



Mid Sussex District Council

Grants for Voluntary and Community Groups

GUIDANCE NOTES

General Guidelines

Mid Sussex District Council (MSDC) supports local voluntary, community or not-for-profit organisations that contribute the Council's Priorities.

Awards are made under four categories:

- **Community and Economic Development Grants**
For projects where a grant is needed for an activity or piece of equipment which will benefit the community or contribute to the local economy.
Grants of up to £5,000.
- **Facility Grants**
For capital projects concerning works to buildings or facilities only.
- **Partnership Agreements**
Available to invited partners only to enable voluntary sector organisations to deliver a service to their members / users.

Who can apply?

You can apply if:

- The grant will be of direct benefit to the residents of Mid Sussex District with at least 80% of the people that will benefit from the project being residents of Mid Sussex.
- You are a not-for-profit group, a charity, a school (the project must benefit the wider community), a parish or town council (the project must benefit the wider community), a community group/club/society that is properly formed and has a governing document or a constitution, with a bank account and financial records (or financial projections if newly formed).
- Your organisation is open to all and has an equal opportunities policy.
- Your project meets one of the Council's Corporate Priorities, as detailed on the next page:
- Please Note: The number of awards that each organisation can receive is limited to one application in each financial year.

Financial Independence

- Growth and Income Generation
- Sustainable Start-Ups
- Investment and Modernisation

Effective and Responsive Services

- Community Leadership
- Access and Inclusion

Sustainable Economic Growth

- Volunteering, Training and Skills
- Events and Attractions
- Environmental Improvements

Strong and Resilient Communities

- Healthy Lifestyles
- Leisure and Community Facilities
- Community Activities and Services

We will not fund:

- Activities promoting political activities
- Activities promoting religious beliefs
- General appeals and day-to-day running costs
- Loan payments
- Individuals
- Private organisations operating as a business to make a profit or surplus
- Local groups and organisations whose fundraising is sent to their Headquarters for distribution to other areas
- Education, health or social service activities, where central government, the health authority or county council are the most appropriate funder
- Projects that have started or finished.
- Retrospectively, for goods or services procured prior to receipt of a grant offer
- Ongoing maintenance, routine repairs and renewals
- Organisations holding more than 9 months' unrestricted reserves

What to send with your application:

You will need to provide information to accompany your application form, depending on the category of project you are applying for and your organisation type.

All applicants will need to provide:

- Constitution or set of rules
- Last two years annual accounts or statement of income and expenditure
- Recent original bank statement from any current and investment account
- Equal Opportunities Policy

If you are applying for less than £500 you only need to complete the highlighted questions 1-4, 10-15 and 20-24.

In addition to the above:

For Community & Economic Development Grants only

- If the project involves the purchase of equipment, then two alternative quotes should be submitted.

For Facility (Capital) Grants only

- Two quotations must be provided for the works that are the subject of the application
- Proof of ownership of the building/facility that is the subject of the project, or lease document for the building/facility that is the subject of the application with at least 14 years remaining
- If the project requires planning consent, then all relevant copies of planning permissions
- Feedback from the relevant town/parish council

For Partnership Agreements only

- Last three years annual accounts
- Business Plan to cover the requested funding period
- A copy of the Annual Report

For applications from Schools only

- Recent, original bank statement from any current and investment accounts, or (if you have a LEA account) a letter from the LEA stating details of the bank account and that any award will be “ring-fenced” for this project

If you submit an incomplete application it will be returned without assessment.

What happens when we receive your application?

On receipt, we will check that your application is eligible and you have supplied all the necessary supporting information. We will then look to see:

- how your group is set up and managed - by looking at your constitution
- the financial need for support from the Council, and how your group's finances are managed - by looking at your accounts and financial information
- if there is strong evidence of need/demand for your project/activity?
- who will benefit from the project you are running
- whether your organisation has a good understanding of Equal Opportunities
- how your project/activity contributes to the Council's Priorities
- what the expected outcomes and impact of your project/activity?
- how the project will be measured and evaluated?
- whether the project represents good value-for-money, and that the amount of grant requested is relative to the proposed benefits
- whether the project will directly benefit the residents of Mid Sussex
- whether the group has sought and secured other sources of funding
- whether the group is best placed to deliver the project, or will it duplicate the work of others?
- whether the group is working with, or linking to, other organisations
- whether the group is known to the Council and has a good track record of work

Following on from assessment, the assessment officer will ask for any additional information that may be required. Once the assessment is complete, the project will be considered by either the Cabinet Grants Panel or Cabinet. Members of the public are welcome to attend the meeting, but will not be able to speak in support of any applications. Please contact the assessment officer if you wish to know the date when your application will be considered.

You will be notified of the outcome of the meeting by letter within twenty-one working days of the decision. If you have been successful, the grant may be paid in instalments, or in one lump sum, according to the type of grant requested and the nature of the project.

If you are successful

All applicants must read, understand and complete the contract at the end of the application form. This is signed and submitted at the same time as the application form and will be the binding contract between the Council and your organisation.

Additional information and undertakings may be expected from recipients of partnership and capital grants and these will be detailed in the offer letter.

If you are unsuccessful

The decision of the Cabinet Grants Panel, or the Cabinet, on your project is final. If, however, you have concerns about the way that your application was administered, or if you would like some ideas about alternative sources of funding, then please contact the relevant officer listed below.

Levels of monitoring for successful projects

For grants up to £1,000, applicants will be asked to complete an End of Grant Report on completion of the project.

For grants over £1,000 applicants will need to provide invoices / receipts as evidence of expenditure before the grant is released. You will also be asked to complete an End of Grant Report and should expect a visit from the officer administering the grant.

Organisations that qualify for a Partnership Agreement and are subject to a Service and Funding Agreement which will include specific performance indicators to be reviewed regularly through written reports and at meetings.

Evaluation of all grants will be reported annually to the Cabinet or Cabinet Grants Panel.

Closing dates for applications

10 January (for activities starting from March/April)

1 May (for activities starting from July/August)

1 September (for activities starting from November/December)

Partnership Agreements are considered by Cabinet in February.

How to apply

Please contact the following officers if you want to discuss your project or request an application pack.

Facility grants and partnership agreements

Elaine Clarke, Community Leisure Officer,

Tel: 01444 477275

Email elaine.clarke@midsussex.gov.uk

Community and Economic Development Grants

Regina Choudhury, Community and Partnerships Advisor

Tel: 01444 477495

Email: regina.choudhury@midsussex.gov.uk

Information is also available from the Council's website

<http://www.midsussex.gov.uk/media/1828/grants-for-voluntary-and-community-groups-guidance-notes.pdf>

Where to send your completed application form

You can complete the form online or send the completed form in the post, together with the necessary accompanying information, to:

Performance and Partnerships
Mid Sussex District Council
Oaklands
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

Mid Sussex Voluntary Action (MSVA) can offer support to voluntary and community groups to help with policies and procedures, governance matters and fundraising. For more information please visit their website www.msva.org.uk