

WARWICK DISTRICT COUNCIL  
Community Development  
Small Grants Scheme  
2009-10



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<p>There are 3 deadlines dates per year:</p> <ul style="list-style-type: none"><li>• 5<sup>th</sup> June</li><li>• 30<sup>th</sup> September</li><li>• 31<sup>st</sup> January</li></ul> <p>Returned to: Warwick District Council Area Community Partnership Team Riverside House, Milverton Hill, Royal Leamington Spa CV34 5RL</p> <p>Contact: Bernadette Allen Tel: (01926) 456020 Email: <a href="mailto:bernadette.allen@warwickdc.gov.uk">bernadette.allen@warwickdc.gov.uk</a></p>	

## GENERAL GUIDANCE NOTES

**The Community Development – Small Grants Scheme has been established as a means of helping Community and Voluntary Sector organisations with projects that are of benefit to the wider community. It will contribute to the District Council’s Corporate Strategy objective ‘provide clear community leadership and effective management of resources whilst delivering responsive public services in an open and transparent manner.’**

**Applications will need to satisfy the following conditions to be considered for a grant:**

- (1) From registered charities, voluntary or community groups, clubs or societies that wish to undertake a one-off project in Warwick District. Individuals who wish to undertake a community project with the community, with evidence of community need, will be considered in certain circumstances.**
- (2) Bids should be made for one-off projects which will be of benefit to the whole community or a specific group. Applications will not be considered, where the benefit is to a single individual.**
- (3) The project should be of benefit to a significant number of persons living within Warwick District.**
- (4) Applications should be for ‘one-off’ projects or equipment up to a maximum of £1000.00.**
- (5) Projects that require on-going funding will not normally be considered unless there is a clear plan of funding after the contribution from the Small Grants Scheme**
- (6) Projects applying for part funding need to demonstrate where other funds will come from.**
- (7) Applications will not be considered if:
  - a. projects have started/equipment bought prior to an application being made**
  - b. the applicant organisation is formed for commercial profit or gain**
  - c. the application is for repairs, maintenance or cosmetic alteration of premises.****
- (8) Applications must be supported with the accounts of the relevant organisation for a period of one year or individuals should provide an estimate of income and expenditure for the first year (this should also include information on any donations received including how much and from whom).**

**(9) Applications must be made in the name of the organisation to which financial assistance is to be granted and be supported by those persons authorised for such purposes in the relevant Constitution and/or Articles of Association of the Organisation concerned. This must be sent in with any completed application form.**

**(10) Applications will be considered in accordance with the following criteria :**

- improve / enhance the physical environment
- promote health and well being
- make neighbourhoods feel safe
- improve quality of life
- build up the strength of communities/ neighbourhoods
- to encourage vulnerable/excluded individuals and groups to participate in community life.

**(11) After Grants have been made:**

**i.) Applicants will be required to keep proper financial records and provide copies of all receipts and invoices relating to the project.**

**ii.) Any grant or part of grant not utilised by the applicant within twelve months of receipt of the cheque must be returned to the Council within three months of the completion of the project. Alternatively a spending plan for the remaining money should be agreed by the Council**

**(12) When the project is completed, an evaluation form must be completed, within 12 months or earlier if the money is spent sooner.**

## Application Guidance Notes

- 1.) **Name of organisation / main contact**
- 2.) **Project title:** This should be brief and clear.
- 3.) **Description:** This should be a short statement about the project e.g. replacement chairs for a community centre or to fund an activity.
- 4.) **Location :** Please indicate where in the District the project is taking place or based.
- 5.) **Funding required :** Indicate total funding required, including a breakdown of how much you plan to spend based on real costings:
  - a.) How much you are asking for including itemised breakdown
  - b.) Total cost of project
  - c.) If part funded, where will the remaining funds come from
- 6.) **Names of people responsible for the money:** Please give the name and role of the person to be responsible for the grant.
- 7.) **Name of Bank/Building Society account:** Please give the name of the account to which the cheques should be made payable. Please note that money will not normally be made payable to an individual
- 8.) **Partners:** List any other groups and agencies involved in the project if relevant.
- 9.) **Insurance cover:** Please state what type of insurance cover you have (if any) – eg. Public Liability, Buildings, vehicle.
- 10.) **Evidence of community need:** How do you know people want this project? Explain how the project will make a difference for those people involved.
- 11.) **Project Management:** Please say who will be responsible for managing the project, the budget, any staff, volunteers and how it will be monitored and evaluated.
- 12.) **Timetable for implementation:** When do you intend to start/finish the project? (maximum, 12 months from receipt of grant).
- 13.) **Signed and dated:** Please ensure you sign and date any Application submitted.

If you have any queries on filling out this form, please contact  
Bernadette Allen on (01926) 456020  
Email: [Bernadette.allen@warwickdc.gov.uk](mailto:Bernadette.allen@warwickdc.gov.uk)

COMMUNITY DEVELOPMENT – SMALL GRANT SCHEME

APPLICATION FORM

**Please read the application notes before completing the form.**

<b>Notes Ref.</b>	<b>Description</b>	<b>Detail</b>
1.)	<b>Name of the applicant (including address, telephone number and email address)</b>	
2.)	<b>Project Title</b>	
3.)	<b>Description of Project</b>	
4.)	<b>Location of Project</b>	
5.)	<b>Funding (Please use a separate sheet if necessary).</b>  a.) How much you are asking for b.) Total cost of project - including itemised breakdown c.) Where are any remaining funds coming from	
6.)	<b>Name of person(s) responsible for the grant if awarded</b>	
7.)	<b>Cheque payable to whom</b>	

8.)	<b>Are there other groups/agencies involved?</b>	
9.)	<b>Do you have the appropriate insurance cover for your activity?</b>	<b>Yes / No</b>
10.)	<b>Evidence of community need &amp; how you will meet the need</b>	
11.)	<b>Who will manage the project and how will it be monitored for success? (Control of budgets etc)</b>	
12.)	<b>Timetable for implementation</b>	
13.)	<b>Signed:</b>	<b>Date:</b>

**Return to: Warwick District Council, Community Partnership Team  
Riverside House, Milverton Hill,  
Royal Leamington Spa  
CV34 5RL**

**NB: Please do not forget to enclose:**

- 12 months set of accounts
- Constitution or governing documents

