



Dover District Council

# Community Grant Scheme

2020/2021

## Information Pack

**Before completing your application, please read these notes in full to check whether...**

1. Your group is eligible to apply.
2. Your project costs are eligible.
3. You have all the information and documents you need to be able to start and finish the online application form.

If you have any questions about the Dover District Council Community Grant Scheme, please contact the Community Development Officer below:

Contact Officer:

Name: Elliott Allen (Community Development Officer)

Email: [CommunityGrants@dover.gov.uk](mailto:CommunityGrants@dover.gov.uk)



## Community Grant Scheme Information Pack

### What is the Community Grant Scheme for?

The Dover District Council Community Grant Scheme is committed to encouraging and supporting community-led activities that result in a community benefit for Dover residents.

This year, the scheme will also support recovery projects to enable organisations to adapt their current service to better function in accordance with COVID-19 guidance and enable them to sustainably support communities going forward.

### Who can apply?

Applications are welcomed from community organisations and groups who are based within the Dover District, or who are seeking a grant to support activities that will benefit a community within the Dover District.

This includes:

- Registered Charities
- Charitable Incorporated Organisations (CIO)
- Community Interest Companies (CIC)
- Social Enterprises
- Constituted Voluntary/Community groups
- Constituted Sports Clubs/groups (with club mark)
- Constituted Youth Clubs/groups
- Constituted School related groups e.g. PFTA
- Constituted Church/Faith groups

The following types of organisation are **not** eligible to apply:

- Registered or for-profit business organisations
- Individuals (for example, for personal sponsorship)
- Political Parties or Political Groups
- Groups seeking donations towards general appeals
- District, County, Town or Parish Councillors
- Organisations in receipt of a Public Precept, such as Town and Parish Councils

**For more information on what group you are...**

Please visit: <https://www.dover.gov.uk/Community/Grants-Funding/Community-Grants-Scheme/types-of-groups.aspx>



## Community Grant Scheme Information Pack

### How much can we ask for?

You can apply for a grant of between £100 and £1,000

### What kinds of activities will be funded?

The Community Grant Scheme will accept projects that clearly demonstrate benefit to the local community or residents within the Dover District.

The grant must be used to pay for future clearly defined costs associated with projects that can demonstrate a clear community benefit.

Applicants are expected to provide accurate costs/quotes for costs in the application form. DDC reserve the right to request evidence to support the accuracy of the project costs outlined in your application to ensure the project meets the eligibility criteria.

### What is an eligible cost?

Cost	Description	Will DDC fund?
<b>Capital Costs</b>	These must be one-off costs that allow you to <b>purchase outright an item of equipment</b> with a life span of over 3 years.	Yes
<b>Revenue Costs</b>	These must be one-off costs that allow you to <b>buy in activities or services</b> . This could include room hire, service fees etc.	Yes
<b>Consumable costs</b>	These include <b>items that can be used up</b> , with a life span of under 3 years, such as pens, paper, ink, petrol, food or drink.	Yes
<b>On-going capital costs</b>	These are usually related to the ongoing maintenance of buildings and structures. It describes things like repairs or improvements to existing structures or interiors that should/could be planned into works of maintenance.	No
<b>Overhead costs</b>	These are usually costs that result from the core overheads of running your group. For example: staff time, staff costs or utility or rent/mortgage for premises.	No



## Community Grant Scheme Information Pack

### How does it work?

Stages	Description
<b>Step 1</b>	<p>Upon the closure of the application process, DDC Community Development Officers will check that the applications submitted meet the criteria and are eligible to go forward to the next stage.</p> <p>You may be contacted for further supporting information during this time.</p>
<b>Step 2</b>	<p>The Grants Appraisal Panel will meet to score the applications for each area.</p>
<b>Step 3</b>	<p>Formal offer letters will be sent out to successful and unsuccessful applicants.</p> <p>If successful, you will now be asked to acknowledge receipt of this letter and acceptance of the terms and conditions of the grant and to confirm your bank details.</p>
<b>Step 4</b>	<p>The grant will be paid directly to your organisation's bank account by BACS transfer. <b>You will not be paid by cheque.</b></p> <p>It is your responsibility to ensure your bank can accept the BACS transfer. DDC will aim to pay the grant into your bank account within 28 days of receiving acknowledgement from you.</p>
<b>Step 5</b>	<p>If you receive a grant, you will be required to complete and return a monitoring form. A monitoring form will be sent out to you after you have been paid. The completed form will need to show how you have spent the grant and how it has achieved its purpose. You will need to show evidence of payment (i.e. receipts).</p> <p>Monitoring Forms must be completed 12 months after you have been funded.</p>
<b>Step 6</b>	<p>DDC will publicise all successful projects using the web site and social media platforms. As a condition of the grant, DDC would expect you to publicise your project and the source of funding.</p> <p>Please let us know of any publicity or events you have planned.</p>
<b>Step 7</b>	<p>In conjunction with government guidelines, the Community Grant Scheme Awards Evening may take place once both Summer &amp; Winter 2020 rounds have closed. If you have applied to the Community Grant Scheme, you may be invited to network with other applicants at this event.</p>



# Community Grant Scheme Information Pack

## Additional Documentation

When applying to the Community Grant Scheme, you will be asked to provide an up to date Bank Statement and a valid Constitution all in the same name as the applicant.

### 1. Bank Statement

An up to date Bank Statement is required as it proves the group/organisation is set up to receive funding. Also, the information provided will also be used to cross examine questions regarding financial reserves in the application form.

### 2. Constitution

A valid Constitution is required, as it sets out the rules and aims of your group/organisation and proves it is currently set up and operational. We recommend providing a Constitution as it:

1. Helps people understand what your group/organisation is trying to do and will prevent confusion and/or conflict. It will also help to ensure that your aims and activities have a clear focus (and are therefore more likely to succeed).
2. Serves as a reference, helping to resolve any problems that may arise regarding which activities group members should be prioritising
3. Helps raise the likelihood of receiving funding from other potential funders, as it proves group/organisation is both democratic and accountable. Your Constitution should provide everyone a clear procedure by which decisions are made.

**For more information on drafting a constitution...**

Please visit: <https://www.dover.gov.uk/Community/Grants-Funding/Community-Grants-Scheme/Your-Constitution.aspx>



## Community Grant Scheme Information Pack

### What are the legal and other requirements?

You can use the below information to understand what DDC will expect of your organisation in terms of meeting the various legal and other requirements.

- If your project is awarded a grant, **you** must make sure that you, your organisation and all your volunteers follow relevant Health and Safety legislation when you/they carry out the work.
- You must consider **national legislation** on equal opportunities, disability, access, safeguarding children and vulnerable adults etc. For example, do you have sufficient policies in place regarding these and/or will you need to arrange DBS Checks?
- **If your project involves land or buildings.** You must own or have secure tenure of any land or property involved in your project. If you are using someone else's land or buildings, you must be able to supply proper written authority from them for you to carry out the project.
- If your project requires **planning permission**, you will be entirely responsible for obtaining this. We expect that you obtain this before making your grant application. If planning permission is not in place (or is subsequently refused) and your project cannot then go ahead your application will become ineligible. You must tell your DDC Community Development Officer as soon as possible.

#### **Please Note**

DDC is not responsible for ensuring that your project meets these requirements.

However, we may request that you provide evidence of any such arrangements in support of your application. If you are not able to supply evidence when asked, or it is deemed insufficient, your application is unlikely to progress to the next stage.

If you are unsure about whether your project needs to consider any of the above, please contact your Community Development Officer using the contact details provided on the front page.



## Community Grant Scheme Information Pack

### Terms & Conditions

Our application criteria are designed to make the application process as fair as possible. Please read and follow the criteria below to ensure that your application has the best chance of success.

1. Each organisation may only make one application to the Community Grant Scheme round.
2. If successful, the grant will only be used for the purposes specified in the application.
3. The applicant organisation must have an agreed and signed Constitution.
4. The applicant organisation must provide a recent Bank Statement.
5. The applicant organisation name must match the name on both the Constitution & Bank Statement submitted with the application.
6. The bank account details must be up to date and current, and the bank must be able to accept a grant paid using a BACS payment.
7. The bank account must have **at least** 2 signatories who are current members of the organisation and the names must match those given where required in the application form.
8. The project and its activities and volunteers must comply with all relevant legislation.
9. The applicant must have already secured any permissions required for the project to take place. These must be secured before the application is submitted (for example, any planning permission and/or written consent of landlords or landowners etc.). DDC reserve the right to request evidence of this where necessary.
10. The fund cannot be used to fund projects which have already been completed or any costs you have already incurred (or will incur) **before** a grant is paid out by DDC.
11. Your organisation/group has not received and will not receive funding from another source for the costs Dover District Council has been asked to fund in the application.
12. Applicants with an unrestricted financial reserve of over £75k will not be eligible to apply to the Community Grant Scheme.
13. The organisation is based (i.e. the address located) within the Dover District. Or the community that the project will benefit is located within the Dover District.
14. All the questions in the Application Form are completed clearly and fully, including the submission of any required supporting information.
15. The information provided in this application is true and correct.
16. If, for any reason, your project fails or cannot proceed after we have paid you a grant, you must tell your DDC Community Development Officer immediately.
17. If there are any major changes to your project you must notify your DDC Community Development Officer immediately.
18. Applicants agree to comply with any monitoring requirements and/or visits by an authorised representative of Dover District Council to check project progress and/or upon completion of the project.



## Community Grant Scheme Information Pack

19. Your organisation/group accepts that DDC may use any photographic or video records of the activities, unless you have sought written agreement with DDC not to do this.
20. The funding awarded for the project detailed in this application must be spent within 12 months of grant allocation.
21. Dover District Council reserves the right at any time to recoup part, or all, of the grant amount if it is not spent as specified, or as agreed otherwise with Dover District Council.
22. Grants will be made in accordance with the eligibility criteria for the Dover District Council Grant Scheme and with the Council's Equality and Diversity Policy Statement.
23. Upon submitting your application. It is a requirement that you sign up your organisation to the Dover District Council Community Directory:  
<https://www.dover.gov.uk/Community/Community-Directory.aspx>.