



Community Grant Scheme

2012/2013

Guide for Applicants



delivering promises, improving lives

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0845 8 507 507 (Text Relay calls welcome)
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Communications@wdh.co.uk

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1. Introduction



The aim of this scheme is to provide small grants for local community and voluntary groups looking to fund a project in the communities in which Wakefield and District Housing (WDH) operates.

This guide is intended to provide easy to follow information and guidance on how to apply for a grant.

Information is provided in this guide to tell you:

- Aims of the Scheme
- Who can apply
- What we will fund and what cannot be funded
- How to apply

Please ensure that you read all the sections of the funding process, including the eligibility criteria and deadlines, before submitting your application

2. Aims of the Community Grant Scheme

The aim of the Community Grant Scheme is to make a real difference in helping communities get schemes and projects started.

Whilst emphasis will be on supporting projects which benefit the communities in which WDH operates, support will be targeted to projects which directly contribute to achieving one or more of the annual tenant priorities.

For 2012/2013, the priorities for the scheme are projects relating to:

- Repairs and Maintenance
- Anti social behaviour
- Local environment
- Young people
- Fencing
- Lifestyles

On the application form you will be asked to demonstrate why and in what way your project contributes to these priorities.

Priority will be given to applications which:

- Enhance the quality of life of WDH tenants.
- Increase involvement in the community.
- Attract more participants and volunteers.
- Demonstrate value for money and the potential to be sustained in the future.
- Show innovation and creativity.

3. What can a grant pay for?

The **maximum** grant awarded to any group will be **£1,000 in a three year period** to ensure that a number of organisations can benefit from some funding.

This can be through more than one application as long as the total of grants awarded to any one group does not exceed the maximum amount.

Funding is available to help provide **equipment and support activities** that are important to the local community. To be eligible the group must:

- operate within a WDH community
- be open to WDH tenants
- have **at least one** active member who is a WDH tenant or leaseholder, or lives in a WDH property.

Please be aware that WDH **cannot** guarantee to fund the maximum amount available from the scheme, nor your full application request, therefore you must ensure that you have procedures in place to cover the balance of funding required as it is necessary to provide receipts for the full amount of the project.

4. What **cannot** be funded

As the aim of the scheme is to award grants to groups within WDH communities and to benefit community members, the following are **ineligible** to apply for grants:

- Individuals
including items which will only benefit an individual such as scholarships, equipment which is not shared and personal clothing.
- Sole traders.
- Commercial businesses.
- Registered companies, partnerships or mutuals.
- Profit making organisations.
- Political organisations or an organisation promoting an activity of a mainly political nature.
- Organisations which promote religious activities (where the grant is to be used for religious activity).

- Educational establishments and other statutory bodies to fund their core services (including direct funding for schools and PTAs).
- Town or Parish Councils.
- Regional or national organisations and / or charities. This includes local groups which:
 - have access to funding from a regional or national ‘umbrella’ or ‘parent’ organisation and / or
 - pay or contribute part of an annual subscription / membership charge, or other funds, to an ‘umbrella’ or ‘parent’ organisation.
- Organisations not established in the United Kingdom.
- Groups directly involving a WDH employee.

In addition, grants **will not be** considered for:

- Running costs;

for example rent, rates, utilities, printing, stationery, salaries, insurance, postage, telephone, routine repairs and maintenance, loan or interest payments.
- Events or activities that happen or start before the grant is confirmed – **no projects will be awarded funding retrospectively.**
- Any costs the group incurs when putting together the application.
- Existing activities and repeat / regular events.
- Fundraising activities;

including events, for your organisation or others, general appeals or sponsorship.
- Projects or activities that the state has a legal obligation to provide.
- Purchase of alcohol.
- VAT that you can recover.
- Travel or subsistence expenses, including any outing, trip or holiday.
- Any group deemed to be in breach of WDH’s Diversity and Inclusion Policy.
- Prizes.
- Hire of bouncy castles.
- Previous unsuccessful applicants, where the grant has been considered by the LMC, within the same financial year, unless the LMC makes a specific recommendation that they are eligible to reapply.

5. Criteria for application

To be eligible for consideration for a community grant, your group must be able to fulfil the following requirements:

- An explanation must be given of the need for the project and in particular, how it will **add value** to the community.
- The project must be achievable within a stated timeframe and be completed **within one year** of receipt of the grant.
- People involved in the group must have been involved in the application for the grant and **two group members** must act as signatories on the application form.
- Groups must be constituted or have a set of rules, which **must be signed**.
- If the group comes under an umbrella organisation you must be able to demonstrate complete independence.

Financial requirements:

- The group must have a UK based bank or building society account in the name of the group. At least two people (who are unrelated and do not live at the same address) must be able to sign cheques or make a withdrawal.
- A copy of the group's most recent bank statement **must be provided** (all bank accounts relating to the group must be made known).
- If the group uses an umbrella organisation it must be able to demonstrate appropriate and auditable financial management is in place.
- If the group has more savings than the amount of money being applied for, you should explain to us what you are planning to do with this money.

Please note that if you have not set aside this money for anything in particular, it is unlikely we will give you all or any of the grant you have asked for.

- A minimum of **three quotes** are required for **each item** applied for.

Please note we will only contribute towards specific items and will not make general contributions towards projects.

- Where the overall cost of the project exceeds the amount of the grant application, groups must be able to demonstrate where the additional funding will be obtained from and that obtaining it will not delay the project.
- Groups must specify on the application form any other funding received or applied for. Grants will not be made where an application has been made to any other organisation for the same items.
- A grant will not be considered where there is evidence that a previous grant has not been managed satisfactorily.

Value for money:

WDH is committed to providing value for money in all its services, ensuring that the maximum benefit is achieved from the resources available. It is, therefore, an essential requirement of the Community Grant Scheme that applicants must be able to demonstrate that the project provides good value for money.

When validating any grant application, consideration will be given to the following:

- Does the project represent value for money when comparing the grant request with the benefits described and the number of people who will benefit?
- Is there an appropriate balance of quality, cost, resource use, fitness for purpose, timeliness and convenience which together would constitute good value?
- Are costings realistic and clearly itemised, with income matching proposed expenditure?
- Has the value of any goods or services been tested against alternative suppliers?
- Is there evidence of good planning and a well managed process? (This will minimise the risk of the project failing to deliver its intended outcome).
- Would the proposed project meet the needs of the community it is being organised for and will it deliver what it is being funded to do?
- Does the group have any monitoring systems in place to demonstrate its achievements, such as attendance registers?

In completing a Community Grant Application form, groups need to consider how the grant would deliver best value for money and ensure that this is demonstrated in the information provided.

Projects working with children, young people or vulnerable adults

It is the responsibility of the group to have acceptable safeguarding policies and procedures in place for children, young people and vulnerable adults. If a group includes, or involves work with, children, young people or vulnerable adults you **must have** appropriate policies in place, such as Child Protection. **Copies of these policies should be provided with your application.**

Confirmation should be provided that all relevant CRB checks have been undertaken.

Health and Safety / Insurance

The group must consider any health and safety issues relating to the proposals and complete a full risk assessment where appropriate. A copy of any risk assessment should be provided with the grant application.

It is the responsibility of the group to ensure that there is adequate insurance in place for the proposed project. Where necessary, the group should take out, amend or upgrade Public Liability Insurance and provide a copy of the certificate with the grant application.

Diversity and Inclusion

WDH is committed to ensuring diversity and inclusion in all aspects of the organisations work, therefore, the groups application should show its commitment to equal opportunities.

Projects are to be open to all who want to be involved, unless you can give a good reason why this should not be the case. If you plan to restrict who can take part in your project you need to provide an explanation in your application.

7. Monitoring and Evaluation

Successful grants will be monitored within six months to ensure the award has been spent on the designated project outlined on the application form:

- Receipts must be sent to Service Director - Corporate Services within six weeks of the grant being spent.
- Monitoring and evaluation forms may be requested and should be completed and returned upon request.
- A WDH officer may visit you to see how the grant has been spent and how the community has benefited.
- Grants awarded **must be** used as specified in the Grant Application Form. If there are any changes to the application once the award has been issued, WDH **must be** informed immediately. In the event of a change, the grant award will be reviewed by the LMC and funding may be repayable.
- Should the group dissolve, WDH should be notified and any unused grant should be repaid or equipment still remaining returned to be redistributed in the community.

8. How to Apply

- Please read **all** supporting information and funding criteria carefully before completing an application form to ensure your group and its project is eligible.
- Complete an application form using the guidance notes provided, ensuring that **all** requested information is included.
- Send the application to us at least three months before the project will start, taking into account the deadlines for applications, to either:



By Post

Wakefield and District Housing
Corporate Services, Head Office
Merefield House, Whistler Drive
Castleford, WF10 5HX



By Email

corpsupman@wdh.co.uk

- Receipt of the application will be confirmed within seven working days and it will then be assessed against the scheme criteria.
- If your application form and / or supporting evidence is not completed we will return it to you to enable you to provide the missing information. If we do not hear from you within 30 days after this time we will assume that your application has been withdrawn and close our records.

An incomplete form is the most common cause of delay, so please use the checklist to make sure that you have sent us everything we need.

- Once your application has been validated against the Community Grant Scheme criteria, it will be presented to the next appropriate meeting of the Local Management Committee for your area.
- If the LMC offers you a grant it will be conditional on you signing and returning our offer letter and accepting our terms and conditions of the grant.
- On receipt of your signed letter a transfer of funds will be arranged into your group's bank account.
- The WDH Communications Team may be in contact to arrange appropriate publicity. Any publicity regarding the grant awarded must acknowledge WDH.
- If your application is not successful we will write to you telling you the reasons why. Please consider our reasons carefully before deciding whether to apply again.

Data Protection

The information supplied is required in order to assess the grant application. The information will be shared with appropriate WDH employees and Board and LMC members. If the application is successful, details of the grant may be provided to members of the public as part of the publicity.

Deadline for application

Deadlines for the receipt of completed Community Grant applications to be submitted to the quarterly LMC meetings in 2012/2013 are:

- 3 August 2012.
- 5 October 2012.

Applications received after the deadline date **will not** be considered until the following round of LMCs.

Please note that if your application is incomplete at the deadline it **may not** be considered until the following round of LMCs.

You will be notified of the outcomes within six weeks of the closing dates.



Vision

to create confident communities

Mission

to inspire, transform and promote excellence

Values

to be creative, inclusive and work with integrity

delivering promises, improving lives