

WARWICK DISTRICT COMMUNITY FORUM GRANT FUND 2009/10

INFORMATION SHEET

Please read this information sheet carefully. It will help you to decide whether or not you can apply to the forum grant fund.

Warwick District Council and Warwickshire County Council have given each of the community forums in Warwick District £15714 to spend this year. The money will be used to help forums meet their identified priorities.

You can find out what your community forum's priorities are by reading the minutes of the meetings, looking at the forum newsletter, by talking to your Chair, or by ringing the Community Partnership Team on 01926 456102.

It is likely that £3000 will be the largest amount awarded to individual applications, but there might be some circumstances when the community forum decides to award more than that. This might be for larger, partnership, projects.

A community forum is made up of people and agencies who want to improve life in their local area. Anyone who lives or works in their forum area can apply for a grant to support priority work, and everyone who attends the community forum can have a say in how the grant money is spent.

1- Who can apply to the grant fund?

- Any local 'not-for-profit' organisation; town and parish councils; statutory organisations who are working in partnership with local 'not-for-profit' groups and/or councils
- Fully constituted groups (usually with their own bank account) – but where this is not possible, groups with support from a mainstream service or a local community group willing to administer the funds

2 - Who cannot apply to the grant fund?

- Statutory or national organisations who are not working in a local partnership
- Party Political groups
- Groups or organisations that have failed to meet the conditions of previous award agreements from Warwickshire County Council / Warwick District Council
- Organisations with significant 'free uncommitted reserves'

3 - What will not be funded by the grant fund?

- Projects that promote religious or party political beliefs
- Projects for personal profit
- Social trips or holidays - but the Forums may fund educational visits and residential training
- Prizes
- Projects that require funding for major capital projects e.g. building work
- Salaries (although the costs of providing sessional staffing may be allowed in certain circumstances)

- On-going running (core) costs - unless the group can demonstrate that these costs could be met in future years
- Costs relating to items or work already carried out before the grant has been awarded
- Projects that have already been delivered or work that has already been carried out
- Loans or debt repayments
- Activities that are part of statutory obligations or replace statutory funding, including curriculum activity in schools
- Projects which do not follow the Councils' Equality and Diversity Policies and the national legislation on health and safety, discrimination and child protection

How will applications be scored?

Each community forum has a small sub-group who check all applications to ensure they meet the criteria (listed above in points 1-3) to apply for a grant. Then, applications are scored using the table and points allocation system shown below:

Evidence of local need for the project	2	Number of people who will benefit	2
The skills of the applicant to manage the project	1	How well the project meets forum priorities	2
The extent of partnership working	1	The involvement of local people	1
Whether the suggested budget is appropriate and realistic	1	Whether the success of the project can be measured	1
The project cannot be funded by other means	1	TOTAL SCORE	11

The more points your application scores the better your chances of being funded.

Applicants will then be invited to attend the next community forum to talk about their project and be present for the vote.

Important note for potential applicants

If you want to apply for a grant you must be able to attend the community forum meeting where grant awards will be discussed. You may be asked to make a short presentation or speech about your project, and answer questions on it. If you don't know when the community forums are you should either speak to your forum Chair or phone 01926 456102 to find out the dates.

Applicants must also be willing and able to complete some simple reporting requirements on their project, including proof of project delivery and receipts for all money spent.

Completed application forms should be sent to:

**Community Partnership Team
Riverside House, Milverton Hill,
Leamington Spa. CV32 5HZ.**

If you would like to speak to someone about your application ring

01926 456102