



# COMMUNITY GRANTS GUIDANCE NOTES

Before, and whilst completing your application form, please read and refer to these guidance notes carefully.

If having read them, you are still unsure how about how to answer any of the questions, please contact [communities@southsomerset.gov.uk](mailto:communities@southsomerset.gov.uk) or SSDC on 01935 462462 for further advice and guidance.

## Who do we fund?

- Community, voluntary and charitable organisations.
- Not-for-profit groups with a signed set of group rules.
- Parish or Town Councils.
- Other organisations e.g. churches and schools (including Academies) provided wider community benefits can be shown.

## What do we fund?

- Up to 50% of the application costs
- Requests between £101 and £12,500 can be considered under this scheme.

We encourage applications that meet a clearly identified need at a local level in the following areas:

- Arts
- Community transport
- Education, skills and employment
- Crime and disorder reduction
- Community activities and initiatives
- Community buildings, facilities and equipment
- Play and play areas
- Sports, recreation and physical activity
- Youth initiatives and facilities
- Group development
- Social and community advice and support
- Wildlife and countryside initiatives
- Climate change initiatives

Please note we are unable to fund:

- Projects where the work has already started (retrospective funding) or repair/routine maintenance costs
- Organisations which have more than one year's running costs held in uncommitted reserves
- Organisations generating funds for private profit

## Things you should consider before applying

South Somerset District Council invites applications that

- Have clear long term benefits
- Benefit the people of South Somerset
- Prove that SSDC support is essential
- Increase the involvement of people in local activities
- Show they fit in with other services in South Somerset
- Show they fit with SSDC's Council Plan and Environment Strategy - these can be found on our website.
- Come from organisations based locally to South Somerset
- Provide clear evidence of the need for the project
- Have applied for or secured funding from other sources e.g. Town or Parish Council, fundraising, Lottery. If a Town or Parish contribution has not been secured then this may stop your application form being awarded.
- Require short term funding only. Grants can only be paid for a single year and a second application is not allowed for the same project within 3 years (unless you have a Service Level Agreement with SSDC).

## Please remember

- Successful applicants will need to produce feedback (with photos if appropriate) that provides evidence of how the award was spent and the level of success achieved.
- Organisations must have a constitution or signed set of group rules, as well as a bank account in the name of the organisation.
- Your group may be asked to complete a development plan as part of your application process. We will discuss this with you.
- All grants offered will be subject to conditions. We will discuss these with you and these will be clearly set out in the offer letter.
- Organisations occupying SSDC owned property will be assessed and treated in the same way as any other organisation.

## Award Process

Grants are only offered after a careful assessment. Applications requesting more than £1,000 funding are allocated to a Locality Officer who will discuss the project with you and inform your Ward Member(s). A report is then taken to the relevant Area Committee for decision, please note due to Committee deadlines you should allow a **minimum of 3 months** from receipt of the application to Committee stage, sometimes this could be longer. Commencement of works cannot start before the grant has been awarded.

Our Case Officer Team in conjunction with the Ward Member(s) award applications between £101 to £1,000. Once a grant is awarded the applicant will received an award letter which will need to be signed and returned. The project should commence within six months from receipt of the award letter.

## **Application stages**

- Applicant completes and submits application form. All necessary information is required with the submission before the application can progress.
- Grant application verification and assessed if under £1,000 by Case Officers and Ward Member(s).
- Applications over £1,000 are passed to Locality Officer for assessment and contact established with the applicant
- Applications over £1,000 are considered by Area Committee.
- Community Grant offer made to applicant following approval and acceptance returned.
- If approval made by Area Committee, you will need to allow 7 working days before an award letter will be issued.
- Project completed and applicant submits relevant documentation with a request for grant payment. Applicant provides monitoring evidence on how the project has performed.

## **Loans**

In some circumstances, the District Council may decide to offer a loan, a loss guarantee or a combination of both. To discuss this option please contact staff at your relevant office.

## **VAT and Gifts in Kind**

In some circumstances, SSDC may be able to recover VAT on equipment or services on behalf of a community group, if the HMRC rules for Gift in Kind are met. To discuss this option please contact [Communities@southsomerset.gov.uk](mailto:Communities@southsomerset.gov.uk).