Small Grants Application Guidance

2019 / 2020
A note from the portfolio holder Councillor Maureen Cummings

“Since the inception of the first community grants funding scheme in 2003, the Small Grants team have given out thousands of grants to community organisations in Wakefield. As an active member of the Wakefield community and Council, I am passionate about the vital role our voluntary and community organisations play in enhancing the prosperity of the area.

Throughout early 2019, we have been working hard to ensure that our funding is reflective and responsive to our community’s diverse needs. Through feedback and consultation we have made significant improvements to the Small Grants Scheme, with the aim of ensuring that those engaging with the service can do so meaningfully and simply.

Through these grants we aim to continue build a vibrant district with high levels of community involvement, where citizens are encouraged to lead and positively shape their areas community, culture and activities.

I am happy to present this updated guidance to take us into 2019 and beyond.”

Best,

Councillor Maureen Cummings
Wakefield Council Small Grants

What are the small grants?

Wakefield Council offers three Small Grant Scheme’s for funding of £1000 or under. Grants are given to enhance the development and capability of community groups to engage their communities and carry out activities.

There are 3 funds available for groups to access:

• Neighbourhood Improvement Fund
• Community Development Fund
• Food Bank Support Fund

Each fund has its own set of eligibility criteria outlined in this guidance.

The External Funding Team, within the Communities department of Wakefield Council is responsible for the scheme management. This includes assessing each application to ensure it meets eligibility criteria, making decisions on grant requests and monitoring the expenditure of each agreed project.

Applications are submitted to the Small Grants Panel for determination, with decisions publicised on the Wakefield Council website.

Who can apply for funding?

Applications are accepted from constituted voluntary, community, recreational groups and special interest forums, based and working within the Wakefield District.

These are typically the following organisations:

• Unregistered community group
• Charitable Incorporated Organisation (CIO)
• Charitable company
• National Organisation
• Community Interest Company (CIC)

What is required of grant applicants?

All applications to the funds must:

• Read the application guidance thoroughly and understand the application process.
• Read the terms and conditions documents prior to applying, to understand their legal obligations as grant recipients if successful.
• Submit an application by the appropriate closing date, with all supporting documentation.
• Credit Wakefield Council in promotions or funded events.
• Keep proof of all expenditure relating to the grant and report on this as required.

Neighbourhood Improvement Fund

Each of the council’s 21 wards are allocated funding for grants of up to £1000. Grants must be supported by Local Ward Councillors.

Community Development Fund

Up to £500 per year is available for voluntary group’s projects that address issues with inequalities and social determinants of health.

Food Bank Support Fund

Up to £1000 per year is available for voluntary group’s that are providing direct food aid support and hunger programs to the community.
When to apply

When is funding available?

Completed applications are assessed at the Small Grants Panel every 4 weeks.

<table>
<thead>
<tr>
<th>Small Grants Schedule 2019</th>
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<tbody>
<tr>
<td><strong>Closing Date for Application (5:00pm)</strong></td>
</tr>
<tr>
<td>13&lt;sup&gt;th&lt;/sup&gt; March 2019</td>
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<tr>
<td>23&lt;sup&gt;rd&lt;/sup&gt; April 2019</td>
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<tr>
<td>21&lt;sup&gt;st&lt;/sup&gt; May 2019</td>
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<tr>
<td>18&lt;sup&gt;th&lt;/sup&gt; June 2019</td>
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<tr>
<td>16&lt;sup&gt;th&lt;/sup&gt; July 2019</td>
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<tr>
<td>15&lt;sup&gt;th&lt;/sup&gt; August 2019</td>
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<tr>
<td>10&lt;sup&gt;th&lt;/sup&gt; September 2019</td>
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<tr>
<td>8&lt;sup&gt;th&lt;/sup&gt; October 2019</td>
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<tr>
<td>12&lt;sup&gt;th&lt;/sup&gt; November 2019</td>
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<tr>
<td>10&lt;sup&gt;th&lt;/sup&gt; December 2019</td>
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<tr>
<td>7&lt;sup&gt;th&lt;/sup&gt; January 2020</td>
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Small grants application support sessions

We run a number of support sessions in the lead up to application deadlines. Applicants can drop in at any time to these sessions to speak to staff about their applications, or for help submitting the forms.

Make sure to bring along everything you need advice on, or what you need to submit your application.

<table>
<thead>
<tr>
<th>2019 Small Grant Application Support Sessions</th>
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<tbody>
<tr>
<td><strong>Date</strong></td>
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<tr>
<td>Every Wednesday from the 26&lt;sup&gt;th&lt;/sup&gt; June to the 4&lt;sup&gt;th&lt;/sup&gt; December 2019</td>
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The grants team will be holding information sessions across the district in 2019. Email communitygrants@wakefield.gov.uk for more information including times and dates.

General eligibility criteria

To be eligible for any funding, all Organisations must:

- Have a constitution OR registration (charity or corporation) number.
- Have a current bank account held in the name of the Organisation.
- Have an appropriate level of insurance coverage for their project and activities.
• Have appropriate safeguarding policies and procedures for their project and activities.

What can I apply for?

Grant applications must be submitted through the respective Small Grants Fund, as different Funds have different requirements and are for different purposes. Read the below information carefully, then choose the fund that best suits your application requirements.

**Neighbourhood Improvement Fund**

**Purpose**
The purpose of the Neighbourhood Improvement Fund is to provide funding to support a wide range of community organisations projects and activities.

**Conditions**
- Applications must be supported by at least 2 of the 3 Local Ward Councillors in the organisations ward.

**Limits**
- £1000 pounds application.
- A maximum allowance of £2000 per group, per year is available.

**Past examples**
- Laptops & tablets for community centres.
- Stage and security hire for community event.
- Sporting equipment for a local football team.
- Training course to upskill volunteers.

**What you can apply for**
Applications must categorise their project in one of the below categories. Where requested items fit multiple categories, simply apply in the one that best fits the overall feel of the project.

- **Merchandise and Promotional Material**
  This category is for applications that made up of predominantly marketing and promotional expenses such as; banners, flyers, business cards, posters etc.

- **Building Project**
  For projects where expenses are alterations or upgrade to building, lands and parks.

- **Purchasing Project**
  For projects that involve purchasing of general equipment, products or services such as IT products, first aid equipment, sporting or domestic equipment etc.

- **Standalone Event**
  For projects that expenses support one off or standalone events such as fetes, community day, sports tournament etc.

- **Ongoing Program or Activity**
  For projects that support the establishment or running of a program or activity that has a set term or is ongoing such as 6 week training program, summer holiday school camp etc.

- **Other**
  For projects that do not generally fit into any of the above categories.

**Exclusions**
All general considerations and exclusions outlined in ‘Important Additional Information’ on page 6 apply.
NIF applications cannot be submitted for:
- Overheads or ongoing running costs such as insurance, room rental, rates, salaries etc.
• Any activities that may conflict with Wakefield Council policies

Community Development Fund

Purpose
The purpose of the Community Development Fund is to provide grants to voluntary, recreational and community groups working within the Wakefield District to support development or activities that address inequalities in health and wellbeing.

Conditions
Applications must demonstrate how this grant will achieve outcomes related to:

• Reducing Health Inequalities
• Promoting the Wider Health Benefits of your Project or Group:

Applicants must work engage a Community Development Worker in their project in some capacity. See the Contacts section on page 11 for contact details.

Limits

<table>
<thead>
<tr>
<th>Limits</th>
<th>Past Examples</th>
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</thead>
<tbody>
<tr>
<td>£500.00 per year, per group.</td>
<td>✓ Cost of insurance policy.</td>
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<td></td>
<td>✓ Start-up equipment imperative to the group’s initial success; Whitegoods, IT equipment.</td>
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<tr>
<td></td>
<td>✓ Room rental for a new groups weekly activities.</td>
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</table>

What you can apply for
Applications must categorise their project in one of the below categories. Where requested items fit multiple categories, simply apply in the one that best fits the overall feel of the project.

• Merchandise and Promotional Material
  This category is for applications made up of predominantly marketing and promotional expenses such as; banners, flyers, business cards, posters etc.

• Building Project
  For projects where expenses are alterations or upgrade to building, lands and parks or similar.

• Purchasing Project
  For projects that involve purchasing of general equipment, products or services. E.g. IT products, first aid equipment, sporting or domestic equipment etc.

• Standalone Event
  For projects where expenses support one off or standalone events such as fetes, community day, sports tournament etc.

• Ongoing Program or Activity
  For projects that support the establishment or running of a program or activity that has a set term or is ongoing such as 6 week training program, summer holiday school camp etc.

• Other
  For projects that do not generally fit into any of the above categories.

Exclusions
All general considerations and exclusions outlined in “Important Additional Information” on page 6 apply.
Food Bank Support Fund

Purpose

The purpose of the Food Bank Support Fund is to help alleviate some of the pressure placed upon food aid providers and increase their capacity to deliver to the wider community. This grant is part of a wider programme of activity which looks to develop existing provision and support to meet increased demand for services from people and families facing crisis.

Conditions

This is a one off grant programme for food aid providers of £74,500. Organisations wishing to apply for this funding must consider the long term sustainability of any changes this money will bring. There is no expectation that future grants of this type will be made available in future.

Subject to any grant being awarded organisations will be asked to provide relevant information on current demand or need for the food aid provision including; opening times, number of food parcels provided weekly, number of individuals supported, type of food parcels provided, details of any partnership arrangements e.g. Trussell Trust, supermarkets and other food banks.

Limits

<table>
<thead>
<tr>
<th>Individual grants of up to £1,000 per application are accepted.</th>
<th>Past Examples</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• Holiday Hunger Programs.</td>
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<tr>
<td></td>
<td>• Covering the cost of Fare Share membership.</td>
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<tr>
<td></td>
<td>• Training for volunteers to become upskilled in food handling or food safety.</td>
</tr>
</tbody>
</table>

What you can apply for

The grants can be used for a variety of activities including but not limited to:

- Increased availability e.g. longer opening times, outreach provision.
- Increased stock.
- Increased support to run the food bank.
- Increased storage capacity including fridges/freezers.
- Room hire for the duration of your project.
- Utilities such as gas, electricity, rent etc.
- Developing substantial new provision in underserved areas.
- Increasing the number of vouchers available to third party referrers.
- Proposals from partners looking to work together to strengthen the food aid offer and in these instances would consider increasing the total grant award based on the nature of the application.
- Provision of food and beverages for the provision of Holiday Hunger initiatives for children/young people in receipt of free school dinners and their families.

Exclusions

Funding is not available for:

- Services and organisations that don’t meet or who are not aware of acceptable standards for delivering food aid provision.
- Activities for religious or politically oriented purposes (although applications from religious groups for community activities are welcomed).
- Any activities that may conflict with Wakefield Council policies.
- Alcohol and alcohol related products.
- One off events/activities.
- Loan repayments and endowments.
- Any costs paid or liabilities incurred before funding is awarded.
- Interest/service charges or contingency liabilities.
Important additional information

Community of Interest Funding

Applications submitted on the basis of a particular identity, e.g. ethnic, religious or cultural groups should be the exception and not the rule. Groups should explain how their activity promotes or will promote integration within the district.

School Based Applications

Applications for projects relating to schools must come from the schools voluntary group, such as the Parent Teachers Association. All applications from these groups must supply proof of association.

Storage of Items

Applications for equipment and assets must clearly outline how they intend to safely store the items for the lifespan of that particular asset.

Food Safety

Projects involving food preparation, distribution or commercial purchasing must have approval from the Food Safety team at Wakefield Council.

Ineligible expenses

In any case, we will not fund the following expenses:

- Retrospective applications - when the project has already taken place. Groups need to ensure that they make themselves aware of the time it takes to process the paperwork and plan their application accordingly. Applications that become retrospective due to delays relating to incomplete applications are ineligible.
- Activities for religious or politically oriented purposes (although applications from religious groups for community activities are welcomed).
- The purchase of alcohol or activities in which alcohol is the predominant theme.
- Applications for an individual, or where an individual receives the main benefit.
- Projects supporting asylum seekers that are inconsistent with immigration laws and/or Home Office policy.
- Overseas travel or outings outside of the district.
- Bank charges.
- Food & Drinks (including festive variety boxes, Easter eggs or Halloween food gifts), with the exception of Food Bank Fund applications.
- The construction or acquisition of buildings.

Statutory Organisations: Small Grants are intended for community groups. We will not therefore support bids submitted by any statutory organisations including the Local Authority or Town and Parish Councils.
Plan

- Read this guidance and the blank terms and conditions to understand what you are eligible for and the appropriate fund to apply to.
- Ensure you check what Ward your group or project is located in.
- If you are applying to the Neighbourhood Improvement Fund, speak to your Local Ward Councillors about your project. Give them enough information about what, when, why you are applying to NIF, and seek written support via email if appropriate.
- If you need help planning your project, contact your Neighbourhood Coordination & Engagement Officer. A contact list is provided on page 10.
- Gather up the relevant documentation for the grant you are applying for. The table below outlines the documentation you need for each grant. Note: The grants team may request additional documentation at any time in either the appraisal, spending or reporting stages.

<table>
<thead>
<tr>
<th>Neighbourhood Improvement Fund</th>
<th>Community Development Fund</th>
<th>Food Bank Support Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All quotes, invoices or links to shopping carts for requested items.</strong>&lt;br&gt;<strong>Current bank statement in the Organisation’s name.</strong>&lt;br&gt;<strong>2 out of three ward councillors written email support. If you don’t receive this by the due date, we will follow up on your behalf.</strong></td>
<td><strong>All quotes, invoices or links to shopping carts for requested items.</strong>&lt;br&gt;<strong>Current bank statement in the Organisation’s name.</strong></td>
<td><strong>All quotes, invoices or links to shopping carts for requested items.</strong>&lt;br&gt;<strong>Current bank statement in the Organisation’s name.</strong></td>
</tr>
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Small Grants Application Guidance | 8
Submit

- For help submitting your application or completing the forms, attend an Application support session listed on page 2.
- Submit your application by completing the online form then and sending all supporting documentation in one email through to communitygrants@wakefield.gov.uk within 3 days.
- Alternatively, you can submit your application via email using the Word or Adobe PDF forms. Send the form and all supporting documentation in one email through to communitygrants@wakefield.gov.uk.
- Applications that are received incomplete will not be progressed. Ensure you submit your application complete and if you are unsure about anything, attend a support session or contact us at communitygrants@wakefield.gov.uk.

We will not contact you to confirm we have received your application until it is assessed, however you can call us to confirm your application status at any time during business hours via communitygrants@wakefield.gov.uk or on 01924 305891.

Assessment

- Complete applications will be appraised and assessed at the next small grants panel.
- The voting members of the panel are; Portfolio Holder (Councillor) – Environment and Communities, Service Director - Communities and Area Development and Cohesion Service Manager - Communities. A member of the Grants Team advises the panel on application details.
- Once a decision has been made on applications they are posted to a Delegated Decision Notice and published online for scrutiny. If there are no objections to applications within 5 days the decision is final.

Release and spend

- If successful, you will be sent a terms and conditions document for your grant to sign and return.
- If unsuccessful, we will email you with feedback. An unsuccessful application does not register your group or project ineligible for future applications.
- The panel may have requested further documentation or placed conditions on your grant. You must return any requested documents with your signed terms and conditions. By signing this document you agree to any further conditions placed on the grant.
- You can return these via email to communitygrants@wakefield.gov.uk or by post, however please note that post delays can affect your funds being released to you.
- Once we have received the returned terms and conditions and any additional documents, we will release the funds to the nominated bank account within 7 business days.
- Recipients must spend funds according to their approval conditions and hold their project by the date specified in their application. If plans change throughout the
If more time is required to finalise spending, a Project Variation Form must be requested and completed. All variations are subject to approval by the Council.

- All projects funded by Small Grants must credit Wakefield Council in promotions by using our logo. A logo guide will be sent to all approved applications and can also be found online on our website.
- All merchandise and promotional materials directly funded by the grant should also include the logo, with the exception of very small items such as stationary and books etc. Consult the Logo Guide to ensure the logo is used properly in all instances and contact us if you have any questions.

Report & Evaluate

- Within 14 days of your project end date, you must submit a Project Evaluation form.
- A project evaluation form allows applicants to report how they have spent the funds and provide evidence that funds were used according to the approved proposal. This evidence takes the form of expenditure statements, electronic copies of receipts and invoices, and photos of the activity/event/resource. These, along with the questions outlined below, make up the acquittal documentation to be submitted via email to communitygrants@wakefield.gov.uk after form submission.
- In a project evaluation you’ll need to show:
  - How much you spent?
  - What exactly you spent it on?
  - Did the grant achieve its goals?
  - What was the impact of the grant?

If the grant isn’t fully spent or is spent incorrectly

In the event the grant is not fully spent or the grant is spent on expenses other than those agreed in the terms and conditions, applicants are liable to repay the funding. This is known as ‘Clawback’. We will give details on this process if this occurs.

Clawback

Clawback is a timely process where you owe money to the Council.

It is vital that when applying for funding you consider not only what is reasonable, but what is doable for your organisation.

- It is better to apply for the funding you need and will spend easily, as opposed to applying for funding simply because it is there.
- If you need more funding, you can always apply again up to the spending limits for each scheme.
**Further Information**

**Links**

- [Small Grants Application Form](#)
- Blank terms and conditions document for reading purposes only

**Contacts**

External Funding Team: Community grants@wakefield.gov.uk or 01924 305891.

Neighbourhood Engagement & Coordination Officers (table below).

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<thead>
<tr>
<th>Neighbourhood Coordinator</th>
<th>Ward Responsibility</th>
<th>Contact Number</th>
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<tbody>
<tr>
<td>Andrew Woodhead</td>
<td>Ward 5 Crofton, Ryhill &amp; Walton, Ward 8 Horbury &amp; South Ossett, Ward 11 Ossett, Ward 15 Stanley and Outwood East, Ward 18 Wakefield Rural, Ward 19 Wakefield South, Ward 21 Wrenthorpe and Outwood West</td>
<td>07766 367757 <a href="mailto:awoodhead@wakefield.gov.uk">awoodhead@wakefield.gov.uk</a></td>
</tr>
<tr>
<td>Communities Team</td>
<td>Ward 1 Ackworth, North Elmsall and Upton, Ward 6 Featherstone, Ward 7 Hemsworth, Ward 10 Normanton, Ward 14 South Elmsall and South Kirkby</td>
<td>07918 360960 <a href="mailto:Communitygrants@wakefield.gov.uk">Communitygrants@wakefield.gov.uk</a></td>
</tr>
<tr>
<td>Hazel Brook</td>
<td>Ward 16 Wakefield East, Ward 17 Wakefield North, Ward 20 Wakefield West</td>
<td>07918 360990 <a href="mailto:hbrook@wakefield.gov.uk">hbrook@wakefield.gov.uk</a></td>
</tr>
<tr>
<td>Jo Parkin</td>
<td>Ward 2 Airedale &amp; Ferry Fryston, Ward 3 Allofts &amp; Whitwood, Ward 4 Castleford Central &amp; Glasshoughton, Ward 9 Knottingley, Ward 12 Pontefract North, Ward 13 Pontefract South</td>
<td>07796 987175 <a href="mailto:jparkin@wakefield.gov.uk">jparkin@wakefield.gov.uk</a></td>
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