

Community Grants Fund

Revised Grant Criteria

MSDC Community and Economic Development Grants aim to support local businesses, voluntary, community or not-for-profit organisations to provide activities and projects that add social and economic value to their communities and which help improve the quality of life in Mid Sussex.

What are our principles for funding?

- The project will benefit residents in Mid Sussex
- There is evidence to show a demand and/or addresses identified needs
- The project is unique and does not duplicate other existing services
- The outcomes and objectives are clear and meet our priorities
- There are robust monitoring and evaluation methods in place for the project
- The project demonstrates value for money
- There is evidence of working in partnership with others
- The project is open to all and has an equal opportunities policy
- The project demonstrates long-term viability including how ongoing costs will be met

What are our priority areas?

Strong and Resilient Communities

Work with partner organisations to build sustainable communities that will deliver a better quality of life for all.

Community Safety

- Safer communities
- Domestic abuse

Health & Wellbeing

- Social isolation and loneliness
- Mental health
- Health inequalities
- Dementia
- Inclusive sports
- Young people

Community Resilience

- Volunteering in the community
- Social inclusion, community cohesion and integration
- Youth and/or family focused interventions
- Rural resilience
- Environmental projects for green recovery

You can apply if:

- The grant will be of direct benefit to the residents of Mid Sussex District
- You are properly formed and have a governing document, a constitution or a company registration, with a bank account and financial records (or financial projections if newly formed).

- Your organisation and/or services are open to all and you have an equal opportunities policy.
- Your project meets at least one of our priority areas
- The number of awards that each organisation can receive (directly or indirectly) is limited to one application in each financial year.

What we will not fund

- Activities promoting political activities or specific religious beliefs
- General appeals and day-to-day running costs (This includes and is not limited to monthly/annual rents, utility bills, insurance, regular staff salaries)
- Loan re-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
- Town based events where the Town/Parish Council are a more 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
- Projects that do not demonstrate sustainability over the medium term
- Annual events that have been held in the same or similar format in previous years

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:

Community Grants

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

Facility (Capital) Grants

- 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

Schools

- 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 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

- **Up to £1,000** Applicants will be asked to complete an End of Grant Report on completion of the project.
- **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.

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)

How to apply

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

Release of S106 Funds (Facility grants)

Elaine Clarke, Community Leisure Officer,

Tel: 01444 477275

Email elaine.clarke@midsussex.gov.uk

Community Grants

Regina Choudhury, Community Development Officer

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-groupsguidance-notes.pdf>

Economic Development Grants

Caroline Duffy, Business Development Officer

Email: Caroline.Duffy@midsussex.gov.uk

Where to send your completed application form:

Applications should be made using the online form together with the necessary accompanying information, to:

Community Services, Policy & Performance 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