

# Community Grant Funding Commencing 2018

## Funding Conditions and Guidance Notes

If you, or somebody you know, would like this document in large print, braille, audio or in another language please contact [admin@gatewayehub.org.uk](mailto:admin@gatewayehub.org.uk)

### **CLOSING DATE:**

Please ensure your application is returned to Chair, Gateway Group, C/O Age UK South Lakeland, 17 Finkle Street, Kendal, LA9 4AB or to [admin@gatewayehub.org.uk](mailto:admin@gatewayehub.org.uk) by 5 pm on 7 December 2018

# Introduction

---

## **The Gateway Group are administering the Community Grant Funding on behalf of South Lakeland District Council**

We have a budget each year to support organisations to provide a range of activities which reflect the Culture & Wellbeing Priorities of the Council's South Lakeland Plan which has the aim of "Improving wellbeing, reducing inequality and supporting cultural activities"

We will strengthen relationships with key public health providers and increase the resilience of the third sector, whilst influencing and facilitating a more joined-up approach to initiatives linking good housing, environment and economic growth.

We will continue to work in partnership with Greenwich Leisure Limited to improve health, wellbeing and physical activity programmes that are accessible to all.

We will work to deliver the strategy's three key themes of managing: the wider influences on health and wellbeing; 1) health improvement through healthy lives, 2) physical activity and 3) health protection

We will support young people to have a greater voice in the democratic process and provide opportunities for them to have a say about how our services work for them.

We will work with partners to reduce the number of people affected by rural crime, domestic violence, alcohol related crime, substance misuse, anti-social behaviour and serious and organised crime through our excellent Community Safety Partnership work and the Applied Theatre in Cumbria Project.

Organisations applying for financial support must show that their activity meets the aims of South Lakeland District Council's Culture & Wellbeing Priorities. For more information see

<https://www.southlakeland.gov.uk/your-council/council-documents/council-plan/council-plan-priority-culture-and-wellbeing/>

## **Sustainable Organisations**

South Lakeland District Council and Gateway Group are committed to working with, and on behalf of, the people of South Lakeland to provide sustainable improvements to the quality of life for all. This means improving the well-being of all those who live in South Lakeland. Applicants for grant funding are expected to demonstrate that they have considered issues of sustainability and will be operating, wherever possible, in a sustainable way.

### **Equality**

Organisations applying for grants will also be expected to have considered issues of accessibility and to demonstrate that the event or project does not discriminate against any of the protected characteristics:

- Age (young and old)
- Black and Minority Ethnic
- Disabled
- Faith/Belief
- Sexual Orientation
- Gender
- Gender reassignment
- Pregnancy and maternity
- Marriage and Civil Partnership
- People in rural areas

For more information on Equality please visit: <https://www.southlakeland.gov.uk/your-council/equality-and-diversity/equality-and-diversity-overview/>

## How to contact us

If you have any questions about your application, or if you, or somebody you know, would like the information contained in this document in large print, braille, audio or in another language please Contact the Gateway Group:

admin@gatewayehub.org.uk  
01539 728118

---

## Who do we fund?

Community Grant funding usually up to a maximum of £500 is available for organisations or groups who fall within the following categories. Larger grants may be available in exceptional circumstances

### Community Organisations

Organisations that:

- are voluntary or community organisations, including social enterprises
- provide invaluable support and advice to our community
- support the local economy
- also demonstrate they provide for hard to reach groups across the district

### Arts & Events

Organisations that:

- provide high quality cultural community activity throughout the district
- promote cultural events or provide facilities which have an appeal beyond local (ward) boundaries

### Strategic Cultural Organisations

Organisations that deliver high quality work that:

- provides the foundation for cultural activity in the district
- contribute to health and well-being
- contribute to the local economy
- encourage visitors
- help to promote South Lakeland as a cultural destination

## Who do we not fund?

- religious bodies for the purpose of promoting their beliefs
- political parties or groups engaged in party political activity
- educational establishments, with the exception of arts education projects, unless wider community involvement can be demonstrated
- health or social care organisations, except where they are involved in specific sport or arts projects
- projects with the sole aim of raising funds for third parties

## **Who can apply?**

We will only support activities that are for public benefit, not for private gain. Any organisation applying for funding must have a governance statement or written constitution or be prepared to work towards developing one.

We need to be assured that the organisation applying has satisfactory governance arrangements and financial management. We will take this into account when assessing applications.

## **Conditions of applying for a grant**

Grants will not be made in respect of expenditure that an organisation has committed itself to prior to grant approval, unless prior written permission has been given by us.

We **would prefer not to** be the sole funder of any activity and wish to see organisations demonstrate that they:

- have made every effort to raise funding from other sources (This can be via self-generated income, fundraising efforts or donations of cash, goods and equipment)
- have approached other funders, grant aiding bodies, trusts and foundations at local/regional or national level

Grant funding from us must be used for the purpose described in the approved application. If you need to change the way that the grant is to be used, you must get our permission in writing. If you cease to operate or fail to undertake or complete the activity that the grant was agreed for, we reserve the right to withhold payment, reduce it or seek recovery of any funding.

## **Monitoring and Evaluation**

If you receive grant funding you will be required to comply with the terms of the funding agreement and must agree to carry out a yearly review/report.

## **Payment of Funding**

The agreement will cover the period of funding, and outline the payment schedule and conditions of funding.

# Your application

---

## **Preparing your application**

If you are unsure whether your activity meets our criteria, please contact us for advice.

## **Filling in the application form**

We want to make sure that organisations that meet the criteria for grant funding have the best opportunity to receive it. We have tried to make the form as straightforward as possible but if you have any queries please contact us at [admin@gatewayehub.org.uk](mailto:admin@gatewayehub.org.uk)

The following guidance is provided to help you to complete your application as thoroughly as possible.

Please ensure that you answer all questions that are relevant, giving us as much information as possible.

## **APPLICATION FORM GUIDANCE Section 1**

Please complete all the questions.

If you are uncertain of the legal status of your group (question 1f) please contact us for help.

## **Section 2**

If you need extra space for any of your answers please include as an appendix

Remember to ensure that you show how your project will support the Culture and Wellbeing Priorities of South Lakeland District Council's Plan.

## **Section 3**

Provide all relevant information and complete all sections in full.

Remember the maximum grant available under this scheme is normally £500. If you wish to apply for more than this amount then please contact us before submitting your application.

## **Section 4**

The bank account must be in the name of the organisation applying for funding.

## **Section 5**

We anticipate that not all organisations applying for a grant will have a formal constitution or organisational rules. If this is the case please contact us before applying to see how we can help.

## **Section 6**

Don't forget to sign the form.

# Assessment

---

## What we will assess

When assessing your application we will consider how your activity meets our community grants programme criteria, and take account of the overall benefit to the community.

We will also assess how far your application shows that:

- your project is relevant to the grant for which you are applying
- your project is an appropriate response to a need
- supporting documents have been received and there is a clear need for council grant funding
- you have fully explored other sources of funding
- your organisation is sustainable
- your organisation links clearly to Council Plan priorities
- your organisation ensures it does not discriminate against any members of the community

## Decision-making

Demand for our funding is very high. This means that you need to ensure that the information you provide in your application and all other documents shows the links to our assessment criteria.

Recommendations on awarding grants are made by our Grants Sub Group which includes representative from South Lakeland District Council. These recommendations are then considered by a board of trustees of The Gateway Group.

Once the grant recommendations have been agreed, they will be published on the Compass in Cumbria website and we will contact you to inform you if you have been successful or unsuccessful.

## Evaluation

So that we can monitor and report to South Lakeland District Council how public funding is spent, part of the conditions of receiving a grant, will require complete an evaluation that will be part of an annual review meeting or a monitoring form.

We will need to see how the grant funding has benefitted the community. By this we mean:

- How many people have participated in your project or engaged with the organisation?
- What has happened in the community as a result of the activity?
- What have you learnt from delivering your programme of work?

If the evaluation has shown a significant positive impact on the community we may use your project evaluation as a 'good news' story in our publications

# Other Information

---

## Publicity and acknowledgement

The grant funding that we distribute is from public funds, therefore it is important that we give the public as much information as possible about the grants that we make. This is part of our commitment to being open about our responsibilities and actions. We may choose to publish on our website the details of your application using the information from your application form. This information will include that you have applied to us, what you have applied for and details of any decision we have made about your application. We may also make this information available to the media.

If we fund your organisation we will expect you to publicise and promote your activity as widely as possible in order to:

- make sure that people have opportunities to take part
- contribute to your organisations future work and development
- make sure that our contribution is recognised

We should normally be invited to send a representative to attend any event or the launch of any activity supported by grant funding.

Repayment of grant funding will be sought if the support we have given you is not acknowledged publicly.

## Freedom of Information

We have duty to keep to the Freedom of Information Act 2000. When you sign the declaration at the end of the application form, you are confirming that you have no objection to us releasing information contained in section 3 to anyone that asks to see it. We may also be asked to release other information contained elsewhere in the application form and we will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998. In those cases, we will consult you first.

## Data Protection

GDPR

## Local Government Transparency Code 2014

All grants to voluntary and community sector and social enterprise groups will be reported under the requirements of the Local Government Transparency Code 2014. Full details of the requirement can be found on

<https://www.gov.uk/government/publications/local-government-transparency-code-2014>