decide' event and to answer any questions the applicant may have.
- At the 'You Decide' event applicants will be asked to give a 3 minute presentation on their bid, detailing what the project is, what it aims to achieve, costs involved and the community benefit it will bring. Members of the community will then vote on the bids and those with the highest score will be recommended to both DDC and KCC Cabinets to receive funding.
- Formal offer letters will be sent out to successful and approved applicants following the recommendations being approved by both DDC and KCC in December 2010.

What is the deadline?

The closing date is Friday 27 August 2010.

We are keen to encourage applications from voluntary and community groups that have not applied to the Dover District Neighbourhood Forums before. Please contact your Community Engagement Manager if you need any help completing the application form or to discuss your application.

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