



Royal Sutton Coldfield Town Council

The Town Council Community Grant Scheme



Guidance Notes

1. INTRODUCTION

Royal Sutton Coldfield Town Council provides grants to local voluntary and community organisations to support a range of projects to benefit the people of the town.

In July 2018 the Town Council launched two new grant schemes which build on the success of the Community Grant Scheme that operated between 2016 and 2018. These are:

- **The Devolved Grant Scheme - for grants up to £10,000**
- **The Central Grant Scheme - for grants over £10,000 and up to £20,000**

2. THE DEVOLVED GRANT SCHEME - for grants up to £10,000

The Devolved Grant Scheme is designed to support and enable local organisations to deliver community based projects.

How much can I apply for?

The minimum grant that you can apply for is £200 and the maximum is £10,000.

The criteria for a grant?

To qualify for a grant, your organisation must demonstrate that your project meets one or more of the Council's key strategic policies. These are:

- **Supporting the health and well being of the local community**
- **Creating a socially inclusive and caring community**
- **Protecting and improving the environment of the Town**
- **Supporting and contributing to the economic, cultural and leisure life of the Town**
- **Preserving and promoting the unique identity and heritage of Royal Sutton Coldfield**

Who can apply?

To apply for a Devolved Grant your organisation must have a written governing document (e.g. Constitution, Trust Deed, Articles of Association etc) and a UK bank account registered in its name. If your organisation is a branch of a larger regional or national 'parent' organisations it will only be eligible to apply for a grant if it has its own bank account and a local management board/committee. Your organisation must also have Public Liability Insurance and any relevant policies (e.g. Safeguarding) if required for your project.

We welcome applications from:

- **Registered Charities**
- **Constituted "not for profit" Community or Voluntary Groups**
- **Faith Based Organisations**
- **Social Enterprises**
- **Schools (anything that is not statutory and benefits the wider community)**

What can the grant be used for?

Capital costs such as:

- **Building improvements**
- **Vehicle purchase**
- **Recreation facilities**
- **Play equipment**
- **IT equipment**
- **Sports equipment**
- **Facilities for people with disabilities**
- **Energy efficiency measures**

Revenue Costs such as:

- **Staffing costs for a 12 month period**
- **Rent for a 12 month period**
- **Training fees**
- **Professional fees**
- **Event costs**
- **General repairs**
- **New projects**

Do I need match funding?

The Devolved Grant can fund up to 100% of project costs and so match funding is not always necessary. However, if the cost of your project exceeds the amount of grant you are requesting you will need to tell us how you intend to meet the shortfall.

How do I apply?

- **Complete an application form and provide any supporting information to the Town Council office. The forms and further guidance are available on our website.**
- **Your Ward Councillors will meet to discuss your application. If your application is not successful, you will be given feedback.**
- **If Ward Councillors recommend approval of your application, it will be passed to the Amenities Leisure and Community Services Committee for final approval. Your organisation will then receive a grant approval letter and a Conditions of Grant Aid Form for you to sign. The grant will be paid into your organisation's bank account within 4 weeks on receipt of the completed Conditions of Grant Aid Form.**
- **You will be asked to complete a monitoring report detailing the outcomes of the project on completion of the project.**

3. THE CENTRAL GRANT SCHEME - for grants from £10,000-£20,000

The Council believes Community Planning is important in building sustainable communities and wants to provide financial assistance to communities to develop and implement projects identified in endorsed Community Plans, or have evidence of community consultation, which have clearly identifiable outcomes for the community of Sutton Coldfield.

How much can I apply for?

The minimum grant that your organisation can apply for under this Grant Scheme is £10,000 and the maximum is £20,000.

How do I apply?

Your application should be submitted on the supplied grant application form (which you will find on our website) and it must include evidence of community support. Your project must be fully worked up and costed before being submitted to the Amenities, Leisure and Community Services Committee which will make a recommendation to Full Council on whether or not to accept the application.

You must demonstrate that the resources are in place to deliver the project within 12 months of the grant being awarded. Funding can be used as leverage to pursue further funding options or to implement Community Plan projects.

You should discuss details of your proposed applications with the Town Council officers before submitting an application. Officers may propose seeking alternative funding or linking to other services, projects or events.

You may be asked to attend the Committee meeting at which your application is considered to answer any questions raised.

Who can apply?

Organisations applying for this grant will be either the body that undertook the Community Plan or a body identified within the plan as being a partner capable of delivering the project.

What projects are eligible?

A project which meets social inclusion objectives and where there is evidence of community consultation and support or a project that is supported by an endorsed local Community Plan or similar.

- **The applicant must be a not-for-profit organisation/group and an Incorporated Body.**
- **Be based within the Town Council area and/or demonstrate a connection to a Community Plan within this boundary.**

How will projects be assessed?

The Amenities, Leisure and Community Services Committee will consider applications on:

- **The eligibility as outlined above.**
- **An assessment of the benefit the project delivers to target groups, financial need, the ability of the applicant to deliver, evidence of need and innovation.**

The Amenities Leisure and Community Services Committee will make a recommendation to Full Council. If funding is approved by Full Council you will be notified of your organisation's success and the Council will enter into a written agreement with you. The Council will keep in touch with you as your project progresses and will require feedback at the end of the project period setting out details of outcomes and evidence of how the grant was spent.

Who/what we will not fund:

- **Any group whose aims the Town Council considers to be working within a business or profit making remit**
- **Projects whose aims and objectives are around party political activism**
- **Projects that directly promotes a particular religious belief**
- **Projects that do not benefit the residents of Sutton Coldfield**
- **Projects that have already been completed or items already purchased**
- **Local Authorities or other Public Sector Organisations**

THE APPLICATION PROCESS FOR THE DEVOLVED AND CENTRAL GRANT SCHEME

Complete your application form and send together with any supporting information to the Town Council at:

enquiries@suttoncoldfieldtowncouncil.gov.uk
or via post (see last page for address details)

Application is reviewed by the Town Council for completeness

Devolved Grants Scheme

A panel of Councillors will consider your application and recommend whether or not to award funding

Central Grant Scheme

The Amenities, Leisure and Community Services Committee will consider the application and make a recommendation to Full Council

Amenities, Leisure and Community Services Committee

Recommendations of Grants Panel to the Committee for a decision

Full Council

Full Council receives the recommendation and makes a decision on whether or not to support the application

Successful applicants will receive a grant approval letter with a Conditions of Grant Aid Form (COGA). The grant will be paid directly to the organisations bank account within four weeks of receipt of the completed Conditions of Grant Aid Form

A report on the outcome of the project to be submitted to the Town Council within six weeks of completion of the project

4. OTHER INFORMATION

Transparency and publicity

Details of all awards made under either grant scheme will be published on Royal Sutton Coldfield Town Council's website. No personal information will be published.

Publicity

You must acknowledge the Town Council's financial support in any publicity, printed or website material and use the Council's approved logo.

You are also expected to include a quote from the Town Council and official logo on any online and printed materials. On social media, please tag the Town Council appropriately: (@RoyalSuttonColdfieldTownCouncil on Facebook and @RoyalSutColTC on Twitter).

The Town Council will also issue its own communications about your grant. You should provide your logo, a quote and a photograph to enable us to do that.

Conditions of Grant Aid form (COGA)

Successful applicants will be required to complete a conditions of grant aid form at the start of the project in order to receive the funding.

Monitoring

All successful applicants will be asked to complete a monitoring form detailing the outcomes of the project.

Receipts

Copies of all receipts relating to the grant awarded must be provided to the Town Council as part of the monitoring process. Because this is public money, evidence of the spend of the full amount of the grant will be required.

Insurance

It is good practice to insure valuable items that you buy with our grant. Remember to include the insurance costs in your project costs if you cannot pay for them from your own funds.

Legal Compliance

Organisations in receipt of a Grant must meet with all applicable legal, health and safety and regulatory requirements. Funded activities must be accessible to all sectors of the community to avoid discrimination and delivered in a way that protects the safety of participants. Any group that works with children, young people or vulnerable adults, will be expected to have appropriate safeguarding policies in place and work to them.

Data Protection

Some of the information provided by you will be held on a database. This information will be used by Royal Sutton Coldfield Town Council only, treated confidentially and used only for communications with you.

Deadline dates

Please submit your application before the following deadlines:

Deadline for application

Fri 31st Aug 2018

Wed 31st October 2018

Mon 31st December 2018

Thurs 28th February 2019

Tues 30th April 2019

Fri 28th June 2019

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